### CAMPAIGN AND POLITICAL FINANCE

#### 2021 MUNICIPAL FREQUENT AND ANNUAL FILING CALENDAR

Federal/State holidays are denoted in red; offices may be closed on these dates.

If the municipal election isn’t held on November 2, 2021, contact the municipal clerk for filing deadlines. Home Rule municipalities may have a different filing schedule; check with your municipal clerk to verify disclosure dates.

**Frequent calendar applies to** (refer to Campaign Finance Rule 17):
- Municipal candidates and candidate committees whose office appears on the November 2, 2021 Coordinated ballot
- Issue committees whose issue attempts access to or appears on the November 2, 2021 Coordinated ballot

**October**

1. **Starts the 30 day period before the Biennial School Board Election for 24 Hr. MC rpts. & 48 Hr. IE rpts. and concludes on November 1, 2021**

   12
   21
   30

2. **12th day before the election Report covers:**
   - October 28, 2020 through October 7, 2021
   - OR
   - November 29, 2020 through October 7, 2021

   29
   38
   47
   56

3. **Friday before the election Report covers October 8, 2021 through October 24, 2021**

**November**

1. **Annual Report cover:**
   - October 28, 2020 through October 27, 2021
   - OR
   - November 29, 2020 through October 27, 2021

2. **Coordinated Election / Biennial School Board Election**

**December**

1. 30th day after the Election Report covers October 25, 2021 through November 27, 2021

   • Date affected by holiday or weekend
   • Regular Biennial School Electioneering Communication (EC) activity may be included on report

### Infrequent/Annual calendar applies to** (refer to Campaign Finance Rule 17):

- Municipal candidates and candidate committees whose office does **NOT** appear on the November 5, 2021 Coordinated Election ballot
- Issue committees whose issue does **NOT** attempt access to or appear on the November 2, 2021 Election ballot
- Political Committees (PC)
- Small Donor Committees (SDC)
- 527 Political Organizations (527 PO)
- Independent Expenditure Committees (IEC)

**November**

1. **Annual Report cover:**
   - October 28, 2020 through October 27, 2021
   - OR
   - November 29, 2020 through October 27, 2021

2. **Coordinated Election / Biennial School Board Election**

**Notes:**
- All municipal campaign finance reports are filed with the municipal clerk’s office.
- Small-Scale Issue Committees (SSICs) are not required to file disclosure reports until they exceed $5,000 in activity. After filing an initial disclosure report and converting to an Issue Committee, SSICs are subject to the disclosure requirements of C.R.S. 1-45-108(2), C.R.S.
- These types of un-scheduled reports are also required:
  - **24 Hour Notice of Major Contributor (MC) report** period starts 30 days before the Biennial School Board Election and concludes the day before the election. **MC reports are due within 24 hours of receiving a Major Contribution. This applies even if you are not participating in the school board election.**
  - **48 Hour Notice of Independent Expenditure (IE) report** period starts 30 days before the election and concludes the day before the election. Report is due within 48 hours of spending. Only applies to IECs.

*Questions? Contact the office or review the Colorado Campaign and Political Finance Manual.*

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