

City of Lone Tree  
City Clerk  
9220 Kimmer Drive, Suite 100  
Lone Tree, CO 80124  
Telephone: 303-708-1818  
Fax: 303-225-4949  
www.cityoflonetree.com/fecp



# CITY OF LONE TREE

## Instructions and Information for REPORT OF CONTRIBUTIONS AND EXPENDITURES

Reference:	Lone Tree Municipal Code §2-1-90
Who uses this form?	All Committees
Purpose of form:	This form is used to report contributions and expenditures
Is this form required?	Yes
When do I file this form?	This form must be received by the City Clerk on or before the filing due date for the reporting period. Remember...postmark dates are not recognized.

The Report of Contributions and Expenditures is a financial report required for all committees that accept contributions or make expenditures. Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

### **2016 Reporting Periods**

\*\*Date of filing Statement of Organization (then every two weeks until April 12)

\* - April 7, 2016

April 7– April 24, 2016

April 24 – May 28, 2016

### **2016 Reporting Dates**

April 12, 2016 (21<sup>st</sup> day before election)

April 29, 2016 (Friday before election)

June 2, 2016 (30 days after election)

*\*From the date of the first contribution was received or expenditure made.*

\*\*Reports shall be filed every fourteen (14) days following the filing of the statement of organization until twenty-five (25) days before the election (April 8).

In accordance with the code, until terminated, a committee shall file a report for every reporting period even if the committee has no activity, expenditures or contributions to report during the reporting period.

### **Report of Contributions and Expenditures** (page 1)

A summary of the contribution/expenditure totals for a specific reporting period.

### **Detailed Summary** (page 2)

Summarizes totals for Schedule A-D. Complete this 1-page form last.

### **Schedule A** (page 3)

This form is used to report contributions received that exceed \$25.00.

### **Schedule B** (page 4)

This form is used to report expenditures paid out by the committee that exceed \$25.00.

**Schedule C** (page 5)

This form details outstanding debts or obligations received and/or repaid by the committee.

**Schedule D** (page 6)

This form allows the committee to account for either a contribution or expenditure that has been made and is being returned.

**Form A-N** (page 7)

This form is used to list contributions received that do not exceed \$25.00. *This form is for the committee use only – it is not submitted.*

**Form B-N** (page 8)

This form is used to list expenditures paid out by the committee that do not exceed \$25.00. *This form is for the committee use only – it is not submitted.*

All reports **MUST** be received by the City Clerk on or before the due date. Postmark dates are not recognized. A faxed or emailed report **MUST** be followed up with the original document within five days. The candidate and/or registered agent are responsible for the content and accuracy of the report.

**ELECTIONEERING COMMUNICATION**

Lone Tree Municipal Code §2-1-130

Any person who expends in the aggregate two hundred and fifty dollars (\$250.00) or more per calendar year on electioneering communications shall deliver a notice in writing within ten (10) days of such expenditure to the City Clerk. Each expenditure in the aggregate of two hundred and fifty dollars (\$250.00) or more shall require the delivery of a new notice. Such notice shall include the amount, date and purpose of each expenditure, and the name and address of any person that contributes more than one hundred dollars (\$100.00) per year to such person toward electioneering communications. In all cases where the person is a natural person, such notice shall also include the occupation and employer of such natural person. The last such notice shall be filed thirty (30) days after the applicable election.

**CONTRIBUTION LIMITS**

Lone Tree Municipal Code §2-1-110

- 1) No person shall make to a candidate committee, and no candidate committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00). A contribution to a candidate shall be deemed a contribution to the candidate's candidate committee.
- 2) An expenditure by a candidate on behalf of his or her own candidacy shall be deemed a contribution to the candidate's candidate committee. Contributions by a candidate to a candidate's own candidate committee shall not be subject to contribution limits.
- 3) No person shall make to an issue committee, and no issue committee shall accept from any one person, aggregate contributions in excess of ten thousand dollars (\$10,000.00).

- 4) No person shall make to a political committee, and no political committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00).
- 5) The contribution limits of this Section shall apply to each election.

