

FAIR CAMPAIGN PRACTICE ACT – FORM CHECKLIST

PLEASE RETURN ALL FORMS TO THE TOWN CLERK -150 SKI HILL RD, BRECKENRIDGE CO, 80424

#	FORM	Description	Who Fills It Out	Due Date	Completed?
01	Candidate Affidavit (C.R.S 1-45-110(1))	Candidate affirms they understand FCPA	ALL CANDIDATES	When Candidates submit completed nomination petition to Town Clerk.	<input type="checkbox"/>
02	Committee Registration Form (C.R.S. 1-45-108)	Used by a candidate to create a committee for handling campaign funds.	Committees ONLY	Submitted and approved prior to receiving contributions	<input type="checkbox"/>
03	Report of Contributions & Expenditures Report	Used to disclose contributions received and expenditures made during the election cycle	Committees AND Candidates: 1. YES - Receiving Contributions AND 2. YES - Making Expenditures	60 days, 30 days, and 15 days before the election, and 30 days after the election	<input type="checkbox"/> Feb. 6, 2026 <input type="checkbox"/> Mar. 9, 2026 <input type="checkbox"/> Mar. 23, 2026 <input type="checkbox"/> May 7, 2026
04	Candidate Statement of Personal Expenditures	Applies to candidates who use personal funds for expenditures, do not receive contributions, and have not established a candidate committee.	Candidates ONLY: 1. NO – Not Receiving Contributions AND 2. YES - Making Expenditures	60 days, 30 days, and 15 days before the election, and 30 days after the election	<input type="checkbox"/> Feb. 6, 2026 <input type="checkbox"/> Mar. 9, 2026 <input type="checkbox"/> Mar. 23, 2026 <input type="checkbox"/> May 7, 2026
05	Candidate Statement of Non-Receipt of Contributions and Non – Expenditure of Funds	Form to certify no contributions were received and no expenditures made.	Candidates ONLY: 1. NO – Not Receiving Contributions AND 2. NO – Not Making Expenditures	60 days, 30 days, and 15 days before the election, and 30 days after the election	<input type="checkbox"/> Feb. 6, 2026 <input type="checkbox"/> Mar. 9, 2026 <input type="checkbox"/> Mar. 23, 2026 <input type="checkbox"/> May 7, 2026
06	48 Hour Notice of Independent Expenditure	Form required for campaign expenditures over \$1,000	Candidates AND Committees making expenditures of \$1,000 or more	48 hours after obligating funds for such expenditure	<input type="checkbox"/>



This checklist is a quick reference guide to initial filing requirements for campaign finance purposes and is not legal advice. Other documents may be required. Contact the Breckenridge Town Clerk at (970) 547 -3127 or websiteclerk@townofbreckenridge.com with questions. The Town Clerk's office does not provide legal advice; if you require legal assistance you will need to contact an attorney.

THE FAIR CAMPAIGN PRACTICES ACT

TOWN OF BRECKENRIDGE
FORM GUIDE AND INSTRUCTIONS

OVERVIEW

The Fair Campaign Practices Act (FCPA) is intended to promote transparency, fairness, and ethical conduct in elections. It governs how candidates may raise and spend campaign funds and establishes reporting requirements for campaign financial activity. The Act is designed to discourage practices that could undermine the integrity of the electoral process.

The FCPA is part of Colorado law and can be found in the Colorado Revised Statutes (C.R.S.), Title 1, Article 45. Municipal candidates must follow the parts of the Act that apply to local elections. All candidates are strongly encouraged to read the FCPA so they understand their responsibilities and avoid mistakes.

