

## CAMPAIGN FINANCE FORMS MANUAL

### GETTING STARTED:

You will need a minimum of Adobe Reader 9 in order to access the online forms.

Before submitting, save a copy onto your computer. Once you submit your report all of the fields will lock and you will not be able to make any changes. Do not submit until you have reviewed your report and are ready to submit.

### CANDIDATE AFFIDATE

A person is a candidate for election if the person has publicly announced an intention to seek election to public office, or has received a contribution or made an expenditure in support of the candidacy.

Once you become a candidate for public office, you must file a candidate affidavit.

Within ten days after an individual becomes a candidate and before circulating any petition, such individual shall certify, by affidavit filed with the City Clerk, that the candidate is familiar with the provisions of Chapter 2.54 of the Lakewood Municipal Code.

### COMMITTEE REGISTRATION

A committee means Candidate Committees, Independent Expenditure Committees, Issue Committees, Political Committees, Small Donor Committees and 527 Political Committees, with the common purpose of receiving contributions or making expenditures.

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### REPORT OF CONTRIBUTIONS AND EXPENDITURES

How to complete a Report of Contributions and Expenditures Online Form:

#### Complete all information in the top section:

Full Name of Committee/Person	John Doe
Address of Committee/Person (as shown on registration)	480 S. Allison Parkway
City, State & Zip Code	Lakewood, CO 80226
Committee Type	Candidate Committee 
Name and Address of Financial Institution	XYZ Bank, 1234 S. Allison Parkway <u>Lakewood</u> CO 80226

**Type of Report:**

This section will default to Regularly Scheduled Filing. If this is an Amended Filing or a Termination Report see page 16.

**Report Period Covered:**

When you click on the fields a drop down arrow will appear to the left of the field. Click on the arrow and a calendar will pop up in which you can choose your dates of the reporting period.

**Loans – Outstanding Balance:**

This amount will automatically populate from the information input into the Loan Form.

**Total Detailed Summary Page:**

All the information in this section will be automatically populated from the second page of the form titled **Detailed Summary Page**.

**Print Registered Agent's or Candidate's Name:**

Print name

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**Detailed Summary:****Full Name of Committee/Person:**

This field will automatically populate from the name entered on first page of this form.

**Report Period Covered:**

These fields will automatically populate from the dates entered on the first page of this form.

**Funds on Hand at the Beginning of Reporting Period:****(This amount includes Candidate Contribution Funds Transferred)**

Enter the beginning amount without the dollar sign or commas. Example: **XXXX.XX**

After entering the amount, the dollar sign and comma will appear.

<b>DETAILED SUMMARY</b>		
Full Name of Committee/Person: <u>John Doe</u>		
Report Period Covered: <u>August 4, 2014</u> Through <u>August 27, 2014</u>		
	Funds on hand at the beginning of reporting period (Includes Candidate Contribution Funds Transferred)  <i>** Numbers and a single period only ex: ####.## **</i>	<b>\$1,200.00</b>
1	Itemized Contributions more than \$20.00	
2	Total of Non-Itemized Contributions (Contributions of \$20.00 or less)  <i>** Numbers and a single period only ex: ####.## **</i>	
3	Total Monetary Contributions (Total of lines 1 & 2)	
4	Total Non-Monetary Contributions	

**Itemized Contributions more than \$20.00:**

This field will automatically populate from the **Itemized Contributions Statement** from this form.

**Total of Non-Itemized Contributions:  
(Contributions of \$20.00 or less)**

Enter the total amount of non-itemized contributions without the dollar sign or commas.  
Example: **XXXX.XX**

**Total Monetary Contributions:**

This field will automatically populate from lines 1 and 2 of this page.

**Total of Non-Monetary Contributions:**

This field will automatically populate from the **Statement of Non-Monetary Contributions** from this form.

**Total Contributions:**

This field will automatically populate from lines 3 and 4 of this page.

**Itemized Expenditures more than \$20.00:**

This field will automatically populate from the **Itemized Expenditure Statement** from this form.

**Total of Non-Itemized Expenditures:  
(Expenditures of \$20.00 or less)**

Enter the total amount of non-itemized expenditures without the dollar sign or commas.

Example: **XXXX.XX**

**Total Expenditures:**

This field will automatically populate from lines 6 and 7 of this page.

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**Itemized Contributions Statement:**

**Full Name of Committee/Person:**

This field will automatically populate from the name entered on first page of this form.

