

Received Contributions Report (30 day contributions)

Report all received contributions within 30 days

- if you receive a cash contribution, the 30 days starts immediately
- if you receive a check, the 30 days starts when the check is negotiated
HOWEVER you must negotiate the check before the next reporting period and report it on that upcoming report (in other words you can't hold a check and not negotiate it so that you won't need to report it on an upcoming report)
- this applies to contributions NOT expenditures
- this applies to only Candidates/Officeholders, not PACs, PICs, Corps, or Parties

Financial Disclosure Website

- enter contributions on the website
- after each contribution is saved, the contribution goes live on the website and is available to the public immediately
 - you may enter expenditures at the same time but they will not be reported publicly until the report is submitted
- after saving your contributions, you DO NOT need to click the “File Report” button, unless you want to file any of the regular reports
- if you are just reporting your Received Contributions then after you have saved your contributions nothing else is necessary
- the public may view your Received Contributions Report 2 ways
 - under the Public Search option is a pdf report titled Received Contributions Report, this will only show Received Contributions which have not been reported on any filed regular reports, the Received Contribution Report is subject to change as regular reports are filed
 - under the Public Search option or the Advanced Search option, the CSV Download option is available, this will allow you to view all contributions and expenditures (including Received Contributions) in an Excel format
- contributions DO NOT need to be re-entered before filing any of the regular reports, Received Contributions entered throughout the year will automatically be transferred to any regular report after it's been filed

If you have any questions, please call the Lieutenant Governor's Office at 801-538-1041 or email us at disclosure@utah.gov