

CITY OF AURORA

ELECTRONIC CAMPAIGN FINANCE FILING



USER MANUAL

CITY OF AURORA
E-Filing

Campaign Contributions/Expenditures

City of Aurora
Aurora Municipal Center
15151 E Alameda Pkwy
Aurora, CO 80012
Phone 303-739-7094 • Fax 303-739-7520
REVISED *DRAFT* JULY 2009

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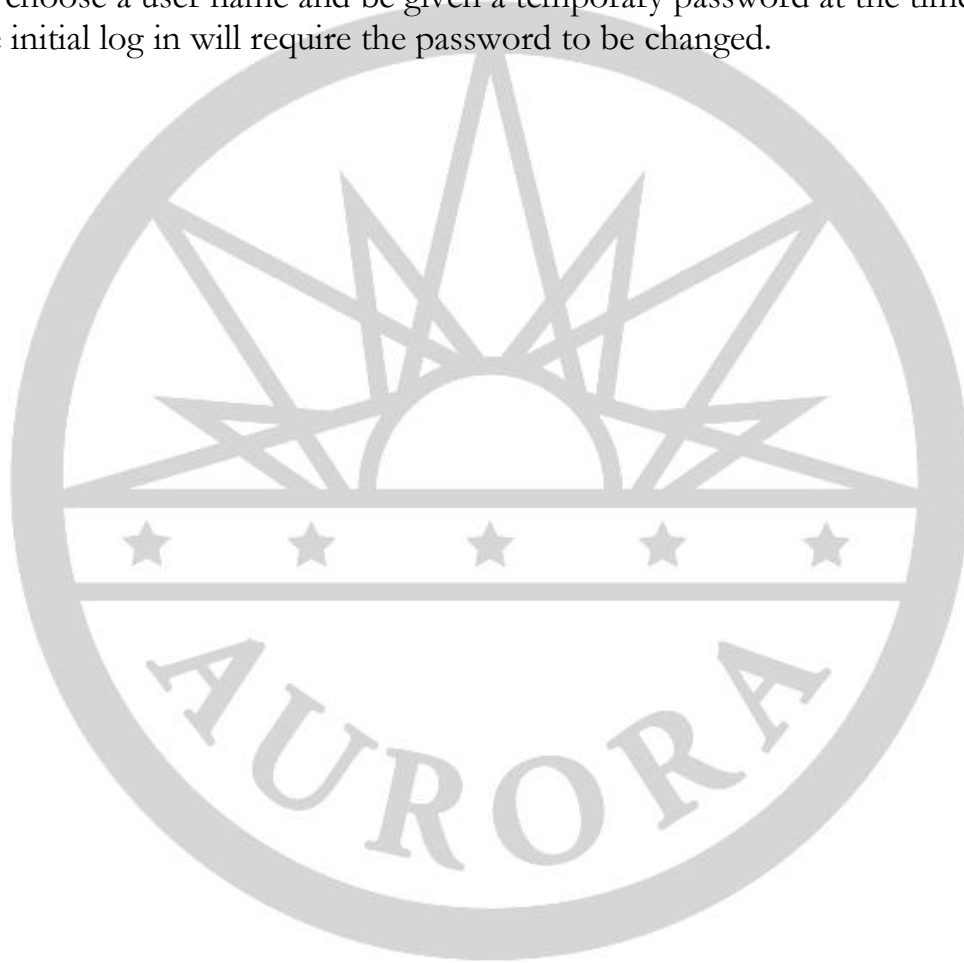
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AURORA

WELCOME TO AURORA'S e-FILING SYSTEM!

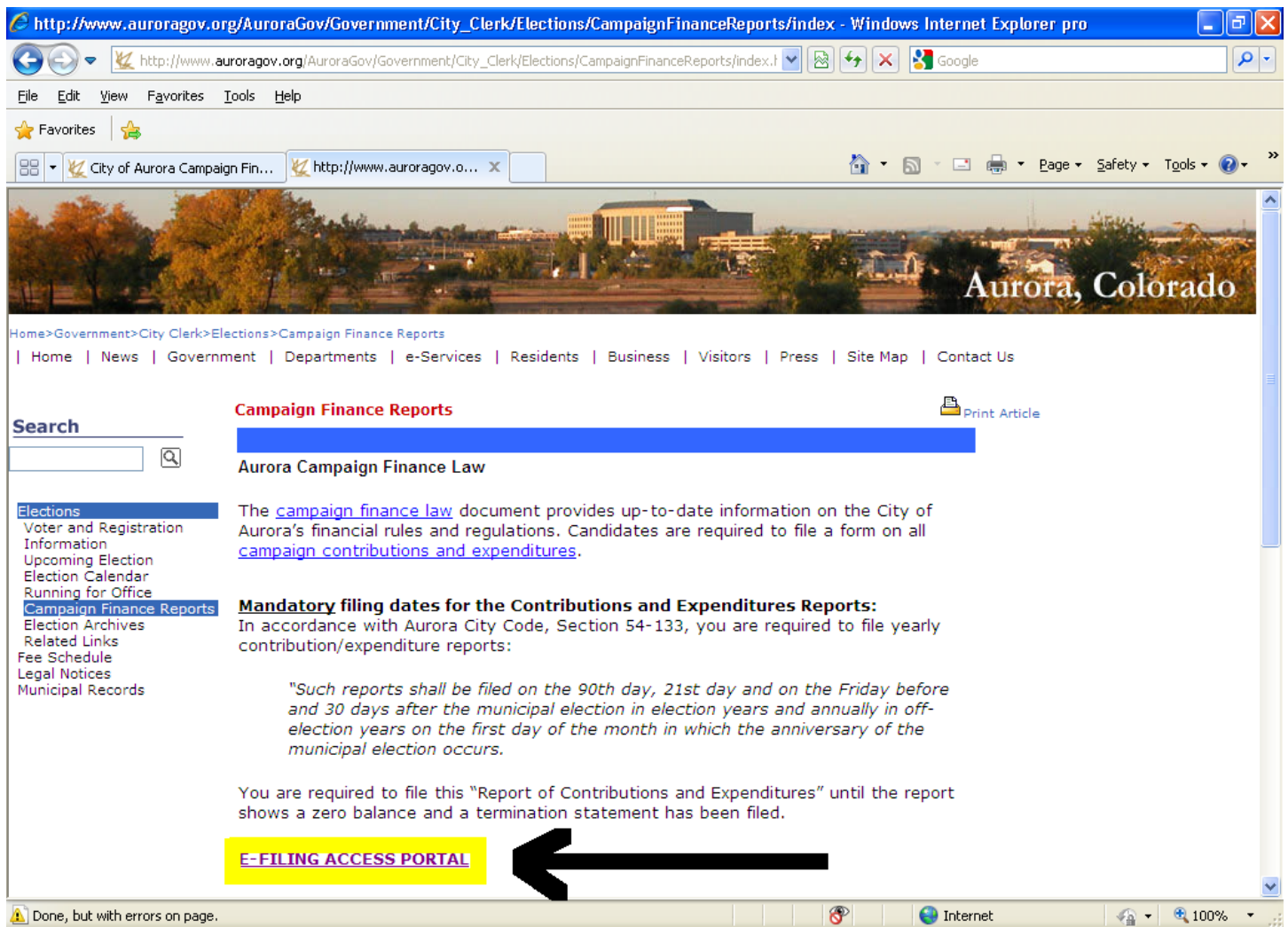
The 2009 Election cycle is introducing e-Filing for all campaign contribution and expenditure reporting. The e-Filing system is a web based application intended to assist candidates and committees with tracking contributions, expenditures and loans throughout the year. The first report filed electronically through the system will be August 5, 2009.