**Date Accepted:**

When you click on this field a drop down arrow will appear to the left of the field. Click on the arrow and a calendar will pop up in which you can choose your date of accepted contribution.

Complete the mid-section with appropriate information:

Full Name of Committee/Person: John Doe

<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DELETE</div>  <div style="font-size: 24pt; font-weight: bold; text-align: center;">1</div>  <div style="text-align: center;"> <u>Aug 7, 2014</u>                      Date Accepted                 </div>	Name: (Last, First) <u>Doe, Jane</u> <hr/> Address: <u>1234 Jane Doe Street</u> <hr/> City/State/Zip: <u>Lakewood, CO 80226</u> <hr/> Description: <u>Contribution</u> <hr/> Employer: (if applicable, mandatory) <u>Jane Doe Inc.</u> <hr/> Occupation: (if applicable, mandatory) <u>Consultant</u> <hr/> <input type="checkbox"/> Check box if Electioneering Communication	Amount  <span style="color: red; font-size: small;">** Numbers and a single period only ex: ####.## **</span>
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">ADD</div>	TOTAL:	

**Amount:**

Enter the amount of the itemized contribution without a dollar sign or commas. Example: **XXXX.XX**

Full Name of Committee/Person: John Doe

<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DELETE</div>  <div style="font-size: 24pt; font-weight: bold; text-align: center;">1</div>  <div style="text-align: center;"> <u>Aug 7, 2014</u>                      Date Accepted                 </div>	Name: (Last, First) <u>Doe, Jane</u> <hr/> Address: <u>1234 Jane Doe Street</u> <hr/> City/State/Zip: <u>Lakewood, CO 80226</u> <hr/> Description: <u>Contribution</u> <hr/> Employer: (if applicable, mandatory) <u>Jane Doe Inc.</u> <hr/> Occupation: (if applicable, mandatory) <u>Consultant</u> <hr/> <input type="checkbox"/> Check box if Electioneering Communication	Amount  <span style="color: red; font-size: small;">** Numbers and a single period only ex: ####.## **</span>
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">ADD</div>	TOTAL: <span style="float: right;">\$50.00</span>	

To add another contribution, click on the add button and repeat the previous steps.

You will notice the total at the bottom of the form has adjusted for the additional amount.

Full Name of Committee/Person: John Doe

<p>DELETE</p> <p><b>1</b></p> <p>Aug 7, 2014 Date Accepted</p>	<p>Name: (Last, First) Doe, Jane</p> <hr/> <p>Address: 1234 Jane Doe Street</p> <hr/> <p>City/State/Zip: Lakewood, CO 80226</p> <hr/> <p>Description: Contribution</p> <hr/> <p>Employer: (if applicable, mandatory) Jane Doe Inc.</p> <hr/> <p>Occupation: (if applicable, mandatory) Consultant</p> <hr/> <p><input type="checkbox"/> Check box if Electioneering Communication</p>	<p><b>\$50.00</b></p> <hr/> <p>Amount</p> <p>** Numbers and a single period only ex: #### ## **</p>
<p>DELETE</p> <p><b>2</b></p> <p>Aug 8, 2014 Date Accepted</p>	<p>Name: (Last, First) Doe, Joe</p> <hr/> <p>Address: 1234 Joe Doe Street</p> <hr/> <p>City/State/Zip: Lakewood, CO 80226</p> <hr/> <p>Description: Contribution</p> <hr/> <p>Employer: (if applicable, mandatory) Joe Doe Co.</p> <hr/> <p>Occupation: (if applicable, mandatory) Executive</p> <hr/> <p><input type="checkbox"/> Check box if Electioneering Communication</p>	<p><b>\$25.00</b></p> <hr/> <p>Amount</p> <p>** Numbers and a single period only ex: #### ## **</p>
<p>ADD</p>	<p><b>TOTAL:</b></p>	<p><b>\$75.00</b></p>

If you scroll back to the second page titled **Detailed Summary**, you will see that Line 1 – Itemized Contributions more than \$20.00 has automatically populated. Lines 3 & 5 – Total Monetary Contributions and Total Contributions have totaled all lines respectively.

