



CITY OF MONTE VISTA

www.cityofmontevista.com

95 1st Ave Monte Vista, CO 81144

Main Phone: (719) 852-2692 ~ TDD: (719) 852-4575 ~ Main Fax: (719)852-6167

CANDIDATE AFFIDAVIT

[Art. XXVIII, Sec. 2(2) & C.R.S. 1-45-110(1)]

➤ File this report with the Monte Vista City Clerk

This affidavit shall certify that I, _____, am a candidate for the 2019 Municipal election, [Art. XXVIII, Sec. 2(2)] for the office of _____, (Year)

Ward # _____ (if applicable).

I understand that campaign finance activities in Colorado are governed by Article XXVIII of the Colorado Constitution, Article 45, Title 1 of the Colorado Revised Statutes (CRS) (also known as the Fair Campaign Practices Act (FCPA)), and the Secretary of State's Rules Concerning Campaign and Political Finance.

I further certify that I am familiar with the provisions of the Colorado Fair Campaign Practices Act (FCPA) as required in §1-45-110 of the Colorado Revised Statutes.

Signature of Candidate _____ Date _____

Physical Address of Candidate: _____ (Street/City/St/Zip)

Mailing address: _____

Business Phone: _____ Residence Phone: _____

Fax: _____ Web address: _____

E-Mail Address: _____

STATE OF COLORADO
COUNTY OF _____

Before me, _____, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared _____, whose name is subscribed to the foregoing Candidate Affidavit, and who affirms, that said statements are true and that he/she acknowledges the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set forth.

Subscribed and affirmed to before me this _____ day of _____, 20_____.

(Seal)

(Notary/Official Signature)

(Commission Expires)

CANDIDATE AFFIDAVIT INSTRUCTIONS

Colorado Constitution Reference: Art. XXVIII, Sec. 2(2)

Colorado Revised Statute: C.R.S. 1-45-110(1)

[Who uses this form?] All Candidates for public office.

[Purpose of form]: This form is to be used by all candidates seeking an elected office.

[Is this form required for all candidates?] YES

[When do I file this form?] Form must be filed with the appropriate election official within ten (10) days of becoming a candidate.

[When do I become a candidate?] You become a candidate when you publicly announce intent to seek public office and thereafter receive a contribution or make an expenditure in support of your candidacy.

Please note Campaign and Political Finance Rule 1.11 states: "Publicly announced an intention to seek election to public office or retention of a judicial office" means that a person has made a statement signifying an interest in the office by means of a speech, advertisement, or other communication reported or appearing in public media or in any place accessible to the public. Such statement includes a stated intention to explore the possibility of seeking an office. The registration of a candidate committee shall also constitute a public announcement of an intention to seek election or retention."

COMPLETING THE FORM

1. Print or type your name (of candidate) on the first line.
2. Print or type the year and office being sought.
3. Indicate the ward number of the office being sought, if applicable.
4. Candidate must sign and date the form. **Signature must be notarized.**
5. Print or type the physical address of the candidate.
6. Print or type the mailing address of the candidate if different than physical address.
7. Print or type a telephone number where you may be contacted.
8. Print or type the E-Mail address if you wish to have your E-Mail address made public and to receive electronic notices and correspondence from the Secretary of State.
9. **The remainder of the form must be completed by a Notary Public.**



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CANDIDATE ELECTION CALENDAR

NOVEMBER 5, 2019

[Computation of time: CRS § 1-1-106]