This manual will assist and explain the basic functions of the system. Each candidate or committee will choose a user name and be given a temporary password at the time the committee is created. The initial log in will require the password to be changed.



E-FILING ACCESS PORTAL

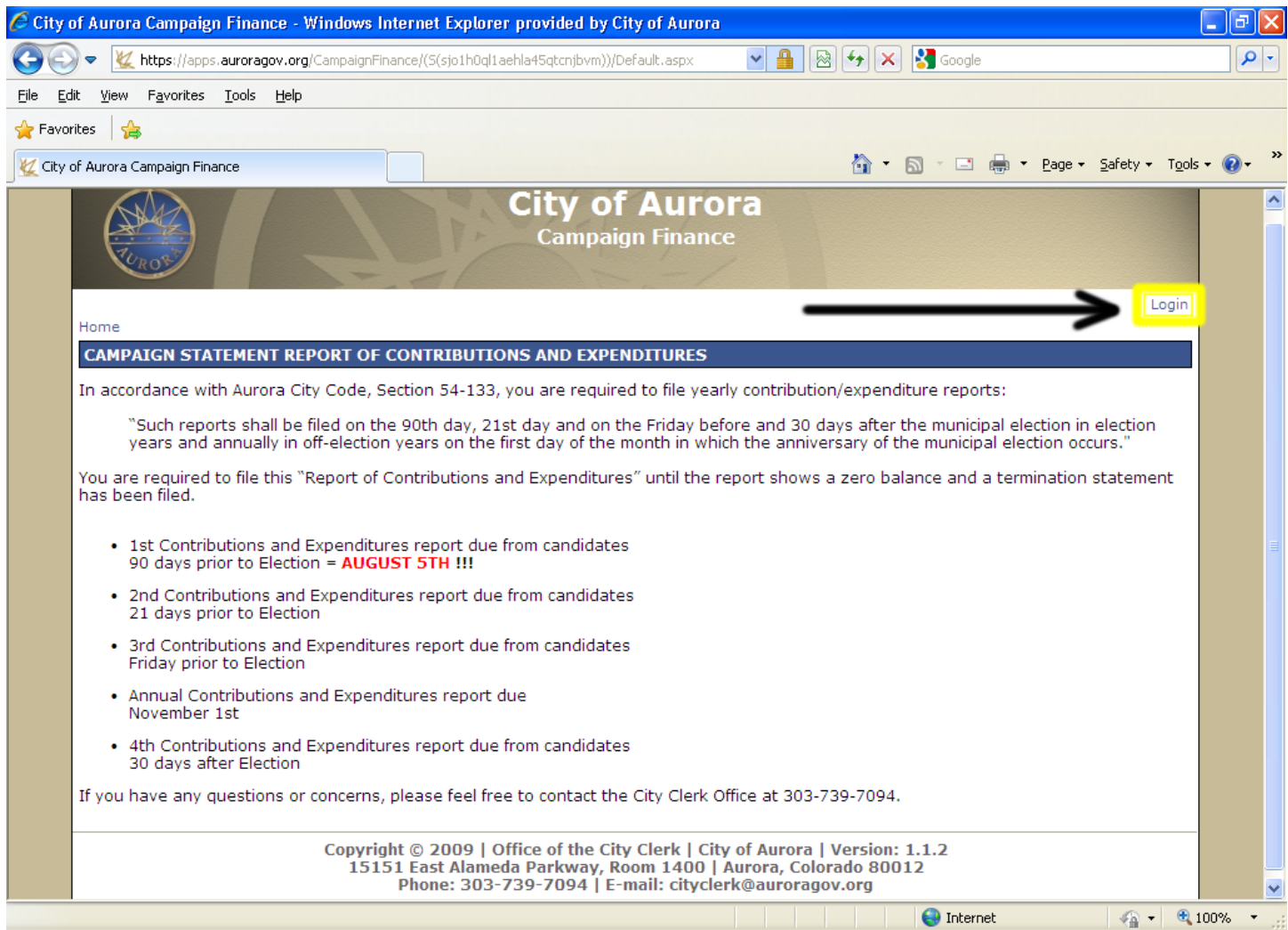
In order to edit and submit contribution/expenditure reports, “User’s” must first visit the Campaign Finance Reports page located under the City Clerk / Elections site at www.auroragov.org



Click on the “[E-FILING ACCESS PORTAL](#)” link.