<b>DETAILED SUMMARY</b>		
<b>Full Name of Committee/Person:</b> <u>John Doe</u>		
<b>Report Period Covered:</b> <u>August 4, 2014</u> <b>Through</b> <u>August 27, 2014</u>		
	Funds on hand at the beginning of reporting period (Includes Candidate Contribution Funds Transferred)  <i>** Numbers and a single period only ex: ###.## **</i>	<b>\$1,200.00</b>
1	Itemized Contributions more than \$20.00	<b>\$75.00</b>
2	Total of Non-Itemized Contributions (Contributions of \$20.00 or less)  <i>** Numbers and a single period only ex: ###.## **</i>	<b>\$200.00</b>
3	Total Monetary Contributions (Total of lines 1 & 2)	<b>\$275.00</b>
4	Total Non-Monetary Contributions	
5	<b>Total Contributions</b> (Total of lines 3 & 4)	<b>\$275.00</b>

Enter the Total amount of Non-Itemized Contributions on the second page titled Detailed Summary.

**Statement of Non-Monetary Contributions:**

Follow the same steps as in the Itemized Contributions Statements

<p>DELETE</p> <p><b>1</b></p> <p>Aug 20, 2014 Date Accepted</p>	<p>Name: (Last, First) Smith, John</p> <hr/> <p>Address: 1234 John Smith Street</p> <hr/> <p>City/State/Zip: Lakewood, CO 80226</p> <hr/> <p>Description: Host campaign event</p> <hr/> <p>Employer: (if applicable, mandatory) Event Inc.</p> <hr/> <p>Occupation: (if applicable, mandatory) Event Center</p> <hr/> <p><input type="checkbox"/> Check box if Electioneering Communication</p>	<p><b>\$500.00</b></p> <hr/> <p>Fair Market Value</p> <p><b>** Numbers and a single period only ex: ##### **</b></p>
<p>ADD</p>	<p><b>TOTAL:</b></p>	<p><b>\$500.00</b></p>

To add other Non-Monetary Contribution click on the **ADD** button.

The Detailed Summary will now show the non-monetary contribution and totals have adjusted accordingly.

<b>DETAILED SUMMARY</b>		
<b>Full Name of Committee/Person:</b> <u>John Doe</u>		
<b>Report Period Covered:</b> <u>August 4, 2014</u> <b>Through</b> <u>August 27, 2014</u>		
	Funds on hand at the beginning of reporting period (Includes Candidate Contribution Funds Transferred)  <i>** Numbers and a single period only ex: ###.## **</i>	<b>\$1,200.00</b>
1	Itemized Contributions more than \$20.00	<b>\$75.00</b>
2	Total of Non-Itemized Contributions (Contributions of \$20.00 or less)  <i>** Numbers and a single period only ex: ###.## **</i>	<b>\$200.00</b>
3	Total Monetary Contributions (Total of lines 1 & 2)	<b>\$275.00</b>
4	Total Non-Monetary Contributions	<b>\$500.00</b>
5	<b>Total Contributions</b> (Total of lines 3 & 4)	<b>\$775.00</b>

**ITEMIZED EXPENDITURES STATEMENT:**

Enter the date of the expense then the name, address and the purpose of the expense then the amount of the expense. To enter another transaction, click **ADD**.

If you scroll back to the second page titled **Detailed Summary**, you will see that Line 6 – Itemized Expenditures more than \$20.00 has automatically populated. Line 8 – Total Expenditures has automatically populated from Line 6.

Enter the Total amount of Non-Itemized Expenditures on the **Detailed Summary** page.

The Detailed Summary totals will adjusted accordingly.

**DETAILED SUMMARY**Full Name of Committee/Person: John DoeReport Period Covered: August 4, 2014 Through August 27, 2014

	Funds on hand at the beginning of reporting period (Includes Candidate Contribution Funds Transferred)  <i>** Numbers and a single period only ex: ###.## **</i>	<b>\$1,200.00</b>
1	Itemized Contributions more than \$20.00	<b>\$75.00</b>
2	Total of Non-Itemized Contributions (Contributions of \$20.00 or less)  <i>** Numbers and a single period only ex: ###.## **</i>	<b>\$200.00</b>
3	Total Monetary Contributions (Total of lines 1 & 2)	<b>\$275.00</b>
4	Total Non-Monetary Contributions	<b>\$500.00</b>
5	<b>Total Contributions</b> (Total of lines 3 & 4)	<b>\$775.00</b>
6	Itemized Expenditures more than \$20.00	<b>\$100.00</b>
7	Total of Non-Itemized Expenditures (Expenditures of \$20.00 or less)  <i>** Numbers and a single period only ex: ###.## **</i>	<b>\$150.00</b>
8	<b>Total Expenditures</b> (Total of lines 6 & 7)	<b>\$250.00</b>

If you now look on the first page, you'll see all of this information has automatically populated the appropriate fields.

