



## Introduction to the Spreadsheet Version of the Campaign Report

The City Clerk's Office has created this spreadsheet in response to requests from candidates and committees in past elections. We hope that the spreadsheet is easy to understand and makes your job easier. Every effort has been made to test the functionality of the spreadsheet; however, actual use by a committee is the best test of all. Therefore, if you experience any problems with the spreadsheet, please notify the City Clerk's Office immediately.

Following is a description of each worksheet (tab), including some basic instructions:

**Campaign Report:** This is the first page of the report. It contains all of the basic information about the committee, the type of report being filed and the reporting period, and a summary of the contributions and expenditures for the reporting period.

**Detailed Summary:** The Detailed Summary is used to gather and calculate data from other worksheets. In addition, it is the *only* place to enter your funds on hand from the previous reporting period and any earnings on your bank account. This page needs to be included in the report filed with the City Clerk's Office.

**Itemized Contributions:** All monetary contributions of \$20 or more, plus any loans received by the committee should be reported here. Because certain loans are not subject to contribution limits, all loans should be identified by placing a checkmark (or X) in the designated column. This sheet is designed to print 3 pages of contributions, which is probably more than needed.

**Contributions In Kind:** The fair market value of all non-monetary gifts or loans of \$20 or more should be reported here.

**Expenditures:** All expenditures, regardless of dollar amount, should be reported on this form. By definition, an expenditure occurs when the actual payment is made or when there is a contractual agreement and the amount is determined or when goods are first delivered or services commence.

**Contributions Returned:** Section 1.05.040(c) of the Golden Municipal Code requires candidate committees to return any portion of a contribution in excess of the contribution limits set forth in Section 1.05.040(a) of the City Code within 10 business days of receiving the contribution. This form should be used to document any contributions, or portions thereof, that have been returned during the reporting period.

**Non-Itemized Contributions:** This form, which is provided as a courtesy only, will assist committees in tracking any contributions received which are less than \$20. The form does not need to be included in the report filed with the City Clerk's Office; however, the total amount of non-itemized contributions does need to be included in the Detailed Summary.

**Non-Itemized Contributions in Kind:** This form is also provided as a courtesy only to assist committees in tracking any contributions in kind received which have a fair market value of less than \$20. The form does not need to be included in the report filed with the City Clerk's Office; however, the total amount of non-itemized contributions in kind does need to be included in the Detailed Summary.





# CAMPAIGN REPORT

**Full Name of Committee:**

(as shown on Committee Registration Form)

**Name of Candidate:**

(if not reflected in Committee name)

**City, State & Zip Code:**

**Name of Financial Institution:**

**Address of Financial Institution:**

**City, State & Zip Code:**

**Type of Report:**

Regularly Scheduled Filing

30 days before election

30 days after election

14 days before election

Annual

Friday before election

Amended Filing, replacing prior report dated:

Termination Report (Termination Reports **MUST** Have a Monetary Balance of Zero in Line 5 Below)

**Reporting Period Covered:**

Through

date

date

(start with day following end of last reporting period)

(end 2 days before date due)

		Reporting For Current Period
1	<b>Funds on Hand at Beginning of Reporting Period</b> (monetary)	\$ -
2	<b>Total Monetary Contributions</b> (line 10 on Detailed Summary)	\$ -
3	<b>Total of Monetary Contributions &amp; Beginning Amount</b> (line 1+ line 2)	\$ -
4	<b>Total Monetary Expenditures</b> (line 16 on Detailed Summary)	\$ -
5	<b>Funds on Hand at End of Reporting Period</b> (monetary) (line 3 - line 4)	\$ -

I certify to the best of my knowledge and belief this is a true and correct filing. I understand the submission of false, erroneous or incomplete information may be subject to sanctions in accordance with Section 1.05.120(d) Golden Municipal Code.

Printed Name: \_\_\_\_\_  
Name of Person Completing Form

Title: \_\_\_\_\_  
Campaign Title

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Detailed Summary

Funds on hand at beginning of reporting period (monetary):

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		Reporting For Current Period
7	Itemized Contributions <i>(monetary contributions of \$20 or more and loans)</i>	\$ -
8	Non-Itemized Contributions <i>(monetary contributions of \$19.99 and less)</i>	\$ -
9	Other Receipts <i>(interest, dividends, refunds, rebates, etc.)</i>	
10	<b>Total Monetary Contributions</b>	\$ -
11	Itemized Contributions In Kind <i>(non-monetary contributions with value of \$20 or more)</i>	\$ -
12	Non-Itemized Contributions in Kind <i>(non-monetary contributions with value of \$19.99 and less)</i>	\$ -
13	<b>Total Contributions</b>	\$ -
14	Expenditures/Obligations	\$ -
15	Contributions Returned	\$ -
16	<b>Total Monetary Expenditures</b>	\$ -