INITIAL HOME PAGE / ANNOUNCEMENTS

The first page that will be displayed is the home page. The home page will always have a brief announcement posted as either a reminder or alert. In order to gain access to a “User’s” Committee reports, the User/Coordinator has to log in. Once logged in, the User’s will be able to see the Home page PLUS all e-Filing material.



Click on the “[Login](#)” link located in the top right hand corner.

LOGIN

Once at the login screen, the User/Coordinator must enter in their email in addition to their password. Only those email addresses designated by the Committee through the Clerk Office will be able to log in. Fill in the boxes and click the button that reads “Log In.”

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(5(sjo1h0q1aehla45qtcnjbvm))/Login/Login.aspx

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora Campaign Finance

Home Forgot Password | Login

Log In

Email Address:

Password:

Log In

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First time user's would have been given a temporary password and will be immediately prompted to make a password change. Fill in the boxes and click the button that reads “Change.”

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(5(42l1pcnjjmz4vnyz4d3b4fj5))/Password/Change.aspx

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora Campaign Finance

Home | My Filings Change Password | Reports | Logoff

Password Change

Password

Confirm Password

Change

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LOGGED IN HOME PAGE / ANNOUNCEMENTS

Welcome! Once logged in the User's will notice that the Home Page displays a greater amount of options. At the top of the page there are five Links: 1) Home, 2) My Filings, 3) Change Password, 4) Reports, and 5) Logoff.

At any point in time the User's may return to the Home Page, it will always be located in the top left hand corner.

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(5(erbd2wuelcglonma3hfyce55))/Default.aspx

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora Campaign Finance

City of Aurora Campaign Finance

Change Password | Reports | Logoff

Home | My Filings

CAMPAIGN STATEMENT REPORT OF CONTRIBUTIONS AND EXPENDITURES

In accordance with Aurora City Code, Section 54-133, you are required to file yearly contribution/expenditure reports:

"Such reports shall be filed on the 90th day, 21st day and on the Friday before and 30 days after the municipal election in election years and annually in off-election years on the first day of the month in which the anniversary of the municipal election occurs."

You are required to file this "Report of Contributions and Expenditures" until the report shows a zero balance and a termination statement has been filed.

- 1st Contributions and Expenditures report due from candidates
90 days prior to Election = **AUGUST 5TH !!!**
- 2nd Contributions and Expenditures report due from candidates
21 days prior to Election
- 3rd Contributions and Expenditures report due from candidates
Friday prior to Election
- Annual Contributions and Expenditures report due
November 1st
- 4th Contributions and Expenditures report due from candidates
30 days after Election

If you have any questions or concerns, please feel free to contact the City Clerk Office at 303-739-7094.

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Internet 100%

MY FILINGS

Once logged in, users will be able to view, edit, and submit filings. All filings can be found within the “My Filings” link located at the top left hand corner (next to Home).

The “Filing List” records seven important kinds of data: 1) Status, 2) Election Date, 3) Committee, 4) Reporting Period, 5) E-mail Contact, 6) Last Updated, and 7) Actions.

The screenshot shows a web browser window titled "City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora". The address bar shows the URL: [https://apps.auroragov.org/CampaignFinance/\(5\(421pcnjmz4vnyz4d3b4fj5\)\)/Filing/List.aspx?pi=D1](https://apps.auroragov.org/CampaignFinance/(5(421pcnjmz4vnyz4d3b4fj5))/Filing/List.aspx?pi=D1). The page header includes the City of Aurora logo and the text "City of Aurora Campaign Finance Welcome: Karl Herrmann". Below the header, there is a navigation bar with links: "Home", "My Filings | New", "Change Password", "Reports", and "Logoff". The "My Filings | New" link is highlighted with a yellow box and a black arrow pointing to it. Below the navigation bar, there is a table titled "Filing List" with the following columns: Status, Election Date, Committee, Reporting Period, E-mail Contact, Last Updated, and Actions. The table contains three rows of data, all with a status of "Submitted" and an election date of "11/3/2009". The "Actions" column for each row contains icons for a magnifying glass and a notebook. A black arrow points to these icons. At the bottom of the page, there is a copyright notice: "Copyright © 2009 | Office of the City Clerk | City of Aurora | Version: 1.1.2 15151 East Alameda Parkway, Room 1400 | Aurora, Colorado 80012 Phone: 303-739-7094 | E-mail: cityclerk@auroragov.org".

Status	Election Date	Committee	Reporting Period	E-mail Contact	Last Updated	Actions
Submitted	11/3/2009	Test for Council	(Pre-Election) Friday Prior to Election	doleson@auroragov.org	6/19/2009	 
Submitted	11/3/2009	Test for Council	(Pre-Election) 21 Days Prior to Election	doleson@auroragov.org	6/19/2009	 
Submitted	11/3/2009	Test for Council	(Pre-Election) 90 Days Prior to Election	doleson@auroragov.org	6/19/2009	 

Click on the “[New](#)” link located in the top left hand corner in order to begin working on a new filing.

If interested in viewing a previously submitted report or generating a report for printing purposes, click on either the magnifying glass icon or the notebook icon located under Actions.

