



COLORADO CAMPAIGN FINANCE

Registered and Designated Filing Agents



Colorado Secretary of State

Disclaimer

The Colorado Secretary of State's office does not provide legal advice.

This training was created for reference purposes only.

Information contained in the training is not a substitute for legal advice and actual knowledge of campaign finance laws and regulations.

DEFINITIONS

- **Registered Agent (RA)** - “Registered agent” is a natural person or candidate designated to receive mailings, to address concerns and questions regarding a committee, and is responsible for timely filing campaign finance reports.
[Sections 1-45-108(3)(b) and 1-45-109(4)(b), C.R.S.]
- **Designated Filing Agent (DFA)** – “Designated filing agent” means any natural person appointed by a committee who is responsible for timely filing campaign finance reports.
- Basically, they have the same duties. RAs are required positions and DFAs are optional but highly encouraged.

BATON HAND OFF

EXITING / LEAVING REGISTERED OR DESIGNATED FILING AGENT



- Amend the committee registration form with Secretary of State
- Update contact information with bank, IRS, other vendors, if applicable
- Give records to the new agent
- Train new agent
- Follow-up with new agent

RECEIVING THE BATON

NEW REGISTERED OR DESIGNATED FILING AGENT



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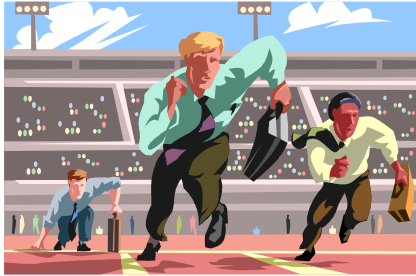
- Setup TRACER login/access
- Review records received from the previous agent (and ask them questions, if applicable)
- Read and become familiar with the Campaign Finance Laws/Rules
 - [Campaign Finance Manual](#) from TRACER
- Utilize training opportunities including:
 - Watch the [Learn to Use TRACER](#) webinars
 - Review the online [Campaign Finance 101 Training](#)
 - Attend [Lawn Chair Chats](#) or review prior Chats
 - Call or email Campaign Finance Support staff for help

BASICS FOR A NEW RAs OR DFAs



- Know the report schedule for filing disclosure reports (including supplemental) and file on time to avoid late filing penalties
- Contribution limits for both receiving and giving
- Cash/coin contributions and/or expenditures are limited to \$100
- When a contribution is considered receive
- Who's prohibited from contributing
- Employer and Occupation information is needed for one-time individual contributions of \$100 or more
- When is an expenditure made
- Dollar/value threshold for including a contributor or payee's name on report (itemizing entries)
- Don't ignore TRACER audit messages

FILING FREQUENCY & SCHEDULES



Frequent Filers

Are committees and candidates whose name or issue attempts access to or appears on a current year's ballot.

Did you know state & county candidates / committees have different filing dates? Click [here](#) for the calendars.



Infrequent Filers (Quarterly/Annual)

Are committees remaining open whose name or issue appeared on a previous year's ballot or will appear on a future year's ballot.

Notes: Political Parties, along with several other committee types, are on a frequent schedule during even-calendar years. An infrequent schedule is applied in odd-calendar years unless participating in the biennial school election.

2023 Frequent Schedule

Reports are timely if filed by 11:59 p.m. on the due date.



Note: A \$50 per day late filing penalty is imposed for each day a report is not filed or is not timely filed.

State / School Board Frequent Schedule	County Frequent Schedule
May 1, 2023 (Mon.)	October 17, 2023 (Tue.)
June 1, 2023 (Thur.)	November 3, 2023 (Fri.)
July 3, 2023 (Mon.)	December 12, 2023 (Tue.)
August 1, 2023 (Tues.)	
September 5, 2023 (Tue.)	
September 18, 2023 (Mon.)	
October 3, 2023 (Tue.)	
October 16, 2023 (Mon.)	
October 30, 2023 (Mon.)	
December 12, 2023 (Tue.)	

Election Days in 2023:

- May 2, 2023 – Special District
- November 7, 2023 – Coordinated / Biennial School Board Election

Notes:

- **24-Hour Major Contributor reports**, for specific committees/parties, starts 30 days before the Biennial Sch. Brd. Election. (1-45-108(2.5), C.R.S.)
- **48-Hour Independent Expenditure reports**, for IECs, starts 30 days before the Biennial Sch. Brd. Election (1-45-107.5(4)(c), C.R.S.)
- **Electioneering Communication** time period starts 60 days before the Biennial Sch. Brd. Election. This is part of your standard disclosure report.

For reporting periods and other important information, log into your

TRACER account. Or visit the [Filing Calendar page](#).

