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Disclosure of Rollover Funds for a Candidate Committee

Below are instructions for reporting the rollover of funds from one election cycle to the next.

Campaign and Political Finance Rule 2.2.4(a)

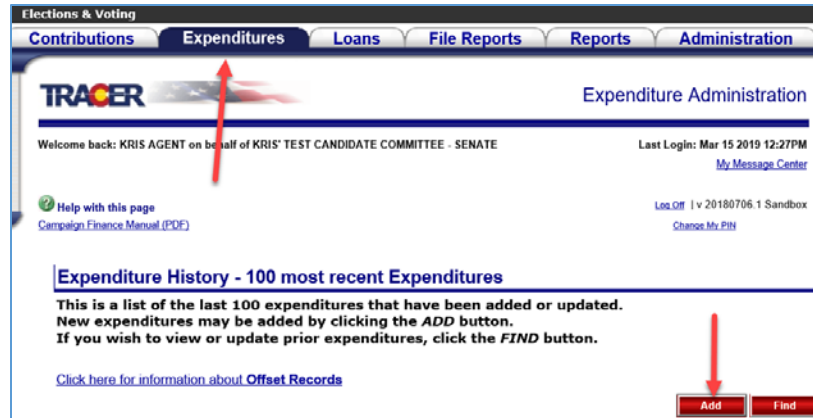
Example: 2020 State Senate candidate committee (Election cycle dates: December 6, 2016 through December 3, 2020)

- The committee's election cycle ends on December 3, 2020 (30 days after the November 3, 2020 General Election),
- December 4, 2020 is the start date for the next cycle (for 2024) and will end 30 days after the General Election in November of 2024 (December 5, 2024),
- The committee, when it files its post-election report on December 3, 2020 for the period ending on November 30, 2020, has a balance of \$30,000,
- The committee does not receive any additional contributions or make any additional expenditures for the remainder of the 2020 election cycle,
- The committee's first report in the new election cycle is due April 15, 2021 (report period covers December 1, 2020 through March 31, 2021),
- The beginning balance on the April 15, 2021 report is \$30,000,
 - On this report the committee must disclose how much of the \$30,000 rollover funds is designated as a contribution from the political party and how much is designated as Unexpended Funds.

To designate the rollover funds and put them in the appropriate category, political party contributions and unexpended funds, the committee needs to enter an expenditure (to zero out the committee's balance) for the \$30,000 and list the payee as itself (the candidate committee). Then enter two contributions (in order to bring the funds back into the account) – one from a political party and one from itself (the candidate committee) for the unexpended funds. See below instructions for TRACER.

Steps:

1. Log into the committee's TRACER account
2. Click on the *Expenditures* tab and click on the red *Add* button



3. The Expenditure Entry page is displayed
 - a. Enter data in the Expenditure section as follows:
 - i. Disbursement Type – Select Monetary (Itemized)
 - ii. Expenditure Type – Select Other
 - iii. Expenditure Date – Enter the start of the new Election Cycle (12/04/2020)
 - iv. Payment Type – Use Electronic Pay System
 - v. Expenditure Amount – enter 30,000 (do not include a dollar sign)
 - vi. Account/Reference Number - No input required
 - vii. Check the “No” radio button for “Made for Electioneering Communication”
 - viii. Explanation field/box – enter language similar to the following: *End of Election Cycle – Zero out to designate the Political Party contribution and Unexpended Funds for the new election cycle.*
 - ix. External Reference ID – no input required (if using an import file contact campaign finance support staff)
 - b. Enter data in the Payee section as follows:
 - i. Payee Type – select Candidate Committee from the drop-down menu
 - ii. Committee Name field – input a part of your own committee’s name and click on the red Search button

Expenditure

Disbursement Type: Monetary (Itemized) | Expenditure Type: Other | Expenditure Date: 12/04/2020 | Payment Type: Check

Expenditure Amount: 30000.00 | Account/Reference Number: []

Made for Electioneering Communication: Yes No [Click here for info about Electioneering Communications](#)

Explanation: End of Election Cycle – Zero out to report Political Party contribution and Unexpended Funds for the new election cycle. Lock Expenditure Info

External Reference ID: []

Payee

Payee Type: Candidate Committee

Committee Name: Marlee Rose

Committee ID: []

Lock Payee Info

Search **Clear Payee**

Save **Cancel**

iii. Click on your own committee's name in the *Search Results* grid – this adds your committee as the *Payee*

Payee

Payee Type: Candidate Committee

Committee Name: Marlee Rose

Committee ID: []

Lock Payee Info

Search **Clear Payee**

Search Results

ID	Name	Address	City,State,Zip	Status
20205037999	COMMITTEE TO ELECT MARLEE ROSE (TEST CANDIDATE COMMITTEE)	1 SUNFLOWER STREET	LOVELAND, CO 80000	Active

Results per page: 10

Save **Cancel**

iv. Click the red *Save* button

Payee

Payee Type: Candidate Committee

Committee Name: COMMITTEE TO ELECT MARLEE ROSE (TEST CANDIDATE COMMITTEE)

Address: 1 SUNFLOWER STREET

City/State/Zip: LOVELAND, CO 80000


Committee ID: 20205037999

Lock Payee Info

Clear Payee


Save **Cancel**

v. Click on the *Continue Save* button to override the warning message (because you are the "recipient" and "payee" for this transaction you may override the warning.)