		<p>Candidate information packets available online and in Monte Vista City Clerk's Office.</p> <p>NOTE: Within 10 days after becoming a candidate a Candidate Affidavit must be filed with the Monte Vista City Clerk. The "New Committee Registration Form" must be filed with the Monte Vista City Clerk before accepting any contributions.</p>
August 6, 2019 8:00 a.m.		Nomination petitions available in City Clerk's office.
August 7, 2019	<input type="checkbox"/>	First day petitions may be circulated by candidates. [CRS § 1-4-805]
August 26, 2019 by 5:00 p.m.	<input type="checkbox"/>	<p>Nomination petitions and Acceptance of Nomination and Qualification Affidavit must be filed with the Monte Vista City Clerk by 5:00 p.m.</p> <p>Note: All forms must be properly signed and notarized where applicable. A Notary Public is available at Civic Center to notarize these forms.</p>
August 29, 2019 by 5:00 p.m.		Deadline for the petition to be amended to correct or replace signatures that the clerk finds are not in apparent conformity with the requirements of State Statutes. [CRS § 1-4-805]
September 3, 2019 5:30 p.m. City Council Conference Room,	<input type="checkbox"/>	Lot drawing , for the order in which candidate's names will appear on the ballot, [CRS § 1-5-406]
October 14 - 18, 2019		Mail Ballots mailed to electors. [CRS § 1-7.5-107 (3) (a)]
October 15, 2019 by 5:00 p.m.	<input type="checkbox"/>	<p>Fair Campaign Practice Act Filing [CRS § 1-45-108 (2) (a) (II)]</p> <p>Reports to be filed with the Monte Vista City Clerk (21 days prior to the election). This report will cover from the beginning of the initial filing through October 10, 2019.</p>
November 1, 2019 by 5:00 p.m.	<input type="checkbox"/>	<p>Fair Campaign Practice Act Filing [CRS § 1-45-108 (2) (a) (II)]</p> <p>Reports to be filed with the Monte Vista City Clerk (Friday prior to the election). This report will cover from October 11, 2019 through October 27, 2019.</p>
November 5, 2019		ELECTION DAY
January 2, 2020 6:00 p.m.		Swearing in of newly elected Council Members. [Home Rule Charter Article V, Section 16]
December 5, 2019 by 5:00 p.m.	<input type="checkbox"/>	<p>Fair Campaign Practice Act Filing [CRS § 1-45-108 (2) (a) (II)]</p> <p>Reports to be filed with the Monte Vista City Clerk (30 days following the election). This report will cover from October 28, 2019 through November 30, 2019.</p>
November 1, 2020 by 5:00 p.m.		If your December 5, 2019 FCPA filing showed an unexpended balance or deficit, you are required to file annually in off-election years on the first day of the month in which the anniversary of the major election occurs. [CRS § 1-45-108] This report will cover from December 1, 2019 through October 25, 2020.



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August 6, 2019

Dear Candidate:

The enclosed information has been prepared as a general guide for prospective municipal candidates. This packet provides a summary of the basic requirements associated with the candidacy and other pertinent information about the election process. However, the City Clerk's Office **cannot provide legal advice**. Specific requirements may be found in the Monte Vista Home Rule Charter, Colorado State Constitution, Colorado Revised Statutes, and the Colorado Fair Campaign Practices Act (FCPA).

Each candidate should pay particular attention to the Fair Campaign Practices Act, which is provided in this packet. The candidate is responsible for the filing of the appropriate documents in a timely manner. All information and reminder notices you receive are a courtesy only. It is your responsibility to comply with the Colorado Fair Campaign Practices Act.

Within 10 days after announcing your candidacy, please file the "Candidate Affidavit" form with the Monte Vista City Clerk. The "New Committee Registration Form" must be filed with the City Clerk before accepting or making any contributions. All contributions received by a candidate committee must be deposited in a financial institution, in a separate account, whose title must include the name of the committee.

Monte Vista City Council participate in a Coordinated Mail Ballot Election with Rio Grande County this November. **Under this scenario, mail ballots will be mailed out between October 14, 2019 and October 18, 2019 to all eligible electors.** Candidates will want to plan their campaign strategy accordingly.

I look forward to working with you throughout the election process. If you have any questions, please contact the City Clerk's office – uvance@ci.monte-vista.co.us, 719-852-2692 ext. 106.

Thank you,

Unita Vance
City Clerk



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CANDIDATE INFORMATION

**General Municipal Election
November 5, 2019**

**GENERAL MUNICIPAL ELECTION
NOVEMBER 5, 2019**

CANDIDATE INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

At the November 5, 2019, General Municipal Election, four (2) council members will be elected – all for four-year terms of office commencing at 6:00 p.m. on the day of the first regularly scheduled City Council meeting in January (January 2, 2020).

