

**24-Hour
Major
Contributor
Reports**

&

**48-Hour
Independent
Expenditure
Reports**

The background of the slide is a photograph of the Colorado State Capitol building. The building is a large, classical-style structure with a prominent central dome covered in gold leaf. The dome is topped with a statue. The building has multiple stories with many windows and is surrounded by trees and a lawn. The sky is blue with scattered white clouds.

**Colorado Secretary of State's Office
Presented by
Campaign & Political Finance
Support Team
September 29, 2021**



Colorado Secretary of State

Disclaimer

The Colorado Secretary of State's office does not provide legal advice.

Information contained in this presentation is for reference purposes only and is not a substitute for legal advice and actual knowledge of campaign finance laws and regulations.





24 Hour Notice of Major Contributor Report

- A Major Contribution is a one-time contribution of \$1,000 or more received within 30 days before a **Primary Election, General Election, and Regular Biennial School Election**.
- A separate supplemental 24 Hour Notice of Major Contributor report is due within 24 hours of receiving a Major Contribution.
- **Applies to:**
 - **ALL Political Parties**
 - **ALL Issues committees**
 - *Not required before a Primary Election (even calendar years)*
 - *Excludes Small Scale Issue Committees at all times*
 - **Candidate Committees** (only during the year the candidate's office appears on the ballot)
 - *Note: this includes contributions / loans a candidate gives to their own committee.*

Contribution Received Date



- **Cash / Money Orders (or equivalent)** – accepted the date the cash is in the committee’s possession.
 - *Note: Remember contributions/donations made in cash and coin may not exceed \$100.*
- **Checks** – At the earliest on the date that it is received or at the latest the date the contribution is deposited by the committee or party
- **Credit Cards** (e.g. PayPal) – Date contributor/donor authorizes payment
- **Non-monetary (in-kind)** – Date recipient has right to possess, takes possession, or uses item





48 Hour Independent Expenditure Report

- An Independent Expenditure is an expenditure that is not controlled by or coordinated with a candidate(s) or their agent(s).
- A separate supplemental 48 Hour Independent Expenditure Report is due when an Independent Expenditure(s) is made or obligated within 30 days before a **Primary Election, General Election, and Regular Biennial School Election.**
- **Applies to:**
 - **Independent Expenditure Committees**

Note: Anyone, including persons and committees, who makes an independent expenditure in excess of \$1,000 or accepts donation(s) in excess of \$1,000 for the purpose of making independent expenditures, needs to register an Independent Expenditure Committee within two business days of the expenditure and must then file appropriate disclosure reports.



Expenditure Date

- When the actual spending occurs

OR

- A contractual agreement has been made and the amount is determined/known

Whichever comes first



Note: Remember expenditures / spending made in cash and coin may not exceed \$100.





Supplemental Report Generation

- Reports are generated in TRACER once a qualifying contribution or expenditure is entered/saved.
- The Due Date of the report is based off the date you enter into TRACER for the contribution or expenditure.
- Correcting or updating a date, amount or other information on a major contribution or independent expenditure transaction may create multiple reports for the same transaction. Please call the help desk for assistance before making changes.



24-Hour Major Contribution Notice / Report in TRACER

When you save a major contribution you'll get this message.

Click the *Continue Save* button to save the contribution.

TRACER Contribution Entry

Last Login: May 3 2017 8:30AM
[My Message Center](#)

[Help with this page](#) [My Admin Homepage](#)
[Campaign Finance Manual \(PDF\)](#) [Log Off](#) | v 20160725.2 Sandbox [Change My PIN](#)

Please review the following warnings:

- A Major Contributor Report needs to be filed within 24 hours of receiving this contribution. It will be added to the committee's schedule. Modifying this contribution may generate additional reports due. You must go to the Reports Due section of your committee workspace to file this report which is due separately from the Report of Contributions and Expenditures. Penalties will be imposed for reports not filed within 24 hours of receipt of the major contribution.
- If you click Cancel or leave this page without choosing Make Corrections or Continue Save the transactions entered will not be saved.

[Make Corrections](#) [Continue Save](#) [Cancel](#)

Reports Due

Report	Period Begin	Period End	Due Date	Action
MAJOR CONTRIBUTOR REPORT	6/15/2012	6/15/2012	6/16/2012	View/File

To file the MC report go to the *Reports Due* grid on the *Overview* or *File Reports* tabs.

File Notice of Major Contributor

Reporting Date: 06/15/2012
 Total Monetary Contributions: \$1,500.00
 Total Non-Monetary Contributions: \$0.00

Major Contributions Received 06/15/2012

Report Due: 06/16/2012

Type	Donor	Address	Amount	Explanation
Monetary (Itemized)	DAFFY DUCK	7 SWAN LAKE DENVER, CO 80000	\$1,500.00	TESTING TO GET MC REPORT MESSAGE

To file click on the red *File* button.