Instructions for  
REPORT OF CONTRIBUTIONS AND EXPENDITURES

COMPLETING THE FORMS

We suggest that you complete Schedules A-D (if applicable) before completing the detailed summary.

**STEP 1.** Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.

- Print or type the full name of the committee
- Print or type the address of your committee. Print or type the city, state and zip code of your committee.
- Print or type the name and address of the financial institution where the committee funds are deposited. [Lone Tree Municipal Code §2-1-80]
- Determine what type of report is being filed.
  - **Regularly Scheduled Filings** are normal reporting periods as required in Lone Tree Municipal Code §2-1-90 (These dates are listed on the front page of the instructions and at the City of Lone Tree web site [www.cityoflonetree.com/fecp](http://www.cityoflonetree.com/fecp))
  - **Amended Filings** are reports that correct a previously filed report.
  - **Termination Reports** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. [Lone Tree Municipal Code §2-1-90(h)]
- Check () the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)
- Stop – you will return to the form and complete it during step 5.

**STEP 2.** Complete Schedules A-D (if applicable) and Forms A-N and B-N.

➤ **Schedule A (and Form A-N)**

List all contributions received on either Schedule A or on Form A-N (if the amount is in excess of \$25 list the contribution on Schedule A, if the amount is not in excess of \$25 list the contribution on Form A-N). Total the amount on Schedule A, this amount will be reported on line 6 of the detailed summary. Total the amount on Form A-N, this amount will be reported on line 7 of the detailed summary.

➤ **Schedule B (and Form B-N)**

List all expenditures paid out on either Schedule B or on Form B-N (if the amount is in excess of \$25 list the contribution on Schedule B, if the amount is not in excess of \$25 list the contribution on Form B-N). Total the amount on Schedule B, this amount will be reported on line 12 of the detailed summary. Total the amount on Form B-N, this amount will be reported on line 13 of the detailed summary.

➤ Schedule C

List all debt or obligations owed. Use a separate schedule for each outstanding debt or obligation. The total of all Schedule C's debt or obligation for this reporting period will be reported on line 8 of the detailed summary. The total of all Schedule C's cash amount received for this reporting period will be reported on line 8 of the detailed summary. The total of all repayments made for this reporting period will be reported on line 14 of the detailed summary.

➤ Schedule D

List all returned contributions and expenditures. The total amount of returned contributions will be reported on line 15 of the detailed summary. The total of returned expenditures will be reported on line 10 of the detailed summary.

STEP 3. Go to the Detailed Summary page (page 2).

STEP 4. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount of Itemized Monetary Contributions in excess of \$25.00 (from Schedule A).
- Line #6a – Enter the total amount of Itemized Non-Monetary Contributions in excess \$25.00 (from Schedule A).
- Line #7 – Enter the total amount of Monetary Contributions received this reporting period that were \$25.00 or less (from Form A-N).
- Line #7a – Enter the total amount of Non-Monetary Contributions received this reporting period that were \$25.00 or less (from Form A-N).
- Line #8 – Enter the total amount of all debts or obligations committed to this reporting period (from Schedule C).
- Line #8a – Enter the total cash amount received from of all debts or obligations for this reporting period (from Schedule C).
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends).
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee (from Schedule D - money coming back to the committee).
- Line #11a – Enter the sum of Lines #6a **and** #7a.
- Line #11 – Enter the sum of Lines #6 , 7, 9 and 10.
- Line #12 – Enter the total amount of all Expenditures in excess of \$25.00 (from Schedule B).
- Line #13 – Enter the total amount of all Non-Itemized Expenditures in excess of \$25.00 (from Form B-N).
- Line #14 – Enter the total amount of Debt or Obligation Repayments Made (from Schedule C).

- Line #15 – Enter the total amount of contributions returned to a donor (from Schedule D).
- Line #16 – Enter the sum of Lines #12 **through** #15.