Municipal elections are administered by the City Clerk’s Office under a coordinated election with Rio Grande County under the provisions of the Charter, the City of Monte Vista Code, the Colorado State Constitution and the Colorado Revised Statutes. **City elections are non-partisan.**

☞ There is a records retention requirement for your FCPA contribution records. Colorado Constitution Article XXVIII, Section 3 (9) “All records pertaining to such accounts shall be maintained by the committee or political party for one-hundred eighty days following any general election in which the committee or party received contributions unless a complaint is filed, in which case they shall be maintained until final disposition of the complaint and any consequent litigation.”

QUALIFICATIONS FOR OFFICE

City Council
(Home Rule Charter 2009)

No person shall be eligible to hold the office of City Council unless he or she be a qualified elector in the City in accordance with State statutes.

NOMINATION PETITIONS

☞ **Nomination petitions may not be circulated or signed before August 7, 2019.**

☞ **Petitions must be filed with the Monte Vista City Clerk by August 26, 2019- 5:00 p.m. All nomination petition sections must be turned in at the same time.**

Nomination petitions will be available in the City Clerk’s office August 6, 2019 at 8:00 a.m.

☞ **Only petitions obtained from the Monte Vista City Clerk’s office may be circulated.**

The candidate's petition must be signed by at least 50 registered electors residing within the City limits. ☞ **No registered elector shall sign more than one nomination petition for each separate office for which the signer is entitled to vote.** The candidate must sign the Acceptance of Nomination and Qualification Affidavit, which must be turned in with the nomination petition(s). **The circulator of the petition must witness each signer's**

signature and sign the Affidavit of Circulator.

► The Rio Grande County Clerk & Recorders will, for a price, provide a list of registered voters, which, I understand, can be sorted by street address. If they sort the list, there is an extra cost. Contact the County for specifics of the list and associated cost.

CAMPAIGN CONTRIBUTIONS AND REPORTING REQUIREMENTS (FCPA)

Candidates and others pertinently involved must adhere to the provisions of the Colorado Fair Campaign Practices Act (FCPA). (**SEE THE ENCLOSED "COLORADO FAIR CAMPAIGN PRACTICES ACT."**) All necessary forms must be filed with the Monte Vista City Clerk on the appropriate dates.

Reports may be filed by fax or e-mail (no later than the close of business on the due date), but must be followed by an original hard copy of the report within seven (7) days of the due date. CRS 1-45-109 (2)

It is your responsibility to become familiar with the provisions of the Colorado Fair Campaign Practices Act.

See the FCPA section of this packet for additional information.

USE OF CITY LOGO (THE CITY MARK) ON ANY CAMPAIGN LITERATURE IS NOT PERMITTED

ELECTION SIGNS

Never move or remove another candidate's or committee's election sign(s). If you feel it has been placed in an inappropriate area, report it to the City Clerk's Office.

If your signs are being stolen, you are free to go on-line or call the police department to file a police report. If the Police catch someone in the act of taking a sign, then the person can be charged with theft and possible trespassing. The Police Department takes this very seriously.

City Clerk's Office Election Sign Policy

All complaints will be directed to the City Clerk's Office, 719-852-2692 ext. 106.

The City Clerk will forward the complaint as follows:

Size & type of signs - CODE ENFORCEMENT/POLICE

All signs determined to be in the public right-of-way, or on public/City property, will be removed and immediately taken to the City Clerk's Office.

The City Clerk will contact the candidate immediately.

Election signs must be in compliance with local, State and Federal laws.

State and Federal

No election signs may be installed in the right-of-way for a State or Federal highway. In Monte Vista, this would apply to Federal, U.S. 285, and U.S. 160

Monte Vista

Permission from the owner of the property is required. Unauthorized signs must be removed upon request. It is the responsibility of the committee to remove signs by the stated deadlines.

In the City of Monte Vista election signs are not allowed in the public right-of-way. Some homes in Monte Vista have a grass/dirt area between the sidewalk and the street; that land between the sidewalk and the curb is considered public right-of-way.

There are also regulations that prohibit signs on power poles, traffic light poles and traffic control devices.