2023 Infrequent Schedule

Reports are timely if filed by 11:59 p.m. on the due date.



State / Statewide Infrequent / Quarterly Schedule (Also applies to Sch. Brd. Candidates NOT on the ballot in 2023)

County infrequent / Annual Schedule

January 17, 2023, 4 th Quarter of 2022 – (Tue.)	November 1, 2023 (Wed.)
April 17, 2023, 1 st Quarter of 2023 (Mon.)	
July 17, 2023, 2 nd Quarter of 2023 (Mon.)	
October 16, 2023, 3 rd Quarter of 2023 (Mon.)	
January 16, 2024, 4 th Quarter of 2023) (Tue.)	

November 1, 2023 (Wed.)

Election Days in 2023:

- May 2, 2023 – Special District
- November 7, 2023 – Coordinated / Biennial School Board Election

Notes:

- **24-Hour Major Contributor reports**, for specific committees/parties, starts 30 days before the Biennial Sch. Brd. Election. (1-45-108(2.5), C.R.S.)
 - Does NOT apply to candidates not on the ballot, and
 - Does NOT apply to political parties (in the odd-year).
- **48-Hour Independent Expenditure reports**, for IECs, starts 30 days before the Biennial Sch. Brd. Election (1-45-107.5(4)(c), C.R.S.)
 - Applies to all IECs whether they are or are not participating in the Biennial Sch. Brd. Election.
- **Electioneering Communication** (if School Board Candidates are mentioned) time period starts 60 days before the Biennial Sch. Brd. Election. This is part of your standard disclosure report.

For reporting periods and other important information, log into your

TRACER account. Or visit the [Filing Calendar page](#).

Note: A \$50 per day late filing penalty is imposed for each day a report is not filed or is not timely filed.

TRACER HOME



Where filings, such as registrations, candidate affidavits, & disclosure reports are done online.

<https://tracer.sos.Colorado.gov>

Secretary of State Home | Elections & Voting | Contact Us

Search Resources Reports Quick Stats

TRACER Home
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Resources
Reports
Quick Stats
Learn to Use TRACER
Committee Registration
Candidate Affidavit

TRACER

Help with this page
[About this website](#)
[Campaign Finance Manual \(PDF\)](#)

Welcome to the Campaign Finance Disclosure Website

Registered User Login

Search Database Learn to Use TRACER Committee Registration
Generate Reports Quick Stats Candidate Affidavit

Contributions and Loans Filed in 2022

Category	Amount
Democratic Candidates	\$1,633,849.98
Issue Committees	(\$136,709.03)
Republican Candidates	\$957,874.92
Other	

Graph represents all contributions and loans that were included on reports filed in the current year.

Data entry options

- Manual entry directly into the TRACER website (suggested)

OR

- Importing data using:
 - Excel Spreadsheet format
 - XML format
- If considering an import option, contact the support team to:
 - Discuss the pros & cons of use based on the committee's activity level & technical skill
 - Obtain specification documents & templates
- A test file must be submitted, 2 to 4 weeks before first use, for testing and approval by staff.

DISCLOSURE REPORTS

File Report of Contributions and Expenditures

Detailed Summary			
Committee:	TEST CANDIDATE COMMITTEE FOR HD 6 123 MAIN STREET DENVER, CO 80000	Financial Institution:	TEST BANK 8 MAIN STREET DENVER CO 80000
Type:	Candidate Committee	Committee SOS ID:	20115017008
Candidate:	JOHN JONES	Committee Registered Agent:	TEST AGENT

Reporting Period Covered: 01/01/2011 through 03/31/2011 Report Due: 04/15/2011

Regularly Scheduled Filing Amended Filing

Termination Report (Terminations Reports must have a monetary balance of zero in Line 5)

