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CAMPAIGN AND POLITICAL FINANCE 2021 MUNICIPAL FREQUENT AND ANNUAL FILING CALENDAR

Federal/State holidays are denoted in red; offices may be closed on these dates.

If the municipal election <u>isn't</u> held on November 2, 2021, contact the municipal clerk for filing deadlines. Home Rule municipalities may have a different filing schedule; check with your municipal clerk to verify disclosure dates.

Frequent calendar applies to (refer to Campaign Finance Rule 17):

- Municipal candidates and candidate committees whose office appears on the November 2, 2021 Coordinated ballot
- Issue committees whose issue attempts access to or appears on the November 2, 201 Coordinated ballot

October

- Starts the 30 day period before the Biennial School Board Election for 24 Hr. MC rpts. & 48 Hr. IE rpts. and concludes on November 1, 2021
- 12 21st day before the election Report covers:
 - October 28, 2020 through October 7, 2021

OR

- November 29, 2020 through October 7, 2021
- 29\(\begin{align*} \text{Friday before the election Report covers October 8, 2021 through October 24, 2021 \end{align*}

November

2 Coordinated Election / Biennial School Board Election

December

- 30th day after the Election Report covers October 25, 2021 through November 27, 2021
- Date affected by holiday or weekend
- Regular Biennial School Electioneering Communication (EC) activity may be included on report

Infrequent/Annual calendar applies to (refer to Campaign Finance Rule 17):

- Municipal candidates and candidate committees whose office does NOT appear on the November 5, 2021 Coordinated Election ballot
- Issue committees whose issue does NOT attempt access to or appear on the November 2, 2021 Election ballot
- Political Committees (PC)
- Small Donor Committees (SDC)
- 527 Political Organizations (527 PO)
- Independent Expenditure Committees (IEC)

November

- 1 Annual Report cover:
 - October 28, 2020 through October 27, 2021

OR

- November 29, 2020 through October 27, 2021
- 2 Coordinated Election / Biennial School Board Election

Notes:

- All municipal campaign finance reports are filed with the municipal clerk's office.
- Small-Scale Issue Committees (SSIC) are not required to file disclosure reports until they
 exceed \$5,000 in activity. After filing an initial disclosure report and converting to an
 Issue Committee, SSICs are subject to the disclosure requirements of 1-45-108(2),
 C.R.S.

These types of un-scheduled reports are also required:

- 24 Hour Notice of Major Contributor (MC) report period starts 30 days before the Biennial School Board Election and concludes the day before the election. MC reports are due within 24 hours of receiving a Major Contribution. <u>This applies even if you are not participating in the school board election.</u>
- 48 Hour Notice of Independent Expenditure (IE) report period starts 30 days before the election and concludes the day before the election. Report is due within 48 hours of spending. Only applies to IECs.

Questions? Contact the office or review the Colorado Campaign and Political Finance Manual.

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November 2021

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