**SUBMIT**

When you are finished filling out the form. Please do a Save-As prior to submitting.



City Clerk's Office  
 Lakewood Civic Center  
 480 S Allison Parkway  
 Lakewood, CO 80226-3127  
 Phone: 303-987-7080  
 Fax: 303-987-7088  
 TDD: 303-987-7057

**REPORT OF CONTRIBUTIONS AND EXPENDITURES**

Full Name of Committee/Person	John Doe
Address of Committee/Person (as shown on registration)	480 S. Allison Parkway
City, State & Zip Code	Lakewood, CO 80226
Committee Type	Candidate Committee <span style="float: right;">▼</span>
Name and Address of Financial Institution	XYZ Bank, 1234 S. Allison Parkway Lakewood CO 80226

**Type of Report:**

Regularly Scheduled Filing

Amended Filing      This amends previous report filed on (date) \_\_\_\_\_  
 Submit changes or new information ONLY

Termination Report      (Termination Reports MUST have a monetary balance of zero in Line E)

Report Period Covered: August 4, 2014      Through August 27, 2014

Loans - Outstanding Balance: \_\_\_\_\_

		Totals Detailed Summary Page
A	Funds on Hand at the Beginning of Reporting Period (Includes Committee Funds Transferred)	\$1,200.00
B	Total Monetary & Non-Monetary Contributions (line 5)	\$775.00
C	Total Contributions & Beginning Amount (line A + line B)	\$1,975.00
D	Total Expenditures (line 8)	\$250.00
E	Funds on Hand at the End of Reporting Period (line C - line D)	\$1,725.00

Print Registered Agent's Name: \_\_\_\_\_

**-OR-**

Print Candidate Name: \_\_\_\_\_

I understand that contributions and expenditures are governed by Chapter 2.54 Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code.

I further certify that I have read and understand the provisions of Chapter 2.54 Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code.

The City Clerk shall impose a penalty for each day a report is filed late per Chapter 2.54.050 (C) Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code and Rule #13 of the City Clerk Rules and Regulations.

By submitting this form, I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period are from permissible sources. I agree my electronic signature is the legal equivalent of my manual signature that is on file at the City Clerk's Office.



**SUBMIT**

When you are finished filling out the form. Please do a Save-As prior to submitting.



City Clerk's Office  
Lakewood Civic Center  
480 S Allison Parkway  
Lakewood, CO 80226-3127  
Phone: 303-987-7080  
Fax: 303-987-7088  
TDD: 303-987-7057

**REPORT OF CONTRIBUTIONS AND EXPENDITURES**

Full Name of Committee/Person	John Doe
Address of Committee/Person (as shown on registration)	480 S. Allison Parkway
City, State & Zip Code	Lakewood, CO 80226
Committee Type	Candidate Committee
Name and Address of Financial Institution	XYZ Bank, 1234 S. Allison Parkway Lakewood CO 80226

**Type of Report:**

Regularly Scheduled Filing

Amended Filing

This amends previous report filed on (date) \_\_\_\_\_  
Submit changes or new information ONLY

Termination Report

(Termination Reports MUST have a monetary balance of zero in Line E)

Report Period Covered: August 4, 2014 Through August 27, 2014

Loans - Outstanding Balance: \$1,000.00

**Totals Detailed Summary Page**

A	Funds on Hand at the Beginning of Reporting Period (Includes Committee Funds Transferred)	\$1,200.00
B	Total Monetary & Non-Monetary Contributions (line 5)	\$775.00
C	Total Contributions & Beginning Amount (line A + line B)	\$1,975.00
D	Total Expenditures (line 8)	\$250.00
E	Funds on Hand at the End of Reporting Period (line C - line D)	\$1,725.00

Print Registered Agent's Name: \_\_\_\_\_

**-OR-**

Print Candidate Name: \_\_\_\_\_

I understand that contributions and expenditures are governed by Chapter 2.54 Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code.

I further certify that I have read and understand the provisions of Chapter 2.54 Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code.

The City Clerk shall impose a penalty for each day a report is filed late per Chapter 2.54.050 (C) Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code and Rule #13 of the City Clerk Rules and Regulations.