**STEP** 5. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.
- Line #2a – Enter the total amount from Line #8a.
- Line #2b – Enter the sum of Lines #11 a.
- Line #3 – Enter the sum of Lines #1 **and** #2 **and** #2a.
- Line #4 – Enter the total amount from Line #16.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.
- Line #5a – Enter the difference of Line #8 minus Line #14

**STEP** 6. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.

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**CITY OF LONE TREE**

**REPORT OF CONTRIBUTIONS AND EXPENDITURES**

*Lone Tree Municipal Code §2-1-90*

<b>Full Name of Committee:</b>	
<i>As Shown On Committee Registration Form</i>	
<b>Address of Committee:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>Committee Type:</b>	<input type="checkbox"/> Candidate <input type="checkbox"/> Issue <input type="checkbox"/> Political
<b>Name and Address of Financial Institution</b>	

**Type of Report** (check all that apply)

- 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 5)
- Check this box if this Report Contains Electioneering Communication Information**

**Reporting Period Covered:**  **Through**

Date Date

		Totals Detailed Summary Page
1	<b>Funds on Hand at the Beginning of Reporting Period</b> (monetary only)	\$
2	<b>Total Monetary Contributions</b> (line 11)	\$
2a	<b>Total Cash Amount Received from Debts or Obligations</b> (line 8a)	\$
2b	<b>Total Non-Monetary Contributions</b> (line 11a)	\$
3	<b>Total of Monetary Amount Received &amp; Beginning Amount</b> (add line 1 +2 + 2a)	\$
4	<b>Total Expenditures</b> (line 16)	\$
5	<b>Funds on Hand at the End of Reporting Period</b> (monetary) (line 3 – line 4)	\$
5a	<b>Total Debt or Obligation at the End of Reporting Period</b> (line 8 – line 14)	\$

**The City Clerk shall impose a penalty of \$50.00 per day for each day that a report is filed late.  
 Lone Tree Municipal Code §2-1-190(c)**

**Authorization** (Must be completed by either the Registered Agent **OR** the Candidate): *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, including any contributions received in the form of membership dues transferred by a membership organization, are from permissible sources.*

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

Registered Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Candidates Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DETAILED SUMMARY**

**Full Name of Committee:** \_\_\_\_\_

**Current Reporting Period:**  **Through**

<b>Funds on hand at the beginning of reporting period</b> (Monetary Only)		\$
6	<b>Itemized Monetary Contributions in excess of \$25</b> <i>City of Lone Tree Municipal Code §2-1-90</i> (Please list on Schedule "A")	\$
6a	<b>Itemized Non-Monetary Contributions in excess of \$25</b> <i>City of Lone Tree Municipal Code §2-1-90</i> (Please list on Schedule "A")	\$
7	<b>Total of Non-Itemized Monetary Contributions</b> <i>City of Lone Tree Municipal Code §2-1-90</i> (Contributions of \$25.00 and less list for your records only on Form A-N)	\$
7a	<b>Total of Non-Itemized Non-Monetary Contributions</b> <i>City of Lone Tree Municipal Code §2-1-90</i> (Contributions of \$25.00 and less list for your records only on Form A-N)	\$
8	<b>Total Debts or Obligations</b> (Please list on Schedule "C")	\$
8a	<b>Total Cash Amount Received from Debts or Obligations</b> (Please list on Schedule "C")	\$
9	<b>Total of Other Receipts</b> (Interest, Dividends, etc.)	\$
10	<b>Returned Expenditures (from recipient)</b> (Please list on Schedule "D")	\$
11a	<b>Total Non-Monetary Contributions</b> ( Total of lines 6a and 7a)	\$
11	<b>Total Monetary Contributions</b> ( Total of lines 6, 7, 9 and 10)	\$
12	<b>Itemized Expenditures in excess of \$25</b> <i>City of Lone Tree Municipal Code §2-1-90</i> (Please list on Schedule "B")	\$
13	<b>Total of Non-Itemized Expenditures</b> (Expenditures of \$25.00 or list for your records only on Form B-N )	\$
14	<b>Debt or Obligation Repayments Made</b> (Please list on Schedule "C")	\$
15	<b>Returned Contributions (To donor)</b> (Please list on Schedule "D")	\$
16	<b>Total Expenditures</b> (Total of lines 12 through 15)	\$

