

## Top Ten Reasons for Delinquent Filings and How to Avoid Them

Delinquent filings can often be easily avoided. The following is a list of some of the most common reasons that reports are filed late. We have included suggestions on procedures that may help prevent you or your committee from filing late and incurring a fee. Remember, the Colorado Constitution requires that the Secretary of State's Office impose a fine of \$50 per day for late filings. We hope these tips will assist you with timely filing and help you avoid these penalties.

### 1. Failure to click "File my report"

- Please ensure that when filing your report in TRACER, you click the "File" button located at the bottom of the report page.

**Reporting Period Covered:** 12/01/2009 through 12/15/2009 **Report Due:** 12/31/2009

Regularly Scheduled Filing  Amended Filing

Termination Report (Terminations Reports must have a monetary balance of zero in Line 5)

Report Contains Electioneering Communications Information

1. Funds on Hand at Beginning of Reporting Period (monetary only)	17845.36	6. Itemized Monetary Contributions	\$0.00
2. Total Monetary Contributions (Line 11)	\$0.00	7. Non-Itemized Monetary Contributions	\$0.00
3. Total Monetary Contributions plus Beginning Amount (Lines 1 + 2)	\$17,845.36	8. Loans Received	\$0.00
4. Total Monetary Expenditures (Line 19)	\$0.00	9. Total of Other Receipts	\$0.00
5. Funds on Hand at End of Reporting Period (monetary only)	17845.36	10. Returned Contributions	\$0.00
Combined Total of Loan Balances	0	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	\$0.00
		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)	\$0.00
		19. Total Coordinated Non-Monetary Expenditures	\$0.00
		20. Total Expenditures	\$0.00

**View Report Details**  
[View Itemized Contributions](#)  
[View Itemized Expenditures](#)  
[View Loans](#)  
[View Returns](#)

**File** **Cancel**

Unfiled Contributions Prior to this Reporting Period

Unfiled Expenditures Prior to this Reporting Period

Unfiled Loans Prior to this Reporting Period

Unfiled Loan Payments Prior to this Reporting Period

Once a report is filed, a confirmation dialog box will appear. Click "ok." The report is then submitted to the Secretary of State's Office. Until you click "ok" to confirm, your report has not yet been filed.

### 2. Using the wrong filing calendar

- State and County filers use various reporting schedules depending on the status and activity of the candidate or committee. If you are unsure which calendar your entity should use, please contact the Secretary of State's Office. Filing calendars can be found using the following link:

[Link to 2010 Filing Calendars](#)

### **3. Missed the deadline**

- Sometimes events occur where filers simply miss a filing deadline. It is a good idea to have procedures in place to remind you of an approaching deadline. Here are a few suggestions that may help mitigate this problem:
  - Setup email reminders
  - Write filing dates on your calendar
  - Establish backup procedures in the event you or your filing agent is unable to file reports (include access to forms and/or filing system)
  - Ensure that your email address is on your committee registration and is up to date. The Secretary of State's Office generates courtesy reminders in advance of filing dates to all filers provided that their email address is current and valid.

### **4. User name and/or password is lost**

- Be sure to save the email sent to you containing your user name and password (PIN). If you lose your account information, please contact the Secretary of State's Office so that a new password can be generated.

### **5. The filing agent is new and unsure of proper filing procedures and deadlines**

- Always make certain that your filing agent understands all requirements of the laws relating to campaign and political finance. In order to guard against inadvertently missing a filing date, it is crucial that you instruct your agent on proper filing requirements. For more information on filing requirements and procedures, please refer to the Colorado Campaign and Political Finance Training Manual. Information on how to enter contributions, expenditures and how to file reports as well as other important information about the TRACER system is also included in various webinars designed to walk you through these processes.

[Link to Campaign Finance Manual](#)

[Link to Webinars](#)

### **6. No contributions and expenditures for reporting period**

- Even if there has been no contribution or expenditure activity during a reporting period, committees are still required to file a report.

### **7. Illness or unexpected event occurred**

- As stated in paragraph three (3), filers should prepare for unexpected events that may interfere with timely filing of reports. It is highly recommended that backup procedures be established in the event that you or your filing agent are unavailable to submit reports.

### **8. Ensure electronic reports are filed by the close of business**

- For the purpose of electronic filing, the close of business shall mean 11:59 p.m. on the day the report is due.

### **9. Failure to file Notice of Major Contributor report**

- All Committees who receive contributions of \$1,000 or more within 30 days of a primary or general election must file a Notice of Major Contributor with the Secretary of State's Office within 24 hours of receiving the contribution. This contribution should also be listed on the committee's regularly scheduled report.

### **10. Failure to file notice of an Independent Expenditure**

- Any person or committee making an expenditure in excess of \$1,000 in a calendar year that is not controlled or coordinated with a candidate must notify the Secretary of State's Office in writing. Each expenditure in excess of \$1,000 requires a new written notice and any person or committee making an independent expenditure within 30 days of a primary or general election is required to deliver this notice within 48 hours after making the expenditure.