



## Notice: 2018 Major Contributor Reporting Period (General Election)

The reporting period for major contributor reports as it relates to the November 6, 2018, General Election begins on **Sunday, October 7, 2018 and runs through Monday, November 5, 2018**. 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 a loan, of \$1,000 or more at any time within 30 days of 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(s) into the system. Data entry of major 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@sos.state.co.us](mailto:cpfhelp@sos.state.co.us), or by telephone at 303-894-2200 (dial 3 then 1).

**Note:** 527 Political Organizations and Independent Expenditure Committees are not required to file major contributor reports. Issue Committees are required to file major contributor reports as it pertains to the November 6, 2018 General Election.

**Note:** A candidate contributing \$1,000 or more will trigger a major contributor report that must be filed.

### Contribution Scenarios

**Scenario 1:** Contributor X gives you a \$1,250 contribution via check on October 4<sup>th</sup> and you deposit it on October 5<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 contribution was not given or deposited within 30 days of the general election.

**Scenario 2:** Contributor Y gives you a \$1,050 contribution via check on October 9<sup>th</sup> and you deposit it on October 10<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 given/deposited was within 30 days of the general election. The report is due no later than 24 hours after receipt of the contribution.

**Scenario 3:** Contributor Z gives you a \$900 contribution via check on October 15<sup>th</sup> and you deposit it on October 18<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 30<sup>th</sup> and then a \$750 contribution on November 5<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 of the general 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 and a "Last Login: Sep 26 2016 4:02PM" timestamp. There are several utility links: "My Message Center", "Help with this page" (with a question mark icon), "My Admin Homepage", "Log Off | v 20160725.1 Sandbox", "Campaign Finance Manual (PDF)", and "Change My PIN". A prominent warning message is displayed, starting with a yellow exclamation mark icon and the text "Please review the following warnings:". Two red arrows point from the text to the "Continue Save" button. The warning message contains 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 of the warning box are three buttons: "Make Corrections", "Continue Save", and "Cancel".

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 box 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".

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	Correct	Audit
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>		