

**FCPA FILING GUIDE**  
**for**  
**ISSUE COMMITTEES**



**SPECIAL MUNICIPAL ELECTION**

**SEPTEMBER 9, 2025**

Office of the Town Clerk  
Town of Palmer Lake  
42 Valley Crescent  
Palmer Lake, CO 80133  
(719) 481-2953

## **CAMPAIGN REPORTING REQUIREMENTS**

*Following is a BRIEF guide to the Fair Campaign Practices Act (FCPA). It is intended to be a summary of some of the laws and rules regarding the ACT and should not be a substitute for the Colorado Constitution, Colorado Revised Statutes. There are provisions of the Constitution and state laws that are not addressed here. **It is the responsibility of the committee to be familiar with all the requirements of the FCPA.***

### **All reports are filed with the Town Clerk.**

For more complete information, please see:

- Fair Campaign Practices Act CRS 1-45-101 et sec.
- Colorado Constitution Article XXVII
- Secretary of State Regulations

Any time money is received as a contribution or expended triggers the committee formation and filing requirements.

The FCPA has strict sanctions for late filing of reports and violations of campaign laws. It is the committee's responsibility to file all reports in a timely and accurate manner and to know the requirements of the FCPA.

Included with this guide are the most commonly-used forms. Please work directly with the Town Clerk to access any forms needed that may go beyond this guide.

Reporting dates are as follows:

- Committee Registration is due BEFORE you become a committee. This means receiving contributions or spending money.
- July 11, 2025 – Report due for period from formation of committee through July 6, 2025
- August 11, 2025 – Report due for period from July 7, 2025 through August 6, 2025.
- August 25, 2025 – Report due for period from August 7, 2025 through August 20, 2025
- October 9, 2025 - Report due for period from August 21, 2025 through October 4, 2025
- Committees that have funds on hand at the end of the last reporting cycle will continue to file until having a zero balance.

### **IMPORTANT NOTE!**

**Any committee formed in support or opposition of the initiated ordinance may only have activity on that specific issue. This election has two recalls as well as proposed candidates on the ballot. Support or opposition to the recalls, and support/opposition of the candidates will require a separate committee(s) and separate filings on a different reporting schedule.**

The most common forms you will use are:

- 1) New Committee Registration. This must be filed BEFORE receiving contributions or making expenditures.

2) Committee Report. This must be filed according to the dates shown above.

A committee may be an Issue Committee or Small-Scale Issue Committee. There are other types as well, and you should determine the appropriate type based on the statute and constitution.

**Receiving contributions.** A committee is required to be registered in order to accept contributions, including in-kind contributions. All committees must have a Registered Agent. A committee will remain open and be responsible for filing timely reports until terminated by the candidate.

Contribution limits do not apply to municipal elections. A contribution is defined as anything of value given, directly or indirectly, to a candidate and/or committee. Non-monetary contributions are assessed at the fair market value.

For contributions or donations made by check, the date the committee deposits the check into their account is the date of receipt. Committees must disclose contributions of less than \$20 on their report although itemization is not required. Committees must report, and itemize, contributions of \$20 or more (either one time contributions or contributions greater than \$20 in aggregate during a reporting period), including non-monetary (in-kind) contributions. Itemization means listing each contribution individually with the name and address of the contributor. Committees receiving contributions of \$100 or more from natural persons, including non-monetary contributions, must also include the occupation and employer of the contributor on the report. Contributors may make contributions using cash, check, money order, credit card, EFT, etc., but contributions in cash or coin exceeding \$100 are prohibited. Non-monetary donations of goods, equipment, supplies or services constitute contributions, and require disclosure.

Within 24 hours of receiving any contribution of \$1,000 or more within 30 days preceding the date of the election, the committee must file a *Notice of Major Contributor* form with the Town Clerk.

All contributions must be deposited in a financial institution and must not be co-mingled with any other funds.

**Expenditures** – An expenditure occurs when it is made, when it is obligated, or when a contract is established, whichever occurs first. Committees may not spend more than \$100 in cash or coin. Committees must itemize all expenditures of \$20 or more (either one time expenditures or expenditures greater than \$20 in aggregate during a reporting period).

**Sanctions – The Town Clerk shall impose a penalty of \$50 per day for late filings.** Sanctions begin the day after the report was due. Sanctions continue to accrue until the required information is filed. Candidates are personally liable for penalties imposed on the candidate committee.