



## Notice: 2023 Major Contributor Reporting Period (Biennial School / Coordinated Election)

The reporting period for major contributor reports as it relates to the November 7, 2023 Biennial School/Coordinated Election begins on **Sunday, October 8, 2023 and runs through Monday, November 6, 2023**. Section 1-45-108(2.5) C.R.S., requires the filing of major contributor reports **no later than twenty-four (24) hours after receipt** of a major contribution. A major contribution is defined as a contribution, including loans (this includes candidates making loans or contributions to their own committee), of \$1,000 or more at any time within **30 days before a** primary, general, or **regular biennial school election**.

The major contributor report is due in addition to regularly scheduled contribution and expenditure reports. The TRACER system will automatically generate a major contributor report upon entry of a qualifying contribution into the system. Data entry of qualifying contributions into TRACER should be completed on the day they are received to avoid late penalties.

For your convenience, several contribution scenarios have been included below. These scenarios can be used as a guide in determining whether or not a major contributor report is required by law. If you need assistance or have additional questions, you can reach Campaign Finance Support by e-mail at [cpfhelp@coloradosos.gov](mailto:cpfhelp@coloradosos.gov), or by telephone at 303-894-2200 (dial 3 then 1).

### ***This applies to:***

- ***ALL issue committees***
- ***ALL candidate committees whose office appears on a 2023 ballot***
  - ***Note: A candidate contributing/loaning \$1,000 or more to their own campaign will trigger a major contributor report that must be filed***

### ***This does NOT apply to:***

- ***527 Political Organizations and Independent Expenditure Committees***
- ***Political parties***

### **Contribution Scenarios**

**Scenario 1:** Contributor X gives you a \$1,250 contribution via check on October 2<sup>nd</sup> and you deposit it on October 3<sup>rd</sup>; are you required to file a major contributor report? If so, when is the report due?

**Answer:** No major contributor report is due because the contribution was not received or deposited within 30 days before the regular biennial school election.

**Scenario 2:** Contributor Y gives you a \$1,050 contribution via check on October 10<sup>th</sup> and you deposit it on October 11<sup>th</sup>; are you required to file a major contributor report? If so, when is the report due?

**Answer:** 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 no later than 24 hours after the received date input into TRACER for the contribution.

*Note: The below reference chart is for determining the date of a contribution per Campaign and Political Finance Rule 10.4:*

<b>Contribution Type</b>	<b>Acceptance Date</b>
<b>Check</b>	<i>The date the check is received at the earliest, or the deposit date at the latest. If the committee receives a donation by check or money order within five business days before the end of a reporting period, the committee must deposit or return the contribution before the end of the reporting period (Rule 10.4.1)</i>
<b>Cash</b>	<i>The date cash enters the committee's possession (Rule 10.4.2)</i>
<b>Credit card, PayPal, or other intermediary service</b>	<i>The date the contributor or donor authorizes the payment, or if unknow, the date the payment intermediary transfers the contribution or donation (Rule 10.4.3)</i>
<b>Non-monetary (in-kind)</b>	<i>The date the contribution or donation enters the committee's possession, or the date the committee has the right to possess or use the item (Rule 10.4.5)</i>
<b>Any other contribution type</b>	<i>The date the contribution or donation is accepted (Rule 10.4.7)</i>

**Scenario 3:** Contributor Z gives you a \$900 contribution via check on October 11<sup>th</sup> and you deposit it on October 12<sup>th</sup>; are you required to file a major contributor report? If so, when is the report due?

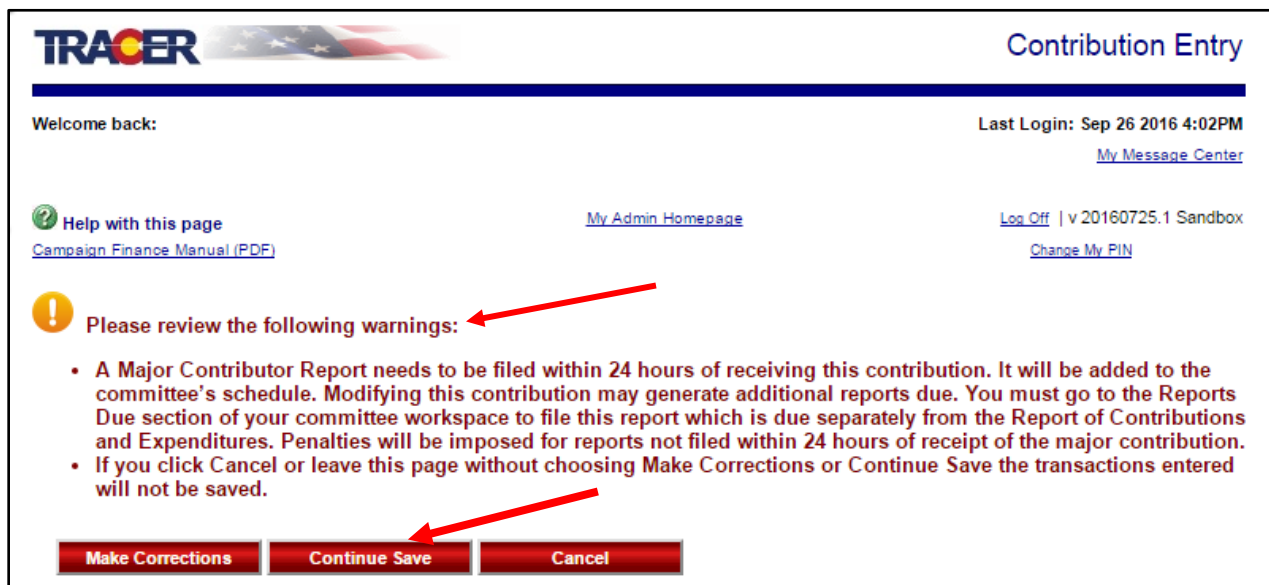
**Answer:** No major contributor report is due because the amount contributed is less than \$1,000.