By submitting this form, I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period are from permissible sources. I agree my electronic signature is the legal equivalent of my manual signature that is on file at the City Clerk's Office.

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**CANDIDATE COMMITTEE FUNDS TRANSFER FORM**

This form is used by candidate committees established by the same committee for a different public office intending to transfer existing funds from an existing committee as defined by the Lakewood Municipal Code.

**CANDIDATE COMMITTEE FUNDS TRANSFER FORM**

This form is used by candidate committees established by the same committee for a different public office intending to transfer existing funds from an existing committee as defined by the Lakewood Municipal Code.

FROM

Full Name of Committee: Great Committee	
Address (physical): 1234 Great Committee Blvd.	
Mailing Address (if different from above):	
Phone Number: 555-123-4567	Fax Number: 555-123-4568
Email Address: greatcommittee@gc.com	
TOTAL AMOUNT OF TRANSFER: \$1,000.00	

TO

Full Name of Committee: Awesome Committee	
Address (physical): 1234 Awesome Committee Circle	
Mailing Address (if different from above):	
Phone Number: 555-987-6543	Fax Number: 555-876-5432
Email Address: awesomecommittee@ac.com	

I understand that campaign finance activities are governed by Chapter 2.54 Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code and the Lakewood City Clerk Rules and Regulations regarding campaign finance.

I further certify that I have read and understand the provisions of Chapter 2.54 Campaign and Political Finance in Municipal Elections of the Lakewood Municipal Code and the Lakewood City Clerk Rules and Regulations regarding campaign finance.

By submitting this form, you are signing this Candidate Affidavit electronically and certifying the above information to be true and correct, to the best of your knowledge. You agree your electronic signature is the legal equivalent of your manual signature

**LIMITED LIABILITY CONTRIBUTION FORM**

Complete the top section of the form and add all the LLC members information.

<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>SAVE AND PRINT</b></p> <p>When you are finished filling out the form, click to save and then print.</p> </div>	 <b>Lakewood</b>	<p>City Clerk's Office Lakewood Civic Center 480 S Allison Parkway Lakewood, CO 80226-3127 Phone: 303-987-7080 Fax: 303-987-7088 TDD: 303-987-7057</p>
<p><b>AFFIRMATION STATEMENT FOR LIMITED LIABILITY COMPANY (LLC) CONTRIBUTIONS</b></p>		
Full Name of Committee/Person:	John Doe	
Date of Contribution:	August 11, 2014	
Total Contribution Amount:	\$2,000.00	
Name of LLC making the contribution:	So Nice of You LLC	
LLC - Address:	1234 So Nice of You Avenue	
LLC - City, State & Zip Code:	Lakewood, CO 82226	
<p>I   _____, individual acting on behalf of the above named Limited Liability Company, affirm that the (print individual name)</p> <p>LLC Members are as listed below.</p> <p>_____ Signature of Individual Acting on behalf of the LLC</p>		
<p><b>NAMES AND ADDRESSES OF ALL INDIVIDUAL LLC MEMBERS</b></p>		
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DELETE</div> <p style="text-align: center; font-weight: bold; margin-top: 10px;">1</p>	<p>LLC Member: Fred Frederick</p> <hr/> <p>Address: 1234 Fred Frederick Street</p> <hr/> <p>City/State/Zip: Lakewood, CO 80226</p> <hr/>	
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DELETE</div> <p style="text-align: center; font-weight: bold; margin-top: 10px;">2</p>	<p>LLC Member: James Jameson</p> <hr/> <p>Address: 1234 James Jameson Drive</p> <hr/> <p>City/State/Zip: Lakewood, CO 80226</p> <hr/>	
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">ADD</div>		

Print the form and have the individual acting on behalf of the LLC print and sign their name in the middle section.

This report can be scanned and submitted to the City Clerk at [margre@lakewood.org](mailto:margre@lakewood.org)

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### **SUBMITTING YOUR REPORT**

**Before submitting, save a copy onto your computer. Once you submit your report all of the fields will lock and you will not be able to make any changes. Do not submit until you have reviewed your report and are ready to submit.**

Please email the final (submitted) report to the City Clerk at [margre@lakewood.org](mailto:margre@lakewood.org)

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### **AMENDING YOUR REPORT**

If you have to file an amended report, open the file you saved prior to the submitted report and make the necessary changes. Be sure to save it again as an amended report before submitting.