NEW FILINGS

Before setting up the new filing, the User will be asked which “Election Date” and which “Reporting Period” the filing is to be filed under. Fill in the appropriate information and then click the button that reads “Save.”

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(5(twolbm45hf51z455ihzer55))/Filing/Edit.aspx

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora
Campaign Finance
Welcome: Karl Herrmann

Home | My Filings

Change Password | Reports | Logoff

Campaign Statement Report of Contributions and Expenditures

Election Date: 11/3/2009

Reporting Period: ((Pre-Election) Friday Prior to Election)

Save

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If the User accidentally indicates a “Reporting Period” that has already been submitted, the filing will not be permitted. (See below)

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(5(twolbm45hf51z455ihzer55))/Filing/Edit.aspx

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora
Campaign Finance
Welcome: Karl Herrmann

Home | My Filings

Change Password | Reports | Logoff

Campaign Statement Report of Contributions and Expenditures

Election Date: 11/3/2009

Reporting Period: ((Pre-Election) Friday Prior to Election)

Save

Filing for this reporting period and election date has already been submitted.

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Once the appropriate election date and reporting period are established, the next screen will display an overview of the Contributions and Expenditures for that period. Any and all funds that existed previously will carry over from the past reporting periods, essentially eliminating calculation errors.

From here the User's can edit each of the four Schedule reports (A, B, C, and D) by merely clicking on the Schedule specific button on the bottom half of the page.

While working on the report, if the User is not yet ready to submit but wishes to store all newly entered data and progress, they need only click the button that reads "Save."

Once all four Schedule reports have been completed and double checked by the User's, a Candidate or Treasurer has the authority/ability to click the button that reads "Submit." Once the report is submitted it can no longer be edited and will be officially part of the record.

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhzyeabowk0jd55))/Filing/Edit.aspx?fi=I

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

WELCOME, KAIT REITH HIGGINS

Change Password | Reports | Logoff

Home | My Filings | (Post-Election) 30 Days Post Election

Campaign Statement Report of Contributions and Expenditures

Filing ID: 4 (Active)

Election Date: 11/3/2009

Committee Name: Test for Council (Active)

Candidate's Name: Test Test Office: City Council - At Large

Address of Committee

Street: CO Unit: 1

City: Aurora State: CO Zip: 80112

Phone: 111.1111.1111

Name/Address of Committee's Bank: Test Bank/Aurora, 80012

Candidate's E-mail Contact: doleson@auroragov.org

Reporting Period: (Post-Election) 30 Days Post Election

Save Submit

Detailed Summary of Report

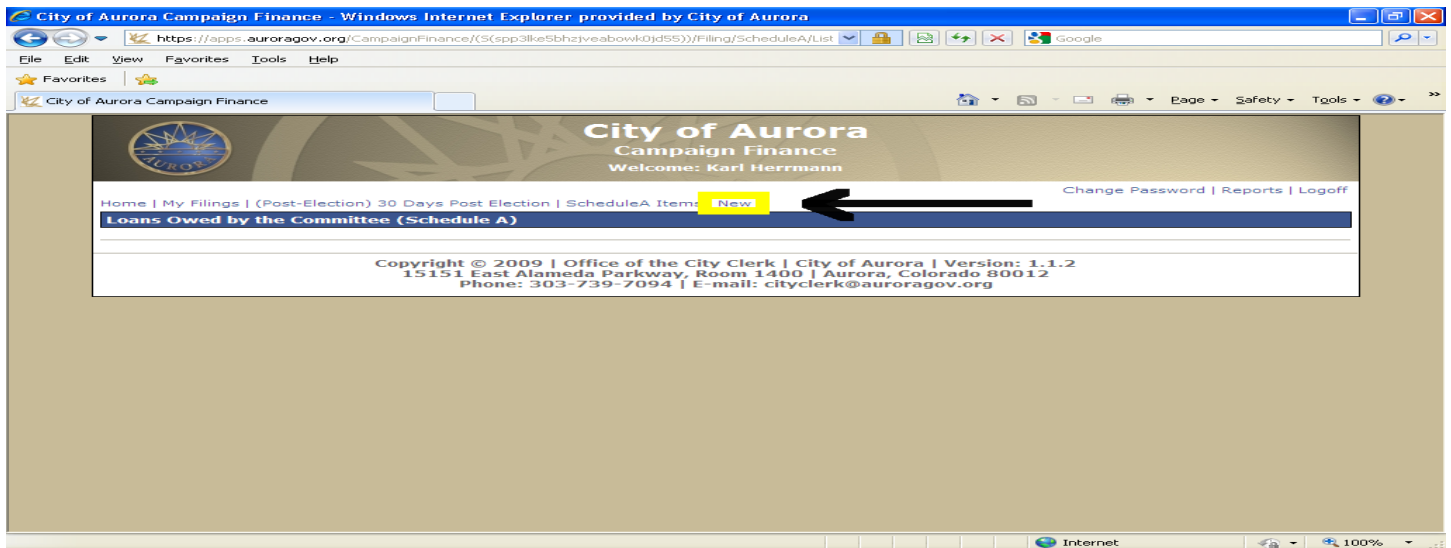
1 Funds on Hand at Beginning of Reporting Period	\$2,117.00
2 Total Contributions (Schedule B, Line 4)	\$0.00
3 Total Receipts (Line 1 + Line 2)	\$2,117.00
4 Total Expenditures (Schedule C, Line 3)	\$0.00
5 Funds on Hand at End of Reporting Period (Line 3 - Line 4)	\$2,117.00
6 Total In-Kind Contributions (Schedule D, Line 3)	\$0.00

Schedule A Schedule B Schedule C Schedule D

* Notice Line 5 of the "Detailed Summary of Report", it illustrates the end result. This is the amount the Committee is reporting exists within their Bank Account at the end of the reporting period.

SCHEDULE A – CAMPAIGN LOANS

When trying to edit the Schedule A report the User must click on the blue link at the top that reads “New.” If and when one exists, User’s have the option to edit and delete by clicking on the pencil icon or the red icon that will be located on the right hand side of the page next to each individual entry.



The Schedule A form is a form designed to track loans. Information that is required is: the name of the loan source, the address, the specific amount, interest rate, loan dates, and payment reporting.

User’s must click the button that reads “Save” when done filling out the required fields. Once saved, User’s will be able to add “Endorser’s” by clicking the blue link with the same name. There is no limit to the amount of endorser’s that a loan may possess. An “Endorser” is a guarantor of the loan, meaning they can give assurance that they loan will be repaid.

A screenshot of the City of Aurora Campaign Finance application, specifically the "New" form for Schedule A items. The browser window shows the URL: https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhzjveabowk0jd55))/Filing/ScheduleA/Edi. The page header is the same as the previous screenshot. The navigation bar includes: Home | My Filings | (Post-Election) 30 Days Post Election | ScheduleA Items | **New** | Change Password | Reports | Logoff. The page title is "Loans Owed by the Committee (Schedule A)". Below the title, a red asterisk indicates a required field: * = Required Field. The form contains several input fields: Name of Loan Source, Address (Street, City, State and Zip), Original Amount, Interest Rate, Date Loan Received, 1 Loan Amount Received this Reporting Period, 2 Principal Amount Paid this Reporting Period, 3 Interest Amount Paid this Reporting Period, 4 Interest Amount Paid this Reporting Period (Line 2 + Line 3), 5 Outstanding Balance (Line 1 - Line 2), 6 Terms Of Loan, and 7 Due Date of Final Payment. A "Save" button is located at the bottom left of the form, with a black arrow pointing to it. The copyright information at the bottom of the page is the same as the previous screenshot.

SCHEDULE B – CONTRIBUTIONS

When trying to edit the Schedule B report the User must click on the blue link at the top that reads “New.” Each contribution must be entered independently; nevertheless the Schedule B report will calculate all entries and display a running tally as each new contribution is entered. Once entries are entered, User’s will always have the option to edit and delete by clicking on the pencil icon or the red icon that will be located on the right hand side of the page next to each individual entry.

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhzjveabowk0jd55))/Filing/ScheduleB/List

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora Campaign Finance
Welcome: Karl Herrmann

Home | My Filings | (Post-Election) 30 Days Post Election | ScheduleB Items **New** Change Password | Reports | Logoff

Itemized Contributions - \$20.00 or More (Schedule B)

* = Required Field

1 Total Itemized Contributions (Total of above)	\$0.00
2 Total Non-itemized Contributions (Currency and checks less than \$20.00)	\$0.00 *
3 Total Amount of New Loans to Campaign this Reporting Period (From Schedule A, Line 8)	\$0.00
4 Total Contributions This Report (Line 1 + Line 2 + Line 3)	\$0.00

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The Schedule B form is a form designed to track itemized contributions. Information that is required is: the name of the contributor, the address, the date of the contribution, and the specific amount.

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhzjveabowk0jd55))/Filing/ScheduleB/Edit

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora Campaign Finance
Welcome: Karl Herrmann

Home | My Filings | (Post-Election) 30 Days Post Election | ScheduleB Items **New** Change Password | Reports | Logoff

Itemized Contributions - \$20.00 or More (Schedule B)

* = Required Field

Name of Contributor *

Address (Street, City, State and Zip) *

Date * Amount *

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In addition to entering in all itemized contributions, User's must fill in line 2 labeled "Total Non-itemized Contributions." A non-itemized contribution is any currency or check given in amounts less than \$20. Once again, the Schedule B report will calculate all entries and display a running tally with line 4 being the end result of all contributions, including any loans from the Schedule A report.

The screenshot shows the 'City of Aurora Campaign Finance' web application in an Internet Explorer browser. The page title is 'City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora'. The URL is 'https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhzjveabowk0jd55))/Filing/ScheduleB/List'. The page displays a table of itemized contributions and a summary table.

Itemized Contributions - \$20.00 or More (Schedule B)

Name of Contributor	Address (Street, City, State and Zip)	Date	Amount	Actions
Han Solo	789 Space Place	7/1/2009	\$35.00	
Yoda	444 Space Place	7/2/2009	\$300.00	
Princess Leah	567 Space Place	7/7/2009	\$75.00	
Luke Skywalker	256 Space Place	7/9/2009	\$250.00	
Chewbacca	390 Space Place	7/13/2009	\$25.00	

* = Required Field

1	Total Itemized Contributions (Total of above)	\$685.00
2	Total Non-itemized Contributions (Currency and checks less than \$20.00)	\$100.00
3	Total Amount of New Loans to Campaign this Reporting Period (From Schedule A, Line 8)	\$5,000.00
4	Total Contributions This Report (Line 1 + Line 2 + Line 3)	\$5,785.00

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* Notice the pencil icon and red icon located on the right hand side of the page next to each individual entry. These are the edit and delete icons.

SCHEDULE C – EXPENDITURES

When trying to edit the Schedule C report the User must click on the blue link at the top that reads “New.” Each expenditure must be entered independently; nevertheless the Schedule C report will calculate all entries and display a running tally as each new expenditure is entered. Once entries are entered, User’s will always have the option to edit and delete by clicking on the pencil icon or the red icon that will be located on the right hand side of the page next to each individual entry.

This screenshot shows the 'City of Aurora Campaign Finance' website in a Windows Internet Explorer browser. The page title is 'City of Aurora Campaign Finance' and the welcome message is 'Welcome: Karl Herrmann'. The navigation bar includes links for 'Home', 'My Filings', '(Post-Election) 30 Days Post Election', 'ScheduleC Items', and 'New'. A black arrow points to the 'New' link. Below the navigation bar, there is a table titled 'Itemized Expenditures (Schedule C)' with the following data:

Itemized Expenditures (Schedule C)	
1 Total Itemized Expenditures (Total of above)	\$0.00
2 Total Loan Repayments this Reporting Period (From Schedule A, Line 9)	\$0.00
3 Total Expenditures (Line 1 + Line 2)	\$0.00

At the bottom of the page, there is a copyright notice: 'Copyright © 2009 | Office of the City Clerk | City of Aurora | Version: 1.1.2 | 15151 East Alameda Parkway, Room 1400 | Aurora, Colorado 80012 | Phone: 303-739-7094 | E-mail: cityclerk@auroragov.org'.

The Schedule C form is a form designed to track itemized expenditures. Information that is required is: the name of the expenditure, the address, the purpose, the date, and the specific amount.

This screenshot shows the 'City of Aurora Campaign Finance' website in a Windows Internet Explorer browser, displaying the 'New' form for Schedule C items. The page title is 'City of Aurora Campaign Finance' and the welcome message is 'Welcome: Karl Herrmann'. The navigation bar includes links for 'Home', 'My Filings', '(Post-Election) 30 Days Post Election', 'ScheduleC Items', and 'New'. A black arrow points to the 'New' link. Below the navigation bar, there is a form titled 'Itemized Expenditures (Schedule C)' with the following fields:

- Name** (Required Field)
- Address (Street, City, State and Zip)** (Required Field)
- Purpose** (Required Field)
- Date** (Required Field)
- Amount** (Required Field)

Below the form fields, there is an 'Add' button. A black arrow points to the 'Add' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2009 | Office of the City Clerk | City of Aurora | Version: 1.1.2 | 15151 East Alameda Parkway, Room 1400 | Aurora, Colorado 80012 | Phone: 303-739-7094 | E-mail: cityclerk@auroragov.org'.

Once again, the Schedule C report will calculate all entries and display a running tally with line 3 being the end result of all expenditures.

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhjveabowk0jd55))/Filing/ScheduleC/List

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora
Campaign Finance
Welcome: Karl Herrmann

Change Password | Reports | Logoff

Home | My Filings | (Post-Election) 30 Days Post Election | ScheduleC Items | New

Itemized Expenditures (Schedule C)

Name	Address (Street, City, State and Zip)	Date	Purpose	Amount	Actions
Spaceship (Used)	42 Spaceship Street	7/15/2009	I need to get places	\$2,000.00	
Light Saber	100 Lightsaber Drive	7/15/2009	Protection	\$500.00	
Cell Phone Bills	8075 Verizon Circle	7/15/2009	Communication	\$150.00	
Fundraiser Food	321 Food Court	7/15/2009	Host Contributors	\$365.00	

1 Total Itemized Expenditures (Total of above) \$3,015.00
2 Total Loan Repayments this Reporting Period (From Schedule A, Line 9) \$0.00
3 Total Expenditures (Line 1 + Line 2) \$3,015.00

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* Notice the pencil icon and red icon located on the right hand side of the page next to each individual entry. These are the edit and delete icons.

SCHEDULE D – IN KIND CONTRIBUTIONS

When trying to edit the Schedule D report the User must click on the blue link at the top that reads “New.” Each In-Kind Contribution must be entered independently; nevertheless the Schedule D report will calculate all entries and display a running tally as each new In-Kind Contribution is entered. Once entries are entered, User’s will always have the option to edit and delete by clicking on the pencil icon or the red icon that will be located on the right hand side of the page next to each individual entry.

This screenshot shows the 'City of Aurora Campaign Finance' website in a Windows Internet Explorer browser. The page title is 'City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora'. The address bar shows the URL: [https://apps.auroragov.org/CampaignFinance/\(S\(spp3lke5bhzyeabowk0jd55\)\)/Filing/ScheduleD/List](https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhzyeabowk0jd55))/Filing/ScheduleD/List). The page features a navigation bar with links: Home | My Filings | (Post-Election) 30 Days Post Election | ScheduleD Items | **New** | Change Password | Reports | Logoff. The 'New' link is highlighted with a yellow box and a black arrow. Below the navigation bar, the page title is 'Statement of Contributions In-Kind (Schedule D)'. A table shows the following data:

* = Required Field	
1 Total Itemized In-kind Contributions (Total of above)	\$0.00
2 Total Non-Itemized In-kind Contributions (Less than \$100.00 value each)	\$0.00
3 Total In-Kind Contributions This Report (Line 1 + Line 2)	\$0.00

At the bottom of the page, the copyright information is displayed: Copyright © 2009 | Office of the City Clerk | City of Aurora | Version: 1.1.2 | 15151 East Alameda Parkway, Room 1400 | Aurora, Colorado 80012 | Phone: 303-739-7094 | E-mail: cityclerk@auroragov.org.

The Schedule D form is a form designed to track In-Kind Contributions. Information that is required is: the name of the contributor, the address, the description of the contribution, the date, and the fair market value of the contribution.

This screenshot shows the 'City of Aurora Campaign Finance' website in a Windows Internet Explorer browser. The page title is 'City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora'. The address bar shows the URL: [https://apps.auroragov.org/CampaignFinance/\(S\(spp3lke5bhzyeabowk0jd55\)\)/Filing/ScheduleD/Edit](https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhzyeabowk0jd55))/Filing/ScheduleD/Edit). The page features a navigation bar with links: Home | My Filings | (Post-Election) 30 Days Post Election | ScheduleD Items | **New** | Change Password | Reports | Logoff. The 'New' link is highlighted with a yellow box and a black arrow. Below the navigation bar, the page title is 'Statement of Contributions In-Kind (Schedule D)'. A form is displayed with the following fields:

- Name of Contributor *
- Address (Street, City, State and Zip) *
- Description *
- Date *
- Fair Market Value *

At the bottom of the form, there is an 'Add' button. Below the form, the copyright information is displayed: Copyright © 2009 | Office of the City Clerk | City of Aurora | Version: 1.1.2 | 15151 East Alameda Parkway, Room 1400 | Aurora, Colorado 80012 | Phone: 303-739-7094 | E-mail: cityclerk@auroragov.org.

In addition to entering in all itemized In-Kind Contributions, User's must fill in line 2 labeled "Total Non-itemized In-Kind Contributions." A non-itemized in kind contribution is any contribution given with a fair market value of less than \$100. Once again, the Schedule D report will calculate all entries and display a running tally with line 3 being the end result of all In-Kind Contributions.

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(S(spp3lke5bhjveabowk0jd55))/Filing/ScheduleD/List

File Edit View Favorites Tools Help

City of Aurora Campaign Finance

City of Aurora
Campaign Finance
Welcome: Karl Herrmann

Change Password | Reports | Logoff

Home | My Filings | (Post-Election) 30 Days Post Election | ScheduleD Items | New

Statement of Contributions In-Kind (Schedule D)

Name of Contributor	Address (Street, City, State and Zip)	Date	Description	Fir Market Value	Actions
The Emperor	276 Space Place	6/22/2009	Laptop	\$750.00	

*** = Required Field**

1	Total Itemized In-kind Contributions (Total of above)	\$750.00
2	Total Non-itemized In-kind Contributions (Less than \$100.00 value each)	\$35.00
3	Total In-Kind Contributions This Report (Line 1 + Line 2)	\$785.00

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* Notice the pencil icon and red icon located on the right hand side of the page next to each individual entry. These are the edit and delete icons.

SUBMIT FILING

Congratulations! You have completed all schedule reports and are ready to submit.

As noted earlier, once all four Schedule reports have been completed and double checked by the User's, a Candidate or Treasurer has the authority/ability to click the button that reads "Submit." Once the report is submitted it can no longer be edited and will be officially part of the record.

City of Aurora Campaign Finance - Windows Internet Explorer provided by City of Aurora

https://apps.auroragov.org/CampaignFinance/(S(pp3lke5bhjveabowk0jd55))/Filing/Edit.aspx?fi=1

Home | My Filings | (Post-Election) 30 Days Post Election

Campaign Statement Report of Contributions and Expenditures

Filing ID: 4 (Active)
Election Date: 11/3/2009
Committee Name: Test for Council (Active)
Candidate's Name: Test Test Office: City Council - At Large
Address of Committee
Street: CO Unit: 1
City: Aurora State: CO Zip: 80112
Phone: 111.1111.1111
Name/Address of Committee's Bank: Test Bank/Aurora, 80012
Candidate's E-mail Contact: doleson@auroragov.org
Reporting Period: (Post-Election) 30 Days Post Election

Save Submit

Detailed Summary of Report

1 Funds on Hand at Beginning of Reporting Period	\$2,117.00
2 Total Contributions (Schedule B, Line 4)	\$5,785.00
3 Total Receipts (Line 1 + Line 2)	\$7,902.00
4 Total Expenditures (Schedule C, Line 3)	\$3,015.00
5 Funds on Hand at End of Reporting Period (Line 3 - Line 4)	\$4,887.00
6 Total In-Kind Contributions (Schedule D, Line 3)	\$785.00

Schedule A Schedule B Schedule C Schedule D

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When the Candidate/Treasurer clicks submit, they will be prompted to certify that the e-Filing is in fact "a true and correct filing." The User must then click the open box agreeing "to the above statement" and then click on the button that reads "Submit."

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https://apps.auroragov.org/CampaignFinance/(S(pp3lke5bhjveabowk0jd55))/Filing/Submit.aspx?f

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Submit Filing

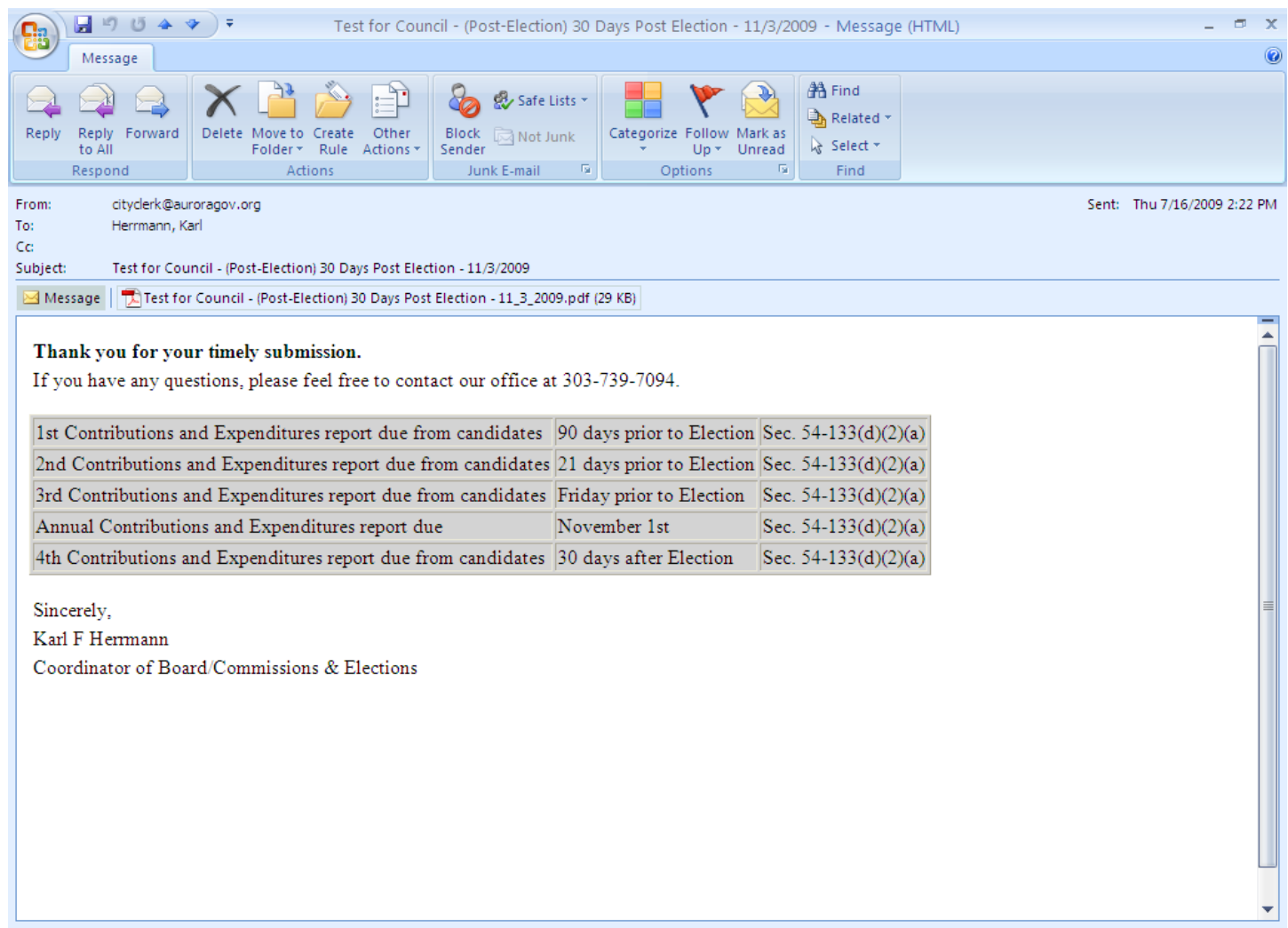
I certify to the best of my knowledge and belief this is a true a correct filing. I understand the submission of false, erroneous, or incomplete information may be subject to sactions in accordance with City Code Section 54-133(h).

☐ I agree to the above statement.

Submit

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Phone: 303-739-7094 | E-mail: cityclerk@auroragov.org

Once the filing is submitted, the Candidate and Treasurer of the Committee will receive an instant email confirmation that may read:



In addition, a pdf file will be attached that shows the entire filing with an overall summary as well as each individual Schedule report.

The report will be made available on the City's Election site in order to have complete transparency for the taxpayers.

SPECIAL REPORTS

As well as filing all contribution/expenditure reports, User's can generate two key, special, reports:

1. Donor List
2. Expenditure List

Donor Name	Donor Address	Last Donation Date	Total Donation Amount	
			Cash	In Kind
Chebacca	390 Space Place	7/13/2009	\$25.00	\$0.00
Han Solo	789 Space Place	7/12/2009	\$35.00	\$0.00
Luke Skywalker	256 Space Place	7/9/2009	\$250.00	\$0.00
Name of Contributor	Address of Contributor	6/4/2009	\$125.00	\$1,250.00
Princess Leah	567 Space Place	7/7/2009	\$75.00	\$0.00
The Emperor	276 Space Place	6/22/2009	\$0.00	\$750.00
Yoda	444 Space Place	7/2/2009	\$300.00	\$0.00
Total:			\$810.00	\$2,866.00

Expenditure Name	Expenditure Address	Expenditure Date	Expenditure Amount
Spaceship (Used)	42 Spaceship Street	7/15/2009	\$2,000.00
Purpose: I need to get places			
Light Saber	100 Light Saber Drive	7/15/2009	\$500.00
Purpose: Protection			
Cell Phone Bills	8075 Verizon Circle	7/15/2009	\$150.00
Purpose: Communication			
Fundraiser Food	321 Food Court	7/15/2009	\$365.00
Purpose: Host Contributors			
Name Itemized Expenditures	Address Itemized Expenditures	6/10/2009	\$1,250.00
Purpose: Purpose Itemized Expenditures			
Total:			\$4,265.00

Both lists are cumulative in respects to all previous reporting periods of all previous election dates.

They can be accessed at any time on any screen by clicking on the blue link in the top right hand corner labeled "Reports."

City of Aurora Campaign Finance
Welcome: Karl Herrmann

Home | My Filings | **Reports** | Logoff

CAMPAIGN STATEMENT REPORT OF CONTRIBUTIONS AND EXPENDITURES

In accordance with Aurora City Code, Section 54-133, you are required to file yearly contribution/expenditure reports:

"Such reports shall be filed on the 90th day, 21st day and on the Friday before and 30 days after the municipal election in election years and annually in off-election years on the first day of the month in which the anniversary of the municipal election occurs."

You are required to file this "Report of Contributions and Expenditures" until the report shows a zero balance and a termination statement has been filed.

- 1st Contributions and Expenditures report due from candidates 90 days prior to Election = **AUGUST 5TH !!!**
- 2nd Contributions and Expenditures report due from candidates 21 days prior to Election
- 3rd Contributions and Expenditures report due from candidates Friday prior to Election
- Annual Contributions and Expenditures report due November 1st
- 4th Contributions and Expenditures report due from candidates 30 days after Election

If you have any questions or concerns, please feel free to contact the City Clerk Office at 303-739-7094.

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