Candidate committees, issue committees, and policy committees are required to register with the City Clerk’s office within 5 business days of becoming a committee.

**Step 1. Appoint a Treasurer**

The treasurer prepares and files reports of contributions and expenditure. A candidate may serve as the treasurer of the candidate’s own candidate committee. The treasurer must sign the registration statement stating that they have reviewed and are familiar with the provisions in A.C.C. Section 54.

The committee must promptly appoint a new treasurer if the position is vacated for any reason. An updated registration statement must be submitted within ten (10) business days of the vacancy.

**Step 2. Designate a Campaign Account**

The committee’s designated bank account must be with a financial institution in the state of Colorado. The title of the account must include the full name of the committee.

The campaign account must be segregated from any other funds or bank accounts of the person that organized the committee, and funds in the campaign account may not be commingled with the personal funds of any person. The bank account designated for a recall defense committee must be separate from any other account of the public officeholder or the officeholder’s campaign committee.

A committee may not deposit a contribution to or make an expenditure from its campaign account without the express authorization of its treasurer or the treasurer’s designee.

**Step 3. Register with the City Clerk’s Office**

If any information changes on the registration statement, the committee must file an amendment within five (5) business days.