[File](#) [Cancel](#)



Major Contribution Scenarios

October 3, 2021, starts the 30 day major contributor time period before the Regular Biennial School Election on November 2, 2021.

Scenario 1: Contributor/donor X gives you a \$1,250 contribution via check on September 28th and you deposit it on October 1st; are you required to file a major contributor report? If so, when is the report due?

No major contributor report is required because the contribution was not received or deposited within 30 days of the Regular Biennial School Election.



Major Contribution Scenarios

October 3, 2021, starts the 30 day major contributor time period before the Regular Biennial School Election on November 2, 2021.

Scenario 2: Contributor/donor Y gives you a \$1,050 contribution via check on October 5th and you deposit it on October 6th; are you required to file a major contributor report? If so, when is the report due?

Yes a major contributor report is due because 1) the contribution was \$1,000 or more and 2) date received/deposited was within 30 days before the Regular Biennial School Election.

The report is due within 24 hours of the receive date input into TRACER.



Major Contribution Scenarios Continued

October 3, 2021, starts the 30 day major contributor time period before the Regular Biennial School Election on November 2, 2021.

Scenario 3: Contributor/donor Z gives you a \$900 contribution via check on October 10th and you deposit it on October 12th, are you required to file a major contributor report? If so, when is the report due?

No major contributor report is due because the amount contributed is less than \$1,000.

Scenario 4: Contributor/donor V gives you a \$400 contribution on October 12th and another \$750 on October 26th; are you required to file a major contributor report(s)? If so, when is the report or reports due?

Although Contributor V contributed more than a \$1,000 within 30 days before the Regular Biennial School Election, no single contribution was equal to or greater than \$1,000; therefore, no major contributor report(s) is required.



Major Contribution Scenarios Continued



October 3, 2021, starts the 30 day major contributor time period before the Regular Biennial School Election on November 2, 2021.

Scenario 5: A candidate gives their own candidate committee a contribution or loan of \$1,500 via electronic pay/transfer on October 13th; is the committee required to file a major contributor report? If so, when is the report due?

Yes a major contributor report is due no later than 24 hours. In this example the report is due on October 14th (by 11:59 p.m. MST.).

Note: Major Contributor reports apply to candidates giving contributions or making loans to their own candidate committee.





48-Hour Independent Expenditure Notice / Report in TRACER

When you save an Independent Expenditure you'll get this message. Click the *Continue Save* button to save the expenditure.

Help with this page [Campaign Finance Manual \(PDF\)](#) [My Admin Homepage](#) [Log Off](#) | v 20160725.1 Sandbox [Change My PIN](#)

! Please review the following warnings:

- A 48 Hour Notice of Independent Expenditure Report needs to be filed within 48 hours of the expenditure. It will be added to the Committee's schedule.

[Make Corrections](#) [Continue Save](#) [Cancel](#)

Reports Due					
Report Name	Period Begin	Period End	Due Date	Report Status	Action
48 HOUR NOTICE OF INDEPENDENT EXPENDITURE REPORT	10/9/2016	10/9/2016	10/11/2016	Not Filed	View/File

To file the IE report go to the *Reports Due* grid on the *Overview* or *File Reports* tabs.

File Notice of Independent Expenditure

Reporting Date: 10/09/2016
 Total Monetary Expenditures: \$1,105.00
 Total Non-Monetary Expenditures: \$0.00

Independent Expenditures for 10/09/2016 Report Due: 10/11/2016

Type	Payee	Amount	Explanation	Candidate	Support / Oppose
Monetary (Itemized)	TEST BUSINESS	\$1,105.00	TEST INFORMATION FOR TEST PURPOSES	TEST CANDIDATE SMITH	Support

To file click on the red *File* button. [File](#) [Cancel](#)



Independent Expenditure Scenarios



October 3, 2021, starts the 30 day time period for 48-Hour Independent Expenditure Reports before the Regular Biennial School Election on November 2, 2021.

Scenario 1: You spend or obligate \$1,250 on an Independent Expenditure on October 1st; are you required to file a 48 Hour Notice of Independent Expenditure report? If so, when is the report due?

No. A 48 Hour Notice of Independent Expenditure report is not required because the Independent Expenditure was not made or obligated within 30 days before the Regular Biennial School Election.



Independent Expenditure Scenarios Continued

October 3, 2021, starts the 30 day time period for 48-Hour Independent Expenditure Reports before the Regular Biennial School Election on November 2, 2021.

Scenario 2: You spend or obligate \$1,250 on an Independent Expenditure on October 9th; are you required to file a 48 Hour Notice of Independent Expenditure report? If so, when is the report due?

Yes. A 48 Hour Notice of Independent Expenditure report is due because 1) the Independent Expenditure exceeded \$1,000, and 2) the date funds for the Independent Expenditure were spent or obligated occurred within 30 days before the Biennial School Election. The report is due no later than October 11th (by 11:59 p.m. MST) – within 48 hours of the funds being spent or obligated.