Report Contains Electioneering Communications Information

<table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Funds on Hand at Beginning of Reporting Period (monetary only)</td><td style="text-align: right;">527.01</td></tr> <tr><td>2. Total Monetary Contributions (Line 11)</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>3. Total Monetary Contributions plus Beginning Amount (Lines 1 + 2)</td><td style="text-align: right;">\$527.01</td></tr> <tr><td>4. Total Monetary Expenditures (Line 18)</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>5. Funds on Hand at End of Reporting Period (monetary only)</td><td style="text-align: right;">527.01</td></tr> <tr><td>Combined Total of Loan Balances</td><td style="text-align: right;">0.00</td></tr> </table>	1. Funds on Hand at Beginning of Reporting Period (monetary only)	527.01	2. Total Monetary Contributions (Line 11)	\$0.00	3. Total Monetary Contributions plus Beginning Amount (Lines 1 + 2)	\$527.01	4. Total Monetary Expenditures (Line 18)	\$0.00	5. Funds on Hand at End of Reporting Period (monetary only)	527.01	Combined Total of Loan Balances	0.00	<table style="width: 100%; border-collapse: collapse;"> <tr><td>6. Itemized Monetary Contributions</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>7. Non-Itemized Monetary Contributions</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>8. Loans Received</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>9. Total of Other Receipts</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>10. Returned Contributions</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>11. Total Monetary Contributions (Total Lines 6-10)</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>12. Total Non-Monetary Contributions</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>13. Total Contributions</td><td style="text-align: right;">\$0.00</td></tr> </table>	6. Itemized Monetary Contributions	\$0.00	7. Non-Itemized Monetary Contributions	\$0.00	8. Loans Received	\$0.00	9. Total of Other Receipts	\$0.00	10. Returned Contributions	\$0.00	11. Total Monetary Contributions (Total Lines 6-10)	\$0.00	12. Total Non-Monetary Contributions	\$0.00	13. Total Contributions	\$0.00
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<p>View Report Details</p> <p>View Itemized Contributions</p> <p>View Itemized Expenditures</p> <p>View Loans</p> <p>View Returns</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>14. Itemized Monetary Expenditures</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>15. Non-Itemized Monetary Expenditures</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>16. Loan Repayments Made</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>17. Returned Expenditures</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>18. Total Monetary Expenditures (Total Lines 14-17)</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>19. Total Coordinated Non-Monetary Expenditures</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>20. Total Expenditures</td><td style="text-align: right;">\$0.00</td></tr> </table>	14. Itemized Monetary Expenditures	\$0.00	15. Non-Itemized Monetary Expenditures	\$0.00	16. Loan Repayments Made	\$0.00	17. Returned Expenditures	\$0.00	18. Total Monetary Expenditures (Total Lines 14-17)	\$0.00	19. Total Coordinated Non-Monetary Expenditures	\$0.00	20. Total Expenditures	\$0.00
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Regularly Scheduled

- Have specific due dates (1-45-108(2), C.R.S.).

Amendment(s)

- May be done at any time for corrections or updates; highly recommended to contact CPF staff for assistance.

Supplemental

- Time sensitive & large transaction notices.

Notes:

Committees/parties are required to file disclosure reports for every reporting period, even if no activity has occurred, until a termination report is filed.

ELECTRONIC DATA INTERCHANGE (EDI) IMPORTING OF FILE

- Must use SOS templates
- Read through the specification documents
- Do not copy and paste from one spreadsheet to another OR if you do remember to only copy content and not formulas
- Importing/uploading a file DOES NOT constitute a filing! You must still go to the File Reports tab, locate the report, check for and correct audit messages/warnings, and File report.

CAMPAIGN FINANCE RULES HIGHLIGHTS

Rule 9 – Registered Agents

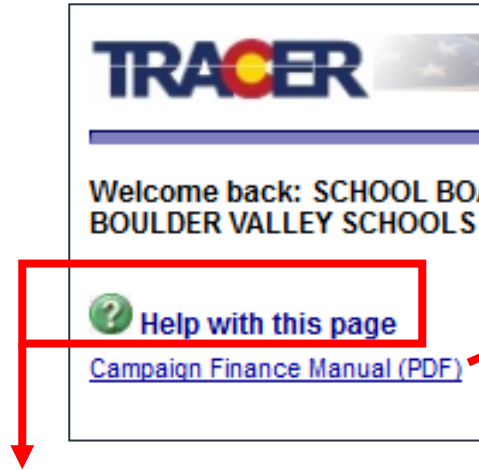
- 9.2.1 - A committee may assign a new registered agent by filing an amended committee registration. For a candidate committee, upon resignation of the registered agent the candidate becomes the registered agent until a new agent is assigned. For all other committees, the registered agent's name remains on file until the committee assigns a new registered agent.
- 9.2.2 A committee must file an amended committee registration form within ten days after the resignation of a registered agent or the appointment of a new registered agent. A committee must have an active registered agent at all times. [Section 1-45-108(3)(b), C.R.S.; Rule 12.1]

Rule 12.1

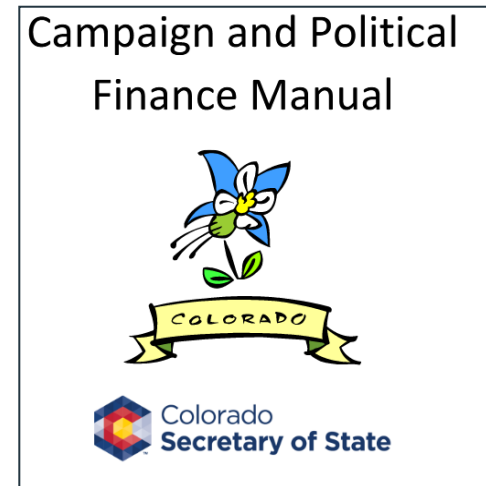
- A committee must report any change to its committee registration statement to the appropriate filing officer within ten days. [Section 1-45-108(3), C.R.S.]