**Scenario 4:** Contributor V gives you a \$400 contribution on October 16<sup>th</sup> and then a \$750 contribution on October 25<sup>th</sup>; are you required to file a major contributor report or reports? If so, when is the report or reports due?

**Answer:** 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 is required.

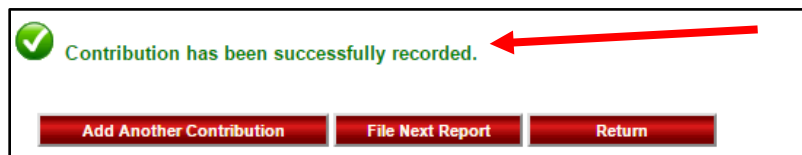
## TRACER View

When you save a major contribution, you'll get a *Warning* message (see below); click on the *Continue Save* button to save the contribution. Please thoroughly read the message for important information.



The screenshot shows the TRACER Contribution Entry interface. At the top left is the TRACER logo with an American flag graphic. The page title is "Contribution Entry". Below the header, there is a "Welcome back:" message on the left and "Last Login: Sep 26 2016 4:02PM" on the right, with a link to "My Message Center". There are several utility links: "Help with this page" (with a question mark icon), "Campaign Finance Manual (PDF)", "My Admin Homepage", "Log Off | v 20160725.1 Sandbox", and "Change My PIN". A yellow warning icon is followed by the text "Please review the following warnings:". Below this are two bullet points: "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." and "If you click Cancel or leave this page without choosing Make Corrections or Continue Save the transactions entered will not be saved." At the bottom, there are three buttons: "Make Corrections", "Continue Save", and "Cancel". Two red arrows point from the warning text to the "Continue Save" button.

A confirmation that the contribution was successfully recorded is displayed. Once the contribution has been recorded, you'll need to go file the report.



The screenshot shows a confirmation message with a green checkmark icon and the text "Contribution has been successfully recorded." Below the message are three buttons: "Add Another Contribution", "File Next Report", and "Return". A red arrow points from the confirmation text to the "File Next Report" button.

To file the Major Contributor Report, go to the *Reports Due* grid on the *Overview* tab, or *File Reports* tab and click on *View/File*.

Reports Due						
Report Name	Period Begin	Period End	Due Date	Report Status	Action	
MAJOR CONTRIBUTOR REPORT	10/10/2016	10/10/2016	10/11/2016	Not Filed	<a href="#">View/File</a>	

To file, click on the red *File* button.

### File Notice of Major Contributor

Reporting Date: 10/10/2016  
 Total Monetary Contributions: \$1,200.00  
 Total Non-Monetary Contributions: \$0.00

Major Contributions Received 10/10/2016 Report Due: 10/11/2016

Type	Donor	Address	Amount	Explanation
Monetary (Itemized)	TEST TEST	TEST TEST, CO TEST	\$1,200.00	

I declare under penalty of perjury that to the best of my knowledge or belief that all contributions or donations received during the reporting period, including contributions or donations received in the form of membership dues transferred by a membership organization, are from permissible sources.

You'll receive a message the report was successfully submitted; click the red *Finished* button.

Your Filing has been successfully submitted. To view click the link below.

[Click here to View Report](#)

The report will now be shown as filed under the *Filing History* grid on the *File Reports* tab. The report is also now available for public review.

Report	Period Begin	Period End	Due Date	Status	Filed	Amended	View	Amend
MAJOR CONTRIBUTOR REPORT	10/10/2016	10/10/2016	10/11/2016	Filed	9/28/2016	No	<a href="#">View</a>	<a href="#">Amend</a>