



Terminating Your Committee

When a committee has served its purpose or is otherwise inactive, it may effectively close its TRACER account by filing a termination report¹. Termination reports may only be filed once the committee has reached a zero-dollar balance, which includes addressing any outstanding loans, penalties, or any other financial obligations. The following sections provide information on the proper use of unexpended funds and a few options to achieve a zero-dollar balance, as well as a step-by-step guide for filing a termination report in TRACER.

Permissible and prohibited uses for Unexpended Funds

Do/May:

- **Candidate committees:**
 - Retain for use in a subsequent election for the same or different public office subject to contribution limits (for the political party)
 - *Note: When changing to a different public office you must terminate the current candidate committee and open a new candidate committee for the new office sought. You have 10 days after opening the new committee to terminate the existing committee.*
 - Donate to a charitable organization recognized by the IRS.
 - Return to contributors (up to the amount given)
 - *Note: There is no formula for this - you may choose who and how much of the original contribution to return.*
 - Contribute funds to the political party, within the contribution limits.
- **Issue committees:**
 - Return to contributors
 - Donate to a charitable organization recognized by the IRS.
- **Other committees:** The law does not define unexpended campaign contributions/funds for political parties or other types of committees.

¹ Small-Scale Issue Committees terminate through a different process not outlined in this document. Please reach out to our office if you intend to terminate a small-scale issue committee.

Don't:

- **Candidate committees:**
 - Use for personal expenses/purposes not reasonably related to supporting the election of the candidate except as outline by 1-45-103.7(6.5), C.R.S.
 - Return, to a contributor, more than what they contributed to the committee.
 - Contribute to other candidate committees at any level (local, county, state, or federal).
- **All other committees:**
 - Use for personal expenses/purposes.

Maintenance/Retention of Records

- A committee must maintain its records for 180 days after the election unless a complaint is filed, in which case the records must be maintained until final disposition of the complaint.
- Covered Organization Affirmations must be kept for 1 year.
- LLC Affirmations must be kept for 1 year after the election.

Use the following steps to terminate your committee

(Example uses a candidate committee but the steps are similar for other committees)

- Go the **File Reports** tab after logging into your committee's TRACER account and entering all your activity,
- Scroll down to the **Reports Due** section and locate the desired **Report of Contributions and Expenditures**,
- Click on the **View/File** link for this report – this will take you to the **File Report of Contributions and Expenditures** page.
 - **Notes:**
 - *To terminate candidate committees are required to answer three questions while other committees/parties are required to answer two questions. (shown in the following step).*
 - *Termination reports may include activity (contributions, expenditures, returns, etc.) so long as the activity results in a zero-dollar balance. The activity is entered prior to attempting to file a termination report.*

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TRACER Filing Administration

Welcome back: KRISTINE REYNOLDS on behalf of TEST ROAD RUNNER Last Login: Nov 29 2018 10:41AM
[My Message Center](#)

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[Campaign Finance Manual \(PDF\)](#) [Change My PIN](#)

Committee: TEST ROAD RUNNER ID: 20185033870

Filing History

Report	Period Begin	Period End	Due Date	Status	Filed	Amended	View	Amend	Correct	Audit
NOVEMBER 2, 2018 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	10/12/2018	10/28/2018	11/2/2018	Filed	11/2/2018	No	View	Amend		Process
OCTOBER 16, 2018 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	7/22/2018	10/11/2018	10/16/2018	Filed	10/16/2018	No	View	Amend		Process
JULY 26, 2018 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	7/5/2018	7/21/2018	7/26/2018	Filed	7/26/2018	No	View	Amend		Process
JULY 9, 2018 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	6/18/2018	7/4/2018	7/9/2018	Filed	7/9/2018	No	View	Amend		Process
JUNE 22, 2018 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	6/1/2018	6/17/2018	6/22/2018	Filed	6/22/2018	No	View	Amend		Process
Committee Registration Form				Filed	6/14/2018	No	View	Amend	Correct	Process

Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
DECEMBER 6, 2018 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	10/29/2018	12/1/2018	12/6/2018	Not Filed	View/File Nothing to Report Check-In

- You will be asked **“Is this a Termination Report?”**, click the **Yes** radio button,
- The next question will ask if the committee has any outstanding obligations or debts, click **NO** if the committee doesn’t have anything outstanding,
- The last question asks if you want your candidate record terminated (click the **Yes** radio button if you want to close out your most recent candidate affidavit filing – clicking No will not prevent you from terminating your candidate committee),

Before continuing, please indicate if you intend for this to be a Termination Report. It is required that the report have an ending monetary balance of zero (line 5).

Is this a Termination Report?
 No Yes

Committees should not terminate if there are any outstanding obligations.
 Does this committee have any outstanding obligations or monies owed to lenders and vendors?
 No Yes

Do you wish to terminate the candidate ROAD RUNNER at this time?
 No Yes

- The report is displayed - review you totals and make sure line 5 has a zero balance and then go to the bottom right-hand corner of the report and click on the red **File** button,
- A dialogue box will pop up and ask you to confirm you want to file a termination report, click **OK** to terminate

File Report of Contributions and Expenditures

Detailed Summary

Committee: TEST ROAD RUNNER
1 RIVER STREET
RIVER CITY, CO 80000
Type: Candidate Committee
Candidate: ROAD RUNNER

Financial Institution: TEST BANK
1 MAIN
DENVER CO 80000
20185033870
Committee SOS ID: KRIS AGENT
Committee Registered Agent:

Reporting Period Covered: 10/29/2018 through 12/01/2018
Report Due: 12/06/2018

This is a regularly scheduled filing.

1. Funds on Hand at Beginning of Reporting Period (monetary only)	750.00	6. Itemized Monetary Contributions	\$0.00
2. Total Monetary Contributions (Line 11)	\$0.00	7. Non-Itemized Monetary Contributions and Non-Aggregated Receipts	\$0.00
3. Total Monetary Contributions plus Beginning Amount (Lines 1 + 2)	\$750.00	8. Loans Received	\$0.00
4. Total Monetary Expenditures (Line 18)	\$750.00	9. Total of Other Receipts	\$0.00
5. Funds on Hand at End of Reporting Period (monetary only)	0.00	10. Returned Contributions	\$0.00
Combined Total of Loan Balances	0.00	11. Total Monetary Contributions (Total Lines 6-10)	\$0.00
		12. Total Non-Monetary Contributions	\$0.00
		13. Total Contributions	\$0.00
		14. Itemized Monetary Expenditures	\$750.00
		15. Non-Itemized Monetary Expenditures	\$0.00
		16. Loan Repayments Made	\$0.00
		17. Returned Expenditures	\$0.00
		18. Total Monetary Expenditures (Total Lines 14-17)	\$750.00
		19. Total Coordinated Non-Monetary Expenditures	\$0.00
		20. Total Expenditures	\$750.00

View Report Details

[View Itemized Contributions](#)

[View Itemized Expenditures](#)

[View Loans](#)

[View Returns](#)

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.

Do you really want to FILE this report?

- Click the red **Finish** button – once you do this TRACER will log you out and the committee is terminated. To view any of your filings from the past you'll use the public search links located in the left-hand menu.

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

[Click here to View Report](#)

Final Considerations When Terminating a Committee

- Once a termination report has been successfully filed, TRACER will 1) send a courtesy email that the report was filed, and 2) automatically route you back to the public homepage. You will not be able to access the committee's account through the registered user login, but the committee will be viewable through a public search on TRACER. A public search will still allow you to view, print, or export your previously filed reports.
- Please note that some committee types are always considered active until they file a termination report. If they do not file a termination report, these committees will continue to be automatically enrolled into subsequent election cycles and assigned future filing reports. If your committee is inactive with a zero-dollar balance, you may want to terminate it and re-register a new committee when you decide to become active again.