 Please review the following warnings:

- Organization/payee combination is prohibited. Transferring unexpended funds from a candidate committee may be acceptable.

- vi. Click on the *Return* button once you receive the message that the *Expenditure has been successfully recorded* and you're returned to the *Expenditure History – 100 most recent Expenditures* page where you'll see the expenditure entry

 Expenditure has been successfully recorded.

Expenditure History - 100 most recent Expenditures

This is a list of the last 100 expenditures that have been added or updated. New expenditures may be added by clicking the *ADD* button. If you wish to view or update prior expenditures, click the *FIND* button.


[Click here for information about Offset Records](#)

Payee	Payee Type	Disbursement Type	Expenditure Date	Payment Type	Amount	Filed Date	Offset	Amended	
	Candidate Committee	Monetary (Itemized) END OF ELECTION CYCLE – ZERO OUT TO REPORT POLITICAL PARTY CONTRIBUTION AN...	12-4-2020	Electronic Pay System	\$30,000.00		No	No	Update Delete Return

4. Next enter the two contributions starting with the Political Party contribution and then Unexpended Funds (if the amount rolling over exceeds the political party contribution limit)
5. Click on the *Contributions* tab and then the red *Add* button

TRACER Contribution Administration

Welcome back: KRIS AGENT on behalf of KRIS' TEST CANDIDATE COMMITTEE - SENATE Last Login: Mar 15 2019 12:27PM
[My Message Center](#)

 Help with this page [Log Off](#) | v 20180706.1 Sandbox
[Campaign Finance Manual \(PDF\)](#) [Change My PIN](#)

Contribution History - 100 most recent Contributions

This is a list of the last 100 contributions that have been added or updated. New contributions may be added by clicking the *ADD* button. If you wish to view or update prior contributions, click the *FIND* button.

[Click here for information about Offset Records](#)

6. The *Contribution Entry* page is displayed – enter 1st contribution from the Political Party which may not exceed the amount a political party may contribute to the committee in the new

election cycle. For State Senate that amount is \$24,425. (See the reference charts in the [Campaign and Political Finance Manual](#) for the limit for your specific office.)

- a. Enter data into the *Contribution* section as follows:
 - i. *Contribution Type* – select Monetary (Itemized)
 - ii. *Receipt Date* – enter the start of the new Election Cycle (12/04/2020)
 - iii. *Receipt Type* – use Electronic Pay System
 - iv. Leave the “*Made for Electioneering Communications*” box unchecked
 - v. *Contribution Amount field* – enter 24,425 (do not include a dollar sign)
 - vi. *Aggregate Amount field* – when you save the entry TRACER will complete this field (which is the same amount of 24,425)
 - vii. *Account/Referent Number* – no input required
 - viii. *Explanation field* – enter language similar to the following: *Rollover of Funds from prior election cycle counted towards the political party limit in the new election cycle.*
 - ix. *External Reference ID* – no input required (if using an import file contact campaign finance support staff)
- b. Enter data into the *Contributor* information section as follows:
 - i. *Contributor Type* – select Political Party from the drop-down menu
 - ii. *Committee Name field* – input the state political party’s name (e.g. Colorado Republican Committee, Colorado Democratic Party, etc.)
 - iii. Click the red Search button
 - iv. Click on the name of the active Political Party in the *Search Results* grid to select the party and TRACER will fill in the *Contributor Information* section
 - v. Click on the red Save button

Contribution

Contribution Type: Monetary (Itemized) | Receipt Date: 12/04/2020 | Receipt Type: Electronic Pay System

Contribution Amount: 24425.00 | Aggregate Amount: | Account/Reference Number: | [Click here for info about aggregate.](#)

Explanation: Political Party Rollover of Funds from prior election cycle

External Reference ID: | Lock Contribution Info

Contributor Information

Contributor Type: Political Party | Committee Name: Test Political Party | Committee ID: | Lock Contributor Info

Results per page: 10

Search Results

ID	Committee Name	Address	City/State/Zip	Status
20205037968	TEST POLITICAL PARTY	123 MAIN	DENVER, CO 80000	Active


Contributor Information

Contributor Type: Political Party Committee
 Committee Name: TEST POLITICAL PARTY
 Committee ID: 20205037968

Lock Contributor Info
 Clear Contributor

Save Cancel

- vi. Click on the red *Return* button once you receive the message that the *Contribution has been successfully recorded*

 **Contribution has been successfully recorded.**

Add Another Contribution File Next Report Return

- vii. The *contribution History – 100 most recent Contributions* page is displayed showing the Political Party Contribution you just entered

Contribution History - 100 most recent Contributions

This is a list of the last 100 contributions that have been added or updated. New contributions may be added by clicking the **ADD** button. If you wish to view or update prior contributions, click the **FIND** button.