Independent Expenditure Scenarios Continued

October 3, 2021, starts the 30 day time period for 48-Hour Independent Expenditure Reports before the Regular Biennial School Election on November 2, 2021.

Scenario 3: You spend or obligate \$900 for an Independent Expenditure on October 15th; are you required to file a 48 Hour Notice of Independent Expenditure report? If so, when is the report due?

No. A 48 Hour Notice of Independent Expenditure report is not required because the amount expended or obligated did not exceed \$1,000.



Independent Expenditure Scenarios Continued

October 3, 2021, starts the 30 day time period for 48-Hour Independent Expenditure Reports before the Regular Biennial School Election on November 2, 2021.

Scenario 4: You spend or obligate \$400 for an Independent Expenditure on October 12th and then spend or obligate \$750 for another Independent Expenditure on October 25th; are you required to file a 48 Hour Notice of Independent Expenditure report or reports? If so, when is the report or reports due?

No. Although you spent or obligated funds in excess of \$1,000 for Independent Expenditures within 30 days before the Regular Biennial School Election, no single Independent Expenditure was in excess of \$1,000; therefore, no 48 Hour Notice of Independent Expenditure report is required.

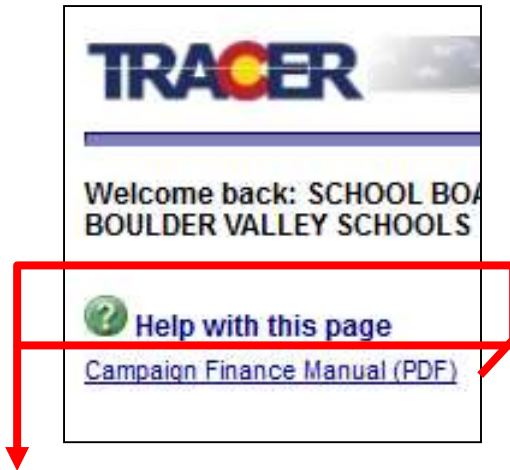


Questions



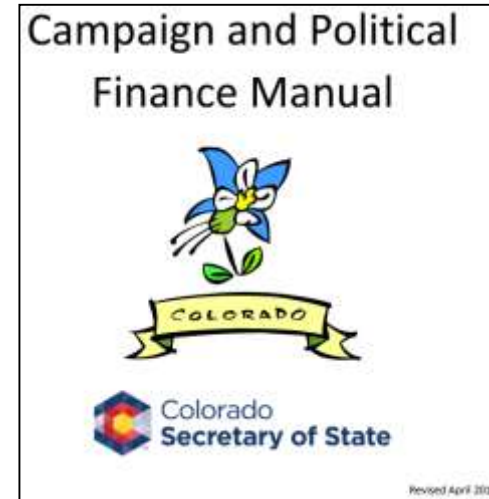
TRACER Resources

- “Help with this page” link



Help page results

- [Campaign Finance Manual](#)



- [Learn to Use TRACER webinars](#)

Viewing a Candidate or Committee

You can access the Candidate/Committee Overview page to view the account status, transaction history reports due, file a report that is due, add or modify a penalty or waiver, and request a waiver.

Tasks

To access the Candidate/Committee Overview page:

1. Perform the steps for [Searching for a Candidate or Committee](#).

The Candidate/Committee Search Results page is displayed.

2. Click the link in the Candidate/Committee Name column of the data grid for the Candidate

TRACER Home

Search

- Candidate Search
- Committee Search
- Contribution Search
- Expenditure Search
- Loan Search
- Penalty Search
- Complaint Search
- Political Place Search
- Supplemental Reports
- Registered Agent Search
- Document Search
- All Searches

Resources

- Announcements
- Publications
- Forms
- FAQ
- Download Data
- Links
- All Resources

Reports

- Committee Registration
- Candidate Affidavit

[Learn to Use TRACER](#)

TRACER

Home > Resources > Learn to Use TRACER

Registered User Login

Learn to Use TRACER

The campaign finance support team has created web based navigate and work within TRACER. These webinars are simple and/or videos, with verbal instructions, showing the various webinars are available 24/7 for your convenience. Many of the webinars are available to all committee types and the majority of webinars are not shown at the end of each link.

For Registered Users:

- [R1. Accessing Your Workspace for the First Time \(5:29\)](#)
- [R2. Workspace Tour \(4:26\)](#)
- [R3. Updating a Candidate Affidavit \(5:43\)](#)
- [R4. Update Committee Registration & Agents \(6:59\)](#)
- [R5a. Contributions - Adding \(18:30\)](#)



Thank You



Campaign Finance Support
303-894-2200

Select Option 3, then 1

CPFHelp@coloradosos.gov

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[Campaign Finance Manual](#)

[TRACER Home](#)