

Pitkin County Clerk and Recorder
530 E Main St., STE 104
Aspen, Colorado 81611
Phone: (970) 429-2732
Fax: (970) 445-3007
eFile address: elections@pitkincounty.com
Website: www.pitkinvotes.com



PITKIN COUNTY REPORT OF CONTRIBUTIONS AND EXPENDITURES

[C.R.S. §1-45-108, HRC § 6.6; Title 4 - Pitkin County Code]

The Report of Contributions and Expenditures is a financial report required for all Pitkin County candidate committees, political committees and issue committees that accept contributions or make expenditures to support or oppose the election of a candidate for Pitkin County elective office, or the passage or defeat of a ballot issue or referred or initiated ballot question to be voted on by Pitkin County electors.

The report is comprised of seven basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Report of Contributions and Expenditures with the Detailed Summary, Schedules A, B, C, D, and the Statement of Non-Monetary Contributions. Completion of Schedules A, B, C, D and the Statement of Non-Monetary Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detailed Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

Report of Contributions and Expenditures (page 1)

A summary page of the committee or party name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period.

Detailed Summary page (page 2)

Summarizes totals for all other data entry forms. Complete page 1 and 2 forms last.

Schedule A

This form is used to itemize and disclose monetary contributions received by the candidate or committee of \$20 or more.

Schedule B

This form is used to itemize and disclose expenditures of \$20 or more paid out or incurred by the candidate or committee.

Schedule C

This form details loans received and repaid by the candidate or committee.

Schedule D

This form is used to itemize and disclose a contribution that has been received by the candidate or committee and is being returned to the donor.

Statement of Non-Monetary Contributions

This form details contributions received by a candidate or candidate committee that are tangible and can be assessed a fair market value. In addition, “coordinated expenditures” should be reported on this form, whether tangible or monetary in character. Generally speaking, “coordinated expenditures” are expenditures made by any person in coordination, cooperation, consultation or concert with – or at the request or suggestion of – a candidate or agent of a candidate. Coordinated expenditures are treated as direct contributions to the candidate with whom they are coordinated, and count against the contribution limits set forth in § 6.6.2 of the Pitkin County Home Rule Charter.

The Report must be received by the Pitkin County Clerk and Recorder’s office at 530 E. Main St., Suite 104, Aspen, CO 81611, during regular business hours (8:30 am – 4:30 pm, Monday-Friday except legal holidays), on or before the due date. Postmark dates are not recognized.

The reports also can be filed electronically, by fax (970-445-3007), or by email (elections@pitkincounty.com) and must be followed up with the original document within seven calendar days. In order to facilitate even-handed application of these deadlines for all filing entities, all organizational and disclosure reports required by the HRC – whether filed in person or electronically – will be considered timely only if received by the Elections Department at or before the regular close of business (4:30 p.m.) on the filing deadline. The candidate or registered agent who signs this report is responsible for the content and accuracy of the report.

Pitkin County candidates and committees requiring assistance should contact the Pitkin County Elections Department by telephone at (970) 429-2732, or by email at elections@pitkincounty.com

Respectfully submitted,

Pitkin County Elections Department
(970) 429-2732

**INSTRUCTIONS FOR
REPORT OF CONTRIBUTIONS AND EXPENDITURES
DETAILED SUMMARY**

Reference Colorado Revised Statute:	Colorado Revised Statute (“C.R.S.”) §1-45-108; Pitkin County Home Rule Charter (“HRC”) § 6.6.4
Who uses this form?	All Pitkin County Candidates, Candidate Committees, Political Committees and Issue Committees
Purpose of form:	This form is used to summarize the information from all other forms.
Is this form required?	Yes
When do I file this form?	This form must be received by the Pitkin County Clerk and Recorder on or before the filing due date for the reporting period. Postmarks are not accepted.

COMPLETING THE FORM

This form uses information contained on other forms; all other applicable forms must be completed prior to filing this summary form.

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 of the financial institution where the committee funds are deposited. [C.R.S. § 1-45-108(1)(a)(IV)(b); HRC § 6.6.4]
- Print or type the address of the financial institution including city, state and zip code.
- Determine what type of report is being filed.
 - **Regularly Scheduled Filings** are normal reporting periods as required in C.R.S. §§ 1-45-108 & 1-45-109, and HRC § 6.6.2. (These dates are available through the Information Packet for Prospective Candidates for County Election Office, your local election official, and the Pitkin County Elections Department website www.pitkinvotes.com)
 - **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. (Art. XXVIII, Sec. 2(3); C.R.S. § 1-45-106; *Rules Concerning Campaign and Political Finance 3.3*; HRC § 6.6.2)
 - **Election Committee**
- 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)

- Print or type the Declared Total Spending Limit if applicable. (Art. XXVIII, Sec. 4)
This is only for candidates that have accepted the Voluntary Spending limits.