TRACER RESOURCES

- “Help with this page” link



- [Campaign Finance Manual](#)



Help page results

Viewing a Candidate or Committee

You can access the Candidate/Committee Overview page to view the account status, transaction history, reports due, file a report that is due, add or modify a penalty or waiver, and request a waiver.

Tasks

[To access the Candidate/Committee Overview page:](#)

1. Perform the steps for [Searching for a Candidate or Committee](#).

The Candidate/Committee Search Results page is displayed.

2. Click the link in the Candidate/Committee Name column of the data grid for the Candidate or Committee.

TRACER RESOURCES CONTINUED

LEARN TO USE TRACER WEBINARS

These are video tutorials that help you learn how to navigate and work within TRACER. Now in an MP4 file for better viewing.

The screenshot shows the TRACER website interface. On the left is a navigation menu with sections: TRACER Home, Search (with sub-items like Candidate Search, Committee Search, etc.), Resources (with sub-items like Announcements, Publications, etc.), and Reports. The main content area is titled 'Learn to Use TRACER' and contains the following text: 'The campaign finance support team has created web based tutorials to help you navigate and work within TRACER. These webinars are simple and/or videos, with verbal instructions, showing the various functions of the system. All webinars are available 24/7 for your convenience. Many of the webinars are available to all committee types and the majority of webinars are not available to all committee types. The majority of webinars are shown at the end of each link.' Below this text is a section titled 'For Registered Users:' followed by a bulleted list of five video resources: R1. Accessing Your Workspace for the First Time (5:29), R2. Workspace Tour (4:26), R3. Updating a Candidate Affidavit (5:43), R4. Update Committee Registration & Agents (6:59), and R5a. Contributions - Adding (16:30).

LAWN CHAIR CHATS

Are informal discussions about CPF. It's a great way to increase your knowledge or get clarification on a specific topic. Have a topic you want covered? Email our us at cpfhelp@coloradosos.gov.

Lawn Chair Chats
Hosted by the campaign finance support team.

What are lawn chair chats?
These chats are informal discussions about campaign finance related topics. It's a great way to increase your knowledge or get clarification on a specific topic. If you have a topic suggestion email our campaign finance team at cpfhelp@coloradosos.gov.

Upcoming chat sessions

Past chat sessions

Date & time	Topic	Agenda & materials	Zoom meeting info
Wednesday, June 22, 2022 3:00 PM MST	Campaign Finance 101 - Part 2 - Political parties, political committees, and other non-candidate committees	Agenda (PDF) Non-candidate Committees (PDF)	Recorded Zoom meeting (MP4)
Wednesday, June 15, 2022 3:00 PM MST	Campaign Finance 101 - Part 1 - Candidates & candidate committees	Agenda (PDF) Candidates & Candidate Committees (PDF)	Recorded Zoom meeting (MP4)
Wednesday, December 1, 2021 3:00 PM MST	TRACER and Redistricting	Agenda (PDF)	Recorded Zoom meeting (MP4)
Wednesday, November 17, 2021 3:00 PM MST	The School Board / Coordinated Election is over, now what?	Agenda (PDF) End of 2021 Coordinated Election presentation (PDF)	Recorded Zoom meeting (MP4)

ADDITIONAL RESOURCES

State	Federal
State of Colorado http://www.colorado.gov/	Federal Election Commission (FEC) www.fec.gov
Colorado General Assembly www.leg.colorado.gov	Federal Communications Commission (FCC) https://www.fcc.gov/media/policy/political-programming
The Independent Ethics Commission www.colorado.gov/pacific/iec	Internal Revenue Service (IRS) www.irs.gov
LexisNexis by Colorado Legal Resources http://www.lexisnexis.com/hottopics/colorado	U.S. Office of Special Counsel – Hatch Act Overview https://osc.gov/Services/Pages/HatchAct.aspx

THANK YOU

Campaign Finance Compliance & Guidance Support Team

E-mail:

CPFhelp@coloradosos.gov

Phone:

303-894-2200 (Dial 3, then 1)

TRACER website:

<https://tracer.sos.colorado.gov>



Campaign Finance Complaints & Enforcement Team

Email:

CPFcomplaints@coloradosos.gov

Phone:

303-894-2200 x 6338