**Schedule A – Itemized Contributions Statement (in excess of \$25)**

*Lone Tree Municipal Code § 2-1-90*

**Full Name of Committee/Person:** \_\_\_\_\_

**WARNING: Please read the instruction page for Schedule “A” before completing!**

**PLEASE PRINT/TYPE**

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

**Monetary Contribution (under \$25)**    \$ \_\_\_\_\_  
**Monetary Contribution (\$25 or more)**    \$ \_\_\_\_\_  
**Monetary Contribution Total**            \$ \_\_\_\_\_

**Non-Monetary Contribution (under \$25)**    \$ \_\_\_\_\_  
**Non-Monetary Contribution (\$25 or more)**    \$ \_\_\_\_\_  
**Non-Monetary Contribution Total**            \$ \_\_\_\_\_

**Schedule B – Itemized Expenditures Statement (in excess of \$25)**

*Lone Tree Municipal Code § 2-1-90*

**Full Name of Committee/Person:** \_\_\_\_\_

**PLEASE PRINT/TYPE**

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u> ): _____
	8. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u> ): _____
	8. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u> ): _____
	8. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u> ): _____
	8. Occupation (if applicable, <u>mandatory</u> ): _____

**Expenditures (under \$25) \$** \_\_\_\_\_  
**Expenditures (\$25 or more) \$** \_\_\_\_\_  
**Total Expenditures \$** \_\_\_\_\_

**Schedule C – Outstanding Debts or Obligations**

Lone Tree Municipal Code §2-1-90(h)

**Debt or Obligations Owed by the Committee**

(Use a separate schedule for each outstanding debt or obligation.  
This form is for line item 8 and 16 of the Detailed Summary Report.)

**DEBT OR OBLIGATION**

Name (Last, First or Institution): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Original Amount of Debt or Obligation: \$ \_\_\_\_\_ Interest Rate if any: \_\_\_\_\_

Cash Amount Received This Reporting Period: \$ \_\_\_\_\_  
(Sum of Schedule C pages; place total amount on line 8a of Detailed Summary Report)

Total of Debt or Obligation for this  
Reporting Period: \$ \_\_\_\_\_  
(Sum of Schedule C pages; place total amount  
on line 8 of Detailed Summary Report)

Principal Amount Paid This Reporting Period: \$ \_\_\_\_\_

Interest Amount Paid This Reporting Period: \$ \_\_\_\_\_

Amount Repaid This Reporting Period: \$ \_\_\_\_\_  
(Amount Repaid is sum of principal & interest entered on Detail Summary)

Total Repayments Made for this  
Reporting Period: \$ \_\_\_\_\_  
(Sum of Schedule C pages; place total amount on  
line 14 of Detailed Summary)

Outstanding Balance: \$ \_\_\_\_\_

TERMS OF LOAN (if any): \_\_\_\_\_  
Date Loan Received Due Date for Final Payment

**LIST ALL ENDORSERS OR GUARANTORS OF THIS DEBT OR OBLIGATION**

Full Name	Address, City, State, Zip	Amount Guaranteed

**Schedule D – Returned Contributions & Expenditures**  
*Lone Tree Municipal Code §2-1-100*

**Full Name of Committee/Person:** \_\_\_\_\_

**Returned Contributions**

*(Previously reported on Schedule A – Contributions accepted and then returned to donors)*

**PLEASE PRINT/TYPE**

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	
3. <u>Amount</u> \$	
	5. Address: _____
	6. City/State/Zip: _____
	7. Purpose: _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	
3. <u>Amount</u> \$	
	5. Address: _____
	6. City/State/Zip: _____
	7. Purpose: _____

<b>Total Amount of Returned Contributions</b> <i>(Report on line 15 of the Detailed Summary)</i>	\$
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**Returned Expenditures**

*(Previously reported on Schedule B – Expenditures returned or refunded to the committee)*

**PLEASE PRINT/TYPE**

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	
3. <u>Amount</u> \$	
	5. Address: _____
	6. City/State/Zip: _____
	7. Comment (Optional): _____

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	
3. <u>Amount</u> \$	
	5. Address: _____
	6. City/State/Zip: _____
	7. Comment (Optional): _____

<b>Total Amount of Returned Expenditures</b> <i>(Report on line 10 of the Detailed Summary)</i>	\$
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