Helpful Information:

CITY OF MONTE VISTA BUDGET

You can access City of Monte Vista Budget documents on our website.

www.cityofmontevista.com

click on [Government](#)

you will get a drop down menu, click on [Finance](#)

you will be directed to the Finance page, on the left side,

click on [Budgets, Financial Statements & Audits](#)

click on [Appropriate year](#)

The **proposed** 2020 Budget will not be available until November of 2019.

CITY COUNCIL STUDY SESSION AND REGULAR COUNCIL MEETING PACKETS

City Council packets are available, on the Tuesday prior to the meeting, on-line.

www.cityofmontevista.com

on the left of the home page, click on [City Council](#)

this will take you to the Councils Home Page where you can choose the meeting. This is where Agendas, Minutes can be found.

FOR ADDITIONAL INFORMATION

Further information may be obtained from the City Clerk's office, 95 West 1st, Monte Vista, CO. 81144. The office is open from 8 a.m. to 5 p.m. Monday through Friday, except for holidays. Telephone number: 719-852-2692 ext. 106.

INSTRUCTIONS FOR NOMINATION PETITIONS

- AUGUST 7, 2019 Earliest day a Municipal candidate can circulate and have signed a Nominating Petition. Petitions are filed with the Municipal Clerk.
- AUGUST 26, 2019 Last day to file municipal candidate nominating petitions with the municipal clerk.
- AUGUST 29, 2019 The petition may be amended to correct or replace signatures that the clerk finds are not in apparent conformity with the requirements of the municipal code.

POTENTIAL CANDIDATES ARE REQUIRED TO GET SIGNATURES OF 25 MONTE VISTA RESIDENTS WHO ARE REGISTERED VOTERS IN ORDER TO QUALIFY FOR THE ELECTION. YOU MAY GET MORE THAN 25 SIGNATURES.

CANDIDATE AFFIDAVIT – MUST FILE WITH THE CITY CLERK WITHIN 10 DAYS OF BECOMING A CANDIDATE.

NOTICE OF INTENT TO BE A CANDIDATE FOR MUNICIPAL OFFICE MUST BE SIGNED WHEN PETITION IS PICKED UP.



CITY OF MONTE VISTA, COLORADO

NOMINATION PETITION

NUMBER OF SIGNATURES REQUIRED: 25

THIS PETITION MUST BE FILED NO LATER THAN 5:00 P.M. AUGUST 26, 2019

PETITION to nominate _____
 (full name of candidate)

residing at _____ for the office of

COUNCIL MEMBER FOR THE CITY OF MONTE VISTA, COLORADO for a four-term to be
 voted on at the Regular Municipal Election on November 5, 2019.

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

We, the undersigned registered electors of the aforementioned municipality, hereby petition that the above-named person shall be a candidate for the office listed above.

SIGNATURE OF PETITIONERS

	Printed Name and Signature	Complete Address – Street, City, State, Zip	County	Date Signed
1				
2				
3				
4				

	Printed Name and Signature	Complete Address – Street, City, State, Zip	County	Date Signed
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

	Printed Name and Signature	Complete Address – Street, City, State, Zip	County	Date Signed
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

	Printed Name and Signature	Complete Address – Street, City, State, Zip	County	Date Signed
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

AFFIDAVIT OF CIRCULATOR

I, _____, who
Printed Name of Circulator

Resides at: _____
Residence Street Number and Name

Municipality County State Zip Code

hereby certify that I have circulated the foregoing petition section; that each signature thereon was affixed in my presence; that each signature thereon is the signature of the person whose name it purports to be; that each signer has stated to me that he or she was, at the time of signing, a registered elector of the City of Monte Vista, Colorado and of the ward for which the nomination is made (if applicable).

Signature of Circulator Date

STATE OF COLORADO }SS.

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

WITNESS MY HAND AND OFFICIAL SEAL.

My commission expires: _____

[SEAL]

Notary Public

ACCEPTANCE OF NOMINATION

I, _____, having been nominated as a candidate for the office of _____ of the City of Monte Vista, Colorado, at the regular municipal election to be held on November 5, 2019, hereby accept the nomination. Furthermore, I affirm that I meet the qualifications of elective officers and have filed the Candidate Affidavit as required by the Monte Vista City Charter

My name as it will appear on the election ballot shall be:

Accepted and signed this _____ day of _____, 20 _____.

