



State Political Party Financial Disclosures Quick Guide*

[20A-11 Part 5](#)

What to Report

Political parties must report contributions & expenditures.

- A contribution is money the party receives.
- An expenditure is money the party spends.

Contributions:

A party must report who donated money, how much they gave, and where they live. Anonymous contributions may not