STEP 2. Skip Lines 1-5 and the Authorization portion of the Report of Contributions and Expenditures page (page 1) and go to the Detailed Summary page (page 2).

STEP 3. 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 from Schedule A.
- Line #7 – Enter the total amount of contributions received this reporting period that were \$19.99 or less.
- Line #8 – Enter the total amount of all loans received this reporting period. (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. (Schedule D - money coming back to the committee).
- Line #11 – Enter the sum of Lines #6 **through** #10.
- Line #12 – Enter the total amount of all Non-Monetary Contributions from the Statement of Non- Monetary Contributions form.
- Line #13 – Enter the sum of Line #11 **and** #12.
- Line #14 – Enter the total amount from Schedule B.
- Line #15 – Enter the total amount of all Expenditures \$19.99 or less.
- Line #16 – Enter the total amount of all loan payments paid this reporting period. (Schedule C)
- Line #17 – Enter the total amount of contributions returned to the donor. Example: A contributor exceeded contribution limits and the amount exceeding that limit must be returned. (Schedule D - money going out of the committee).
- Line #18 – Enter the total amount of expenditures by a third party that are controlled by or coordinated with a candidate, candidate committee or political party. (Statement of Non-Monetary Contribution form)
- Line #19 – Enter the sum of Lines #14 **through** #17.
- Line #20 – Enter the sum of lines #18 **and** #19. [Art. XXVIII, Sec. 5(3); HRC § 6.6.4]

STEP 4. 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 #3 – Enter the sum of Lines #1 **and** #2.
- Line #4 – Enter the total amount from Line #19.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.

STEP 5. 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.

REMINDER: PITKIN COUNTY HOME RULE CHARTER § 6.6.2 PROHIBITS CONTRIBUTIONS IN EXCESS OF \$500 TO ANY CANDIDATE FOR PITKIN COUNTY ELECTIVE OFFICE, HIS OR HER CANDIDATE COMMITTEE, AND ANY POLITICAL COMMITTEE MAKING COORDINATED EXPENDITURES FOR THE PURPOSES OF SUPPORTING OR OPPOSING ANY CANDIDATE FOR PITKIN COUNTY ELECTIVE OFFICE.

REMINDER: ORDINANCE NO. 013-2012, "COUNTY ISSUE COMMITTEE" MEANS ANY PERSON, OTHER THAN A NATURAL PERSON, AND ANY GROUP OF TWO OR MORE PERSONS, INCLUDING NATURAL PERSONS, THAT HAVE ACCEPTED OR MADE CONTRIBUTIONS OR EXPENDITURES OF ONE THOUSAND FIVE HUNDRED DOLLARS OR MORE TO SUPPORT OR OPPOSE ANY COUNTY BALLOT ISSUE OR COUNTY BALLOT QUESTION. A COUNTY ISSUE COMMITTEE SHALL BE CONSIDERED OPEN AND ACTIVE UNTIL AFFIRMATIVELY CLOSED BY SUCH COMMITTEE OR BY ACTION OF CLERK AND RECORDER.

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space below for office use only



REPORT OF CONTRIBUTIONS AND EXPENDITURES

Full Name of Committee/Candidate:	Jeffrey Woodruff Campaign Account
<small>As Shown On Pitkin County Committee Registration</small>	
Address of Committee/Candidate:	266 Light Hill Road
City, State & Zip Code:	Snowmass CO 81654
Committee Type:	
Name and Address of Financial Institution	

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 5)
- Check this box if this Report Contains Electioneering Communications Information

Reporting Period Covered: **Through**
Date Date

Declared Total Spending (if applicable)
[Art. XXVIII, Sec. 4(1)]

		Totals Detailed Summary Page
1	Funds on Hand at the Beginning of Reporting Period (monetary only)	\$
2	Total Monetary Contributions (line 11)	\$
3	Total of Monetary Contributions & Beginning Amount (line 1 + line 2)	\$
4	Total Monetary Expenditures (line 19)	\$
5	Funds on Hand at the End of Reporting Period (monetary) (line 3 – line 4)	\$