Candidate's Signature

STATE OF COLORADO }SS
COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 20 _____.

WITNESS MY HAND AND OFFICIAL SEAL.

My commission expires: _____

[SEAL]

Notary Public

View Document at:

www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf

Campaign and Political Finance Manual



Colorado
Secretary of State

Revised April 2019



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NEW COMMITTEE REGISTRATION FORM

(1-45-108, C.R.S.)

Please use this form if you are registering a new committee for Colorado campaign finance purposes.

Select Only One Committee Type:

- Candidate Committee Political Party Small Donor Committee
 Political Committee Issue Committee 527 Political Organization Federal PAC

Committee Name: _____

Name should be descriptive. Include office, organization name, etc. Note: CO does not have PACs, only political committees.

Committee Address (Physical): _____

Committee Address (Mailing): _____

Phone Number: _____ Alternate Phone Number: _____

Fax Number: _____ Web Address: _____

Check Only One Jurisdiction:

- Federal State County
 Municipal Multi-County Other: _____

Purpose/Office Sought (include party, office, district & election year, if applicable): _____

Financial Institution Information:

Institution Name: _____

Institution Address: _____

Agent / Contact Information:

Name of Person Acting As Registered Agent: _____

Under Colorado law, only the registered agent (or the candidate in the case of candidate committees) may file the committee reports.

Phone Number: _____ Registered Agent E-Mail: _____

Alternate E-Mail 1: _____

Alternate E-Mail 2: _____

Authorization

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidate Address (include mailing): _____

Candidate Signature: _____ Date: _____



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FORM FOR AMENDMENT(S) TO EXISTING COMMITTEE REGISTRATION

(1-45-108, C.R.S.)

Please use this form if you are amending an existing committee registration

Independent Expenditure Committees use Secretary of State Form CPF-37

Existing Committee Name: _____

SOS ID/KEY#: _____

What changes need to be made? Please check all that apply, and fill in the appropriate section of the form.

- Committee Name Committee Contact Information Registered Agent Contact Information
 Committee Purpose Financial Institution Information Change in Person Acting as Registered Agent

Committee Contact Information: _____

Committee Address (physical): _____

Committee Address (mailing): _____

Phone number: _____ Alternate Phone number: _____



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REPORT OF CONTRIBUTIONS AND EXPENDITURES 2010 Revised Reporting Forms (current 2017)

The Report of Contributions and Expenditures is a financial report required for all committees or parties that accept contributions or make expenditures to support or oppose a candidate or an initiative seeking access to the ballot and/or a referendum placed on the ballot by the general assembly. The report is comprised of 7 basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Report of Contributions and Expenditures with the Detail Summary, Schedules A, B, C, D and the Statement of Non-Monetary Contributions. Completion of Schedules A, B, C, D and the Statement of Non-Monetary Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

Report of Contributions and Expenditures (page 1)

A summary page of the committee or party name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period with the **Detailed Summary page** (page 2) that summarizes totals for all other data entry forms. Complete this 2-page form last.

Schedule A

This form is used to report monetary contributions received by the committee or party that exceed \$19.99. (Money received into the committee/party.)

Schedule B

This form is used to report expenditures paid out by the committee or party that exceed \$19.99. (Money expended/paid out by the committee/party.)

Schedule C

This form details loans received and repaid by the committee/party. (Money received by committee from a financial institution and/or repayment of a loan to a financial institution.)

Schedule D

This form allows the committee/party to account for either a contribution or expenditure that has been made and is being returned to the committee/party.

Statement of Non-Monetary Contributions

This form details contributions received that are tangible and can be assessed a fair market value. Expenditures on behalf of a candidate that are coordinated with or controlled by the candidate, candidate's agent or the political party shall be counted as a contribution to and expenditure by the candidate committee or the political party.

If filing the Report of Contributions and Expenditures manually, it **MUST** be received by the appropriate officer on or before the manual due date. Postmark dates are not recognized. A faxed

report MUST be followed up with the original document within seven calendar days. If you wish to file electronically, please log onto our web site at www.sos.state.co.us and select Campaign Finance and then select Campaign Finance Filing and Inquiry. Instructions for electronic filing may be found on the Campaign Finance page. The candidate and/or registered agent are responsible for the content and accuracy of the report.

Other items available on the Secretary of State website are: Electronic filing instructions, Campaign and Political Finance forms, filing calendars and the Campaign and Political Finance FAQs (Frequently Asked Questions) fact sheet. Please note the Microsoft excel spreadsheet version of the report is no longer available.

State and county committees requiring assistance should contact the Secretary of State's Campaign and Political Finance Support Team at 303-894-2200 ext. 6383. **Municipal** committees should contact their municipal/town clerk for assistance.

Thank you

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

Reference Colorado Revised Statute:	1-45-108, C.R.S.
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. Postmarks are not accepted.

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. [1-45-108(1)(a)(IV)(b), C.R.S.]
- 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 1-45-108 & 1-45-109, C.R.S. (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), 1-45-106, C.R.S., 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.



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Space Below For Office Use Only

REPORT OF CONTRIBUTIONS AND EXPENDITURES

(1-45-108, C.R.S.)

Full Name of Committee/Person:	
<small>As Shown On Registration</small>	
Address of Committee/Person:	
City, State & Zip Code:	
Committee Type:	
Name and Address of Financial Institution	

SOS ID NUMBER (state and county committees):

Type of Report

- Regularly Scheduled Filing.
- Amended Filing. This amends previous report filed on (date)
Submit changes or new information ONLY
- Termination Report. (Termination Reports MUST Have a Monetary Balance of Zero in Line 5)
- Check this box if this Report Contains Electioneering Communications Information

Reporting Period Covered:

Date

Through

Date

Declared Total Spending (if applicable)

[Art. XXVIII, Sec. 4(1)]

\$

		Totals Detailed Summary Page
1	Funds on Hand at the Beginning of Reporting Period (monetary only)	\$
2	Total Monetary Contributions (line 11)	\$
3	Total of Monetary Contributions & Beginning Amount (line 1 + line 2)	\$
4	Total Monetary Expenditures (line 19)	\$
5	Funds on Hand at the End of Reporting Period (monetary) (line 3 – line 4)	\$

The appropriate officer shall impose a penalty of \$50 per day for each day that a report is filed late.

[Art. XXVIII Sec. 10(2)(a)]

Authorization (Must be completed by either the Registered Agent OR the Candidate): *I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period, including any contributions received in the form of membership dues transferred by a membership organization, are from permissible sources.*

Print Registered Agent's Name: _____

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidates Signature: _____ Date: _____

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)	\$

Schedule A Instructions

NOTE: In addition to the reporting requirements of 1-45-108, C.R.S., please note provisions for specific Committee type, as follows:

Candidate, Issue, Political Party and Political Committee (PC)

- Required to disclose occupation **and** employer for all \$100 or more contributions made by natural persons. (Art. XXVIII, Sec. 7)

Small Donor Committee

- Accepts contributions of no more than \$50 per year, FROM NATURAL PERSONS ONLY. [Art. XXVIII, Sec. 2(14)(a)]

Electioneering Communications Reporting

- Reporting required by persons spending \$1,000 or more on Electioneering Communications,
- Required to disclose occupation **and** employer for all \$250 or more contributions made by natural persons. (Art. XXVIII, Sec. 6)
- Corporate and Labor Organization funding are prohibited. (Art. XXVIII, Sec. 6)

Contribution Limits – State Candidates

(Art. XXVIII, Sec. 3)

Candidates:

- **\$525** ♦ Primary, \$525 ♦ General if nominated to general election ballot – Gov*, Gov/Lt. Gov**, Secretary of State, Attorney General and State Treasurer
- **\$200** Primary, \$200 General if nominated to general election ballot – State Senate, State House of Representative, State Board of Education, CU Regent, and District Attorney.

Note: Candidates may receive the primary and general election contributions at one time, the contributor must note that the contribution is for both the primary and general election contribution. Candidates must note both contributions on their report. It is preferred that each contribution be given separately; one check written for the primary and one check written for the general, and so noted by the contributor on the check and by the recipient on the report.

Political Committees (State, County, District & Local):

- **\$525** ♦ per House of Representatives Election Cycle

Political Party (From any person other than Small Donor):

- **\$ 3,175** ♦ per year no more than \$2,650 ♦ to state party.