***IT IS THE CANDIDATES RESPONSIBILITY TO ENSURE THEY ARE
COMPLIANT WITH THE FAIR CAMPAIGN PRACTICES ACT***

IMPORTANT UPDATES

It is important to note that legislation passed in 2023 updated the Fair Campaign Practices Act (FCPA) requirements for municipal candidates. These changes updated campaign finance filing deadlines to **60, 30, and 15 days before the election, and 30 days after the election.**

The 2023 legislation also established new campaign contribution limits for municipal elections, including:

- \$400 – the maximum total amount an individual may contribute to a municipal candidate committee per election
(C.R.S. Title 1, Article 45, Section 103.7(1.9)(a)(I))
- \$4,000 – the maximum total amount a small donor committee may contribute to a municipal candidate committee per election
(C.R.S. Title 1, Article 45, Section 103.7(1.9)(a)(II))

Candidates are strongly encouraged to review C.R.S. Title 1, Article 45 and Colorado House Bill 23-1245 to fully understand these updated requirements and ensure compliance.

REQUIRED FORMS

Form 01 - Candidate Affidavit. This form must be filed *within 10 days* of publicly announcing your intention to seek election to public office.

Form 02 - Committee Registration Form. All candidate committees must register before accepting contributions or making expenditures. A candidate shall have only one candidate committee.

Form 03 - Report of Contributions and Expenditures. The Report of Contributions and Expenditures is a financial report required for all committees and candidates **that accept contributions** and or make expenditures. *This report must be filed 60 days before the election, 30 days before the election, 15 days before the election, and 30 days after the election.*

- All contributions and all expenditures of \$20 or more must be itemized on these reports
- The occupation and employer of contributors of \$100 or more must be disclosed
- No committee may accept contributions of cash or coin for more than \$100
- No committee may spend more than \$100 in cash or coin
- Volunteer services by an individual are not considered contributions

Once the campaign has ended, the person who was a candidate for municipal office is still obligated to file FCPA reports for as long as funds remain in the campaign account, and until the account is closed. In succeeding years, the filing date is on the first day of the month in which the election took place (e.g. 4/1/2022, 4/1/2023, etc.).

Form 04 - Statement of Personal Expenditures by a Candidate. This form is used by a candidate who is expending their personal funds but is NOT receiving contributions and does not have a candidate committee. *This report must be filed 60 days before the election, 30 days before the election, 15 days before the election and 30 days after the election.*

Form 05 - Candidate Statement of Non-Receipt of Contributions and Non-Expenditure of Funds. This form is for candidates that do not have a campaign committee and have not received contributions nor made expenditures. In addition, no expenditures have been made on behalf of the candidate. *This filing is voluntary but may prevent the perception that a candidate has failed to file reports.*

Form 06 - 48 Hour Notice of Independent Expenditure. Candidates who expend \$1,000 or more per year for broadcast or print messages must file this report. Candidates with contributions in excess of \$1,000 must file this report.

FILING DEADLINES AND INSTRUCTIONS

The forms listed in the checklist must be submitted to the **Breckenridge Town Clerk at 150 Ski Hill Road, Breckenridge, Colorado 80424** on or before the due dates listed below.

FCPA FILING DEADLINES:

60 DAYS BEFORE THE ELECTION:	FRIDAY, FEBRUARY 6, 2026
30 DAYS BEFORE THE ELECTION:	MONDAY MARCH 9, 2026
15 DAYS BEFORE THE ELECTION:	MONDAY, MARCH 23, 2026
30 DAYS AFTER THE ELECTION:	THURSDAY MAY 7, 2026

Candidates may also email their completed forms to Mae Watson, Breckenridge Town Clerk, at maew@townofbreckenridge.com

TERMINATING YOUR COMMITTEE

It is very important that committees terminate properly to end all filing requirements and avoid fines and penalties for non-reporting. A committee may only terminate by filing a Report of Contributions and Expenditures indicating a “zero” balance.

UNEXPENDED CAMPAIGN CONTRIBUTIONS

Unexpended campaign contributions to a candidate committee may be:

- Contributed to a political party
- Donated to a charitable organization recognized by the Internal Revenue Service
- Retained by the committee for use by the candidate in a subsequent campaign
- Returned to the contributors

In no event shall contributions to a candidate committee be used for personal purposes not reasonably related to supporting the election of the candidate.

PENALTIES

The Town Clerk shall impose a penalty of \$50 per day for each day that a statement or other information required to be filed pursuant to the FCPA is not filed by the close of business on the day due.