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: _____

Candidate's Signature: _____ Date: _____

DETAILED SUMMARY

Jeffrey Woodruff Campaign Account

Full Name of Committee/Candidate: _____

Current Reporting Period: _____ Through _____

	Funds on hand at the beginning of reporting period (Monetary Only)	\$	\$5.00
6	Itemized Contributions of \$20 or More [C.R.S. §1-45-108(1)(a); HRC §6.6.4] (Please list on Schedule "A")	\$	\$2,495.00
7	Total of Non-Itemized Contributions (Individual Contributions of \$19.99 and Less)	\$	\$0.00
8	Loans Received (Please list on Schedule "C")	\$	\$0.00
9	Total of Other Receipts (Interest, Dividends, etc.)	\$	\$0.00
10	Returned Expenditures (from recipient) (Please list on Schedule "D")	\$	
11	Total Monetary Contributions (Total of Lines 6 through 10)	\$	
12	Total Non-Monetary Contributions (From Statement of Non-Monetary Contributions)	\$	
13	Total Contributions (Line 11 + Line 12)	\$	
14	Itemized Expenditures \$20 or More [C.R.S. §1-45-108(1)(a); HRC § 6.6.4] (Please list on Schedule "B")	\$	
15	Total of Non-Itemized Expenditures (Expenditures of \$19.99 or Less)	\$	
16	Loan Repayments Made (Please list on Schedule "C")	\$	
17	Returned Contributions (to donor) (Please list on Schedule "D")	\$	
18	Total Expenditure by third party controlled by or coordinated with a candidate, candidate committee or political party. (Statement of Non-Monetary Contribution form)	\$	
19	Total Monetary Expenditures (Total of Lines 14 through 17)		
20	Total Spending (Line 18 + line 19)	\$	

Schedule A – Instructions

NOTE: In addition to the reporting requirements of 1-45-108, C.R.S., please note provisions for specific committee types, as follows:

Candidate, Issue, Political Party and Political Committee (PC)

- Required to disclose occupation **and** employer for all \$100 or more contributions made by natural persons. (Art. XXVIII, Sec. 7; HRC § 6.6.4)

Small Donor Committee

- Accepts contributions of no more than \$50 per year, FROM NATURAL PERSONS ONLY. [Art. XXVIII, Sec. 2(14)(a); HRC § 6.6.4]

Electioneering Communications Reporting

- Reporting required by persons spending \$1,000 or more on Electioneering Communications,
- Required to disclose occupation **and** employer for all \$250 or more contributions made by natural persons. (Art. XXVIII, Sec. 6; HRC § 6.6.4)
- Corporate and Labor Organization funding are prohibited. (Art. XXVIII, Sec. 6; HRC § 6.6.4)

Contribution Limits – Pitkin County Candidates and Political Committees (HRC § 6.6.2)

- **\$500/contributor for the full period of candidacy.**

Note: The \$500 limit is for the full period of candidacy and is not based on election type. Regardless of whether or not the candidate appears on the primary ballot, candidates are not to exceed the \$500 limit per contributor during their tenure as a candidate.

Political Committees Supporting or Opposing Pitkin County Candidates:

- **\$500/contributor for the full period of candidacy.**

Political Party (From any person other than Small Donor) CPF Rule 10.17.1(d):

- **\$4,025/contributor** per year at the state, county, district and local level, of which no more than \$3,350◇ may be contributed to the party at the state level.

Political Party (From Small Donor Committee) CPF Rule 10.17.1(e):

- **\$20,325/contributor** per year at the state, county, district and local level, of which no more than \$16,925◇ may be contributed to the party at the state level.

Please refer to Article XXVIII, Section 3 of the Colorado Constitution and Section 6.6.2 of the Pitkin County Home Rule Charter for complete contribution limits and prohibited contributions.

* Primary Election

** General Election

◇ Contribution Limits reflect adjustments made by CPF Rule 10 pursuant to Article XXVIII, Sec. 3(13) of the Colorado Constitution.

Schedule A – Itemized Contributions Statement (\$20 or more)

I.C.R.S. 81-45-108(1)(a); HRC § 6.6.41

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>): _____

* For contribution limits within a committee’s election cycle or contribution cycle, please refer to the following legal authorities: Political Party – Colo. Const. art. XXVIII, Sec. 3(3); Small Donor Committee – Colo. Const. art. XXVIII, Sec. 2(14); Pitkin County Candidate or Candidate Committee – HRC § 6.6.2; Political Committee Supporting or Opposing Pitkin County Candidate(s) – HRC § 6.6.2.

Schedule B – Itemized Expenditures Statement (\$20 or more)

[1-45-108(1)(a), C.R.S.]

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication