

**CITY OF GLENWOOD SPRINGS**  
**GENERAL MAIL BALLOT ELECTION**  
**TUESDAY, April 6, 2021**  
**GENERAL INFORMATION ON CAMPAIGN AND POLITICAL FINANCE REPORTING**



### Introduction

This page is intended as a brief introduction to the municipal candidates as to the laws pertaining to campaign and political finance reporting. None of this information is intended to replace qualified legal advice. Once you have become a candidate you will need to review the “Colorado Campaign and Political Finance Manual”, a guidebook that will provide helpful information about election reporting and staying compliant with the law at [www.sos.co.us](http://www.sos.co.us). The Manual provides for the following laws:

- Article XXVIII, Colorado Constitution
- Title 1, Article 45 C.R.S.
- Rules Concerning Campaign & Political Finance

There are many “Forms” related to campaign reporting, some of which will also be included in your package of Campaign Reporting Manual materials. All candidates for municipal office must comply with the requirements of the above referenced laws. All documents required to be filed shall be done so with the Glenwood Springs City Clerk’s office at 101 West 8<sup>th</sup> Street. Some requirements that you will complete immediately upon becoming a candidate are outlined below:

#### Candidate Affidavit

You become a candidate when you publicly announce your intent to run for office and thereafter receive a contribution or make an expenditure in support of your candidacy. Please refer to Article XXVIII, Section 2(2) & 1-45-110(1) C.R.S. for detailed information about this topic.

#### Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds.

This form is for the candidate that does not have a campaign committee, has not received contributions nor made expenditures, and no expenditures have been made on behalf of the candidate. For more information refer to 1-45-108(1) & 1-45-109, C.R.S.

#### Statement of Personal Expenditures by a Candidate.

This form is for the candidate who has spent his/her own money on your own campaign, but did not receive any contributions. For more information refer to 1-45-108(1) & 1-45-109 C.R.S.

#### New Committee Registration Form

If the candidate receives contributions, including in-kind, you must file a Committee Registration Form before accepting or making any contributions. Committee must use the “Report of Contributions and Expenditures Forms including the Detailed Summary Form. For more information refer to 1-45-108, C.R.S.

#### Notice of Major Contributor Form

Contributions of \$1,000 or more received within 30 days before the election must be reported within 24 hours of receipt on this form.

#### Penalties.

Section 10(2) (a) of the Campaign Finance Act requires that the City Clerk impose a penalty of \$50.00 per day if these forms are not filed by the close of business on the date they are due. Please be sure to file your reports on time.

#### Campaign Reporting Deadlines:

**March 16, 2021 (21 days before the election)**

**April 2, 2021 (Friday before the election)**

**May 6, 2021 (30 days after the election)**

DO NOT FILE WITH THE SECRETARY OF STATE. All FCPA forms for municipal elections must be filed with the City Clerk.