[Click here for information about Offset Records](#)

Add Find

Contributor	Contributor Type	Contribution Type	Receipt Date	Receipt Type	Amount	Filed Date	Offset	Amended	
TEST POLITICAL PARTY	Political Party Committee	Monetary (Itemized) POLITICAL PARTY ROLLOVER OF FUNDS FROM PRIOR ELECTION CYCLE	12-04-2020	Electronic Pay System	\$24,425.00		No	No	Update Delete Return

- 7. Repeat step 5 (click on the red Add button)
- 8. Repeat step 6 to enter the 2nd contribution designated as Unexpended Funds
 - a. Enter data into the *Contribution* section
 - i. *Contribution Type* – select Monetary (Itemized)
 - ii. *Receipt Data* – enter the start of the new Election Cycle (12/04/2020)
 - iii. *Receipt Type* – use Electronic Pay System
 - iv. Leave the “*Made for Electioneering Communications*” box unchecked
 - v. *Contribution Amount field* – enter 5,575 (do not include a dollar sign)
 - vi. *Aggregate Amount field* – when you save the entry TRACER will complete this field
 - vii. *Account/Referent Number* – no input required
 - viii. *Explanation field* – enter language similar to the following: *Rollover of Unexpended Funds from the prior election cycle*
 - ix. *External Reference ID* – no input required (if using an import file contact campaign finance support staff)
 - b. Enter data into the *Contributor* information section as follows:
 - i. *Contributor Type* – select Candidate Committee from the drop-down menu
 - ii. *Committee Name field* – input a part of your own committee’s name and click on the red Search button

- iii. Click on your own committee's name in the *Search Results* grid to select your committee and TRACER will fill in the *Contributor Information* section

Contribution

Contribution Type: Monetary (Itemized) | Receipt Date: 12/04/2020 | Receipt Type: Electronic Pay System

Contribution Amount: 5575.00 | Aggregate Amount: | Account/Reference Number: | [Click here for info about aggregate.](#)

Explanation: Rollover of Unexpended Funds from the prior election cycle

External Reference ID: | Lock Contribution Info

Contributor Information

Contributor Type: Candidate Committee | Committee Name: Marlee Rose | Committee ID: | Lock Contributor Info

Search Results | Results per page: 10

ID	Committee Name	Address	City/State/Zip	Status
20205037999	COMMITTEE TO ELECT MARLEE ROSE (TEST CANDIDATE COMMITTEE)	1 SUNFLOWER STREET	LOVELAND, CO 80000	Active

Contributor Information

Contributor Type: Candidate Committee
 Committee Name: COMMITTEE TO ELECT MARLEE ROSE (TEST CANDIDATE COMMITTEE)
 Committee ID: 20205037999


Lock Contributor Info

- iv. Click on the red *Save* button
- v. Click on the *Continue Save* button to override the warning message (because you are the "recipient" and "contributor" for this transaction you may override the warning.)

! Please review the following warnings:

- Organization/payee combination is prohibited. Transferring unexpended funds from a candidate committee may be acceptable.

- vi. Click on the red *Return* button once you receive the message that the *Contribution has been successfully recorded* and you're returned to the *Contribution History – 100 most recent Contributions* page where you'll see the contribution entry

 **Contribution has been successfully recorded.**

[Add Another Contribution](#) [File Next Report](#) [Return](#)

Contribution History - 100 most recent Contributions

This is a list of the last 100 contributions that have been added or updated. New contributions may be added by clicking the *ADD* button. If you wish to view or update prior contributions, click the *FIND* button.

[Click here for information about Offset Records](#)

										Add	Find
Contributor	Contributor Type	Contribution Type	Receipt Date	Receipt Type	Amount	Filed Date	Offset	Amended			
COMMITTEE TO ELECT MARLEE ROSE (TEST CANDIDATE COMMITTEE)	Candidate Committee	Monetary (Itemized) ROLLOVER OF UNEXPENDED FUNDS FROM THE PRIOR ELECTION CYCLE	12-04-2020	Electronic Pay System	\$5,575.00		No	No	Update	Delete	
TEST POLITICAL PARTY	Political Party Committee	Monetary (Itemized) POLITICAL PARTY ROLLOVER OF FUNDS FROM PRIOR ELECTION CYCLE	12-04-2020	Electronic Pay System	\$24,425.00		No	No	Update	Delete	

9. Enter all other activity and then file the April 15, 2021 report

Disclosure of Unexpended Funds

Once the new/next election cycle begins unexpended funds may only be used as outlined under 1-45-106(1)(b), C.R.S. To disclose the use of these funds you'll enter the transaction(s) just like any other expenditure except you'll use *Other* for the *Expenditure Type* and provide a detailed description in the *Explanation* field/box. E.g. – Used to pay legislative staff; purchase of legislative office equipment (computer, printer) and supplies (paper, pens, etc.); room rental fee for public meeting on legislative updates; Travel expense for legislative seminar; etc.

Contact Campaign Finance Support at cpfhelp@sos.state.co.us or 303-894-2200 (dial 3, then 1) if you need assistance or have questions.