



## Notice: 2024 Major Contributor Reporting Period (General Election)

The reporting period for major contributor reports as it relates to the November 5, 2024, General Election begins on **Sunday, October 6, 2024, and runs through Monday, November 4, 2024**. 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 candidate loans/contributions, 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. TRACER, the campaign finance disclosure website, will automatically generate a major contributor report upon entry of a qualifying contribution/loan into the system. Data entry of qualifying contribution(s)/loan(s) into TRACER should be completed on the day the contribution/loan is 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 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).

### Notes:

- This applies to ALL political parties,
- This applies to candidate committees whose office appears on the 2024 ballot,
- **A candidate contributing/loaning \$1,000 or more to their own campaign will trigger a major contributor report that must be filed,**
- This applies to ALL Issue Committees, and

- **527 Political Organizations and Independent Expenditure Committees** are NOT required to file major contributor reports.

### 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 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 11<sup>th</sup> and you deposit it on October 14<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.

*Note: Here is a reference chart 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 unknown, 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 12<sup>th</sup> and you deposit it on October 17<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 18<sup>th</sup> and then a \$750 contribution on November 2<sup>nd</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 will get a *Warning* message (see below) telling you a 24-Hour report is required; click on the *Continue Save* button to save the contribution. Please thoroughly read the message for valuable information.

The screenshot shows the TRACER Contribution Entry interface. At the top, there's a header with the TRACER logo and an American flag. Below the header, the page is titled "Contribution Entry". On the left, it says "Welcome back:". On the right, it shows the "Last Login: Sep 26 2016 4:02PM" and a link to "My Message Center". Below the welcome message, there are links for "Help with this page" (leading to the Campaign Finance Manual PDF), "My Admin Homepage", "Log Off", and "Change My PIN". A yellow warning icon is present, followed by the text "Please review the following warnings:". Below this, there 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". Red arrows point from the warning text to the "Continue Save" button.

**TRACER** Contribution Entry

Welcome back: Last Login: Sep 26 2016 4:02PM  
[My Message Center](#)

[Help with this page](#) [My Admin Homepage](#) [Log Off](#) | v 20160725.1 Sandbox  
[Campaign Finance Manual \(PDF\)](#) [Change My PIN](#)

**!** Please review the following warnings:

- 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.
- If you click Cancel or leave this page without choosing Make Corrections or Continue Save the transactions entered will not be saved.

**Make Corrections** **Continue Save** **Cancel**

A confirmation that the contribution was successfully recorded is displayed. Once the contribution has been recorded, you will 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, there are three buttons: "Add Another Contribution", "File Next Report", and "Return".

**✓** Contribution has been successfully recorded.

**Add Another Contribution** **File Next Report** **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* for the Major Contributor Report.

The screenshot shows a table titled "Reports Due". The table has six columns: "Report Name", "Period Begin", "Period End", "Due Date", "Report Status", and "Action". There is one row of data for the "MAJOR CONTRIBUTOR REPORT" with the following values: "10/10/2016", "10/10/2016", "10/11/2016", and "Not Filed". The "Action" column contains a link labeled "View/File". A red arrow points to the "View/File" link.

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.

File

Cancel

You will 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

Finished

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.

For step-by-step reporting instructions, please see the following Learn to Use TRACER webinar:  
<https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/TRACERmp4/Contributions-Adding24HourMajor.mp4>