Political Party (From Small Donor):

- **\$15,900** ♦ per year no more than \$13,250 ♦ to state party.

Prohibitions on next page. Please refer to Article XXVIII, Section 3 of the Colorado Constitution for complete contribution limits and prohibited contributions.

* Primary Election

** General Election

♦ Contribution Limits reflect adjustments made by CPF Rule 12 pursuant to Article XXVIII, Sec. 3(13) of the Colorado Constitution.

PROHIBITED CONTRIBUTIONS

[Art. XXVIII, Sec.3 & C.R.S. 1-45-105.5]

- No candidate's candidate committee shall accept contributions from, or make contributions to, another candidate committee.
- No person shall act as a conduit for a contribution to a candidate committee.
- It shall be unlawful for a corporation or labor organization to make contributions to a candidate committee or a political party, and to make expenditures expressly advocating the election or defeat of a candidate; except that a corporation or labor organization may establish a political committee or small donor committee which may accept contributions or dues from employees, officeholders, shareholders, or members.
- No candidate committee, political committee, small donor committee, or political party shall knowingly accept contributions from:
 - Any natural person who is not a citizen of the United States;
 - A foreign government; or
 - any foreign corporation that does not have the authority to transact business in this state pursuant to article 115 of title 7, C.R.S., or any successor section.
- No candidate committee, political committee, small donor committee, issue committee, or political party shall accept a contribution, or make an expenditure, in currency or coin exceeding one hundred dollars.
- No person shall make a contribution to a candidate committee, issue committee, political committee, small donor committee, or political party with the expectation that some or all of the amounts of such contribution will be reimbursed by another person. No person shall be reimbursed for a contribution made to any candidate committee, issue committee, political committee, small donor committee, or political party, nor shall any person make such reimbursement except as provided in subsection (8) of this section. [Art. XXVIII, Sec. 3(8)]
- Contributions from professional and volunteer lobbyists to any member of or candidate for the general assembly, or the governor or candidate for governor are prohibited during regular legislative session.
- Political Committees may contribute to a legislator during session, unless the political committee employs, retains, engages, or uses, with or without compensation, a professional or volunteer lobbyist.

Schedule A – Itemized Contributions Statement (\$20 or more)

[C.R.S. 1-45-108(1)(a)]

Full Name of Committee/Person: _____

WARNING: Please read the instruction page for Schedule “A” before completing!

PLEASE PRINT/TYPE

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

* For contribution limits within a committee’s election cycle or contribution cycle, please refer to the following Colorado Constitutional cites: Candidate Committee Art. XXVIII, Sec. 2(6); Political Party Art. XXVIII, Sec. 3(3); Political Committee Art. XXVIII, Sec 3(5); Small Donor Committee Art. XXVIII, Sec. 2(14).

Schedule B – Itemized Expenditures Statement (\$20 or more)

[1-45-108(1)(a), C.R.S.]

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____ 7. Purpose of Expenditure: _____ <input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____ 7. Purpose of Expenditure: _____ <input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____ 7. Purpose of Expenditure: _____ <input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____ 7. Purpose of Expenditure: _____ <input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____ 7. Purpose of Expenditure: _____ <input type="checkbox"/> Check box if Electioneering Communication

Schedule C - Loans

Full Name of Committee/Person: _____

LOANS - Loans Owed by the Committee

(Use a separate schedule for each loan. This form is for line item 8 and 16 of the Detailed Summary Report.)
 [No information copied from such reports shall be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose. [Art. XXVIII, Sec. 9(e)] Notwithstanding any other section of this article to the contrary, a candidate's candidate committee may receive a loan from a financial institution organized under state or federal law if the loan bears the usual and customary interest rate, is made on a basis that assures repayment, is evidenced by a written instrument, and is subject to a due date or amortization schedule [Art. XXVIII, Sec. 3(8)]

LOAN SOURCE

Name (Last, First or Institution): _____

Address: _____

City/State/Zip: _____

Original Amount of Loan: \$ _____ Interest Rate: _____

Loan Amount Received This Reporting Period: \$ _____	Total of All Loans This Reporting Period: \$ _____ (Place on line 8 of Detailed Summary Report)
Principal Amount Paid This Reporting Period: \$ _____	
Interest Amount Paid This Reporting Period: \$ _____	
Amount Repaid This Reporting Period: \$ _____ (Amount Repaid is sum of Principal & Interest entered on Detail Summary)	Total Repayments Made: \$ _____ (Sum of Schedule C pages, Place on line 16 of Detailed Summary)
Outstanding Balance: \$ _____	
TERMS OF LOAN: _____	
Date Loan Received _____ Due Date for Final Payment _____	

LIST ALL ENDORSERS OR GUARANTORS OF THIS LOAN

Full Name	Address, City, State, Zip	Amount Guaranteed

Schedule D – Returned Contributions & Expenditures

Full Name of Committee/Person: _____

Returned Contributions

(Previously reported on Schedule A – Contributions accepted and then returned to donors)

PLEASE PRINT/TYPE

<u>1. Date Accepted</u>	4. Name (Last, First): _____
<u>2. Date Returned</u>	5. Address: _____
<u>3. Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

<u>1. Date Accepted</u>	4. Name (Last, First): _____
<u>2. Date Returned</u>	5. Address: _____
<u>3. Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

Returned Expenditures

(Previously reported on Schedule B – Expenditures returned or refunded to the committee)

PLEASE PRINT/TYPE

<u>1. Date Expended</u>	4. Name (Last, First): _____
<u>2. Date Returned</u>	5. Address: _____
<u>3. Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

<u>1. Date Expended</u>	4. Name (Last, First): _____
<u>2. Date Returned</u>	5. Address: _____
<u>3. Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

Statement of Non-Monetary Contributions
 [Art. XXVIII, Sec. 2(5)(a)(II)(III) & Sec. 5(3) & 1-45-108(1), C.R.S.]

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

* Note: If coordinated, then contribution must also be reported as a non-monetary expenditure on Detailed Summary. Art. XXVIII, Sec. 2(9) states: "...Expenditures that are controlled by or coordinated with a candidate or candidate's agent are deemed to be both contributions by the maker of the expenditures, and expenditures by the candidate committee."



CITY OF MONTE VISTA

www.cityofmontevista.com

95 1st Ave Monte Vista, CO 81144

Main Phone: (719) 852-2692 ~ TDD: (719) 852-4575 ~ Main Fax: (719)852-6167

**CANDIDATE STATEMENT OF NON-RECEIPT OF CONTRIBUTIONS
OR
NON-EXPENDITURE OF FUNDS**
[C.R.S. 1-45-108(1) & C.R.S. 1-45-109]

This form is for the use of candidates that do **not** have a campaign committee and have not received contributions nor made expenditures. No expenditures have been made on behalf of the candidate.

Name of Candidate: _____

Address of Candidate: _____

City, State, Zip: _____

Reporting Period: Beginning Date _____ Ending Date _____

CONTRIBUTIONS RECEIVED OR RECEIVABLE DURING THIS REPORTING PERIOD

\$ 0.00

EXPENDITURES MADE OR INCURRED DURING THIS REPORTING PERIOD

\$ 0.00

I, _____, affirm that no person received contributions on my behalf nor made any expenditures on my behalf. No contributions have been pledged to me nor on my behalf. I have not received any contributions nor have I made or incurred any expenditures on my behalf during this election reporting period.

Candidate Signature: _____ Date: _____



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STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE

[C.R.S. 1-45-108(1) & C.R.S. 1-45-109]

For use by a candidate who has not received any contributions (does not have a candidate committee), has had no expenditures made on behalf of the candidate, but has made expenditures of personal funds.

Name of Candidate: _____

Address of Candidate: _____

City: _____ State: _____ Zip Code: _____

Office: _____ District No.: _____ Elec./Yr.: _____

Reporting Period: Beginning Date _____ Ending Date _____

Total amount of Non-Itemized Expenditures (\$19.99 or less): \$ _____

Expenditure exceeding \$19.99 shall be itemized and listed below.

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

I certify to the best of my knowledge this Statement of Expenditures is true and correct.

Candidate Signature: _____ Date: _____