

Instructions for
**REPORT OF CONTRIBUTIONS AND EXPENDITURES
DETAILED SUMMARY**

Reference Colorado Revised Statute:	C.R.S. 1-45-108
Who uses this form?	All Committees
Purpose of form:	This form is used to summarize the information from all other forms.
Is this form required?	Yes
When do I file this form?	This form must be received by the designated election official on or before the filing due date for the reporting period. Remember...postmark dates are not recognized.

COMPLETING THE FORM

This form uses information contained on other forms; all other applicable forms must be completed prior to filing this summary form.

- STEP** 1. Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.
- Print or type the full name of the committee
 - Print or type the address of your committee. Print or type the city, state and zip code of your committee.
 - Print or type the name of the financial institution where the committee funds are deposited. [C.R.S. 1-45-108(1)(a)(IV)(b)]
 - Print or type the address of the financial institution including city, state and zip code.
 - Print or type the Secretary of State issued committee number. This is the committee ID number that was mailed to you shortly after registering with the Secretary of State. If you registered with an election official other than the Secretary of State, you do not file with the Secretary of State's office.
 - Determine what type of report is being filed.
 - **Regularly Scheduled Filings** are normal reporting periods as required in C.R.S. 1-45-108 & C.R.S. 1-45-109 (These dates are available through the Campaign and Political Finance manual, your local election official, the calendars provided and the Secretary of State web site www.sos.state.co.us)
 - **Amended Filings** are reports that correct a previously filed report.
 - **Termination Reports** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. (Art. XXVIII, Sec. 2(3), C.R.S. 1-45-106, and the *Rules Concerning Campaign and Political Finance* 3.3)

- Check (☒) the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)
- Print or type the Declared Total Spending Limit if applicable. (Art. XXVIII, Sec. 4)
This is only for candidates that have accepted the Voluntary Spending limits.

STEP 2. Skip Lines 1-5 and the Authorization portion of the Report of Contributions and Expenditures page (page 1) and go to the Detailed Summary page (page 2).

STEP 3. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount from Schedule A.
- Line #7 – Enter the total amount of contributions received this reporting period that were \$19.99 or less.
- Line #8 – Enter the total amount of all loans received this reporting period. (Schedule C)
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends)
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee. (Schedule D - money coming back to the committee).
- Line #11 – Enter the sum of Lines #6 **through** #10.
- Line #12 – Enter the total amount of all Non-Monetary Contributions from the Statement of Non- Monetary Contributions form.
- Line #13 – Enter the sum of Line #11 **and** #12.
- Line #14 – Enter the total amount from Schedule B.
- Line #15 – Enter the total amount of all Expenditures \$19.99 or less.
- Line #16 – Enter the total amount of all loan payments paid this reporting period. (Schedule C)
- Line #17 – Enter the total amount of contributions returned to the donor. Example: A contributor exceeded contribution limits and the amount exceeding that limit must be returned. (Schedule D - money going out of the committee).
- Line #18 – Enter the total amount of expenditures by a third party that are controlled by or coordinated with a candidate, candidate committee or political party. (Statement of Non-Monetary Contribution form)
- Line #19 – Enter the sum of Lines #14 **through** #17.
- Line #20 – Enter the sum of lines #18 **and** #19. [Art. XXVIII, Sec. 5(3)]

STEP 4. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.
- Line #3 – Enter the sum of Lines #1 **and** #2.
- Line #4 – Enter the total amount from Line #19.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.

STEP 5. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.

ELECTRONIC FILING INSTRUCTIONS

Our electronic filing system makes filing your Report of Contributions and Expenditures easier, and gives you two additional days to file your report with the Secretary of State (see filing calendar). Just log onto www.sos.state.co.us.

- ☞ Select the **Election Center** at the Secretary of State home page.
- ☞ Select **Reporting and Filing Information**.
- ☞ Select **Campaign Finance Filing and Inquiry** in the Left-hand margin.
- ☞ Select **Log-in**, and enter your assigned User ID, and Password (case-sensitive).
- ☞ Select **Reporting**
- ☞ Select **Work on a Report**, and click on the current reporting period (verify on calendar).
- ☞ Select **Enter Sum Totals** to report non-itemized (\$19.99 or less) contributions or expenditures.
- ☞ Select **Enter Line Items** to report itemized (\$20.00 or more) contributions, expenditures, non-monetary contributions or loans.
- ☞ Select **Save** after entering your contributions and/or expenditures. This saves the data so you may return to it later *without* it being viewed by the public. Once you have saved your information and are ready to file, select “Back”, and “Back to Report”. This will bring you back to the Report Entry Wizard screen where you can then...
- ☞ Select **File My Report** ONLY IF YOU ARE READY TO FILE! YOUR REPORT IMMEDIATELY BECOMES PUBLIC ONCE IT IS FILED. **(REPORTS ARE NOT OFFICIALLY RECEIVED BY THIS OFFICE UNTIL YOU SELECT FILE MY REPORT)**

Any questions please call 303-894-2200 and press 3 or call us directly: **Kristine Reynolds ext. 6309, or Sherry Wofford ext. 6306.**

DETAILED SUMMARY

Full Name of Committee/Person: _____

Current Reporting Period: **Through**

	Funds on hand at the beginning of reporting period (Monetary Only)	\$
6	Itemized Contributions \$20 or More [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "A")	\$
7	Total of Non-Itemized Contributions (Contributions of \$19.99 and Less)	\$
8	Loans Received (Please list on Schedule "C")	\$
9	Total of Other Receipts (Interest, Dividends, etc.)	\$
10	Returned Expenditures (from recipient) (Please list on Schedule "D")	\$
11	Total Monetary Contributions (Total of lines 6 through 10)	\$
12	Total Non-Monetary Contributions (From Statement of Non-Monetary Contributions)	\$
13	Total Contributions (Line 11 + line 12)	\$
14	Itemized Expenditures \$20 or More [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "B")	\$
15	Total of Non-Itemized Expenditures (Expenditures of \$19.99 or Less)	\$
16	Loan Repayments Made (Please list on Schedule "C")	\$
17	Returned Contributions (To donor) (Please list on Schedule "D")	\$
18	Total Coordinated Non-Monetary Expenditures (Candidate/Candidate Committee & Political Parties only)	\$
19	Total Monetary Expenditures (Total of lines 14 through 17)	\$
20	Total Spending (Line 18 + line 19)	\$