



Notice: 2014 Major Contributor Reporting Period (Primary Election)

The reporting period for major contributor reports as it relates to the June 24, 2014, Primary Election begins on **Sunday, May 25, 2014 and runs through Monday, June 23, 2014**. Section 1-45-108(2.5) C.R.S., requires the filing of major contributor reports to the Secretary of State's office **no later than twenty-four (24) hours after receipt** of a major contribution. A major contribution is defined as a contribution of \$1,000 or more at any time within 30 days of a primary or general 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 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, e-mail inquiries can be directed to cpfhelp@sos.state.co.us or you can contact the Secretary of State's Office 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.

Note: A candidate contributing to their own candidate committee could trigger a major contributor report.

Contribution Scenarios

Scenario 1: Contributor X gives you a \$1,250 contribution via check on May 21st and you deposit it on May 23rd; 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 primary election.

Scenario 2: Contributor Y gives you a \$1,050 contribution via check on May 28th and you deposit it on May 30th; 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 primary 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 June 2nd and you deposit it on June 4th; 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 June 10th and then a \$750 contribution on June 18th; 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 primary 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.

TRACER Contribution Entry

Last Login: May 21 2014 11:39AM
[My Message Center](#)

[Help with this page](#) [My Admin Homepage](#) [Log Off](#) | v 20130314.3 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.

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

To file the Major Contributor Report go to the *Reports Due* grid on the *Overview* or *File Reports* tab and click on *View/File*.

Reports Due					
<u>Report</u>	<u>Period Begin</u>	<u>Period End</u>	<u>Due Date</u>	<u>Status</u>	<u>Action</u>
MAJOR CONTRIBUTOR REPORT	5/25/2014	5/25/2014	5/26/2014	Not Filed	View/File

To file, click on the red *File* button.

File Notice of Major Contributor

Reporting Date: 05/25/2014
 Total Monetary Contributions: \$1,500.00
 Total Non-Monetary Contributions: \$0.00

Major Contributions Received 05/25/2014 Report Due: 05/26/2014

Type	Donor	Address	Amount	Explanation
Monetary (Itemized)	DAISY DUCK	7 SWAN LAKE LANE DENVER, CO 80000	\$1,500.00	TEST ENTRY TO GET MC REPORT WARNING



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.

Filing History

Report	Period Begin	Period End	Due Date	Status	Filed	Amended	View
MAJOR CONTRIBUTOR REPORT	5/25/2014	5/25/2014	5/26/2014	Filed	5/21/2014	No	View
Committee Registration Form				Filed	5/1/2014	No	View

Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
JUNE 2, 2014 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	5/15/2014	5/28/2014	6/2/2014	Not Filed	View/File Nothing to Report
JUNE 16, 2014 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	5/29/2014	6/11/2014	6/16/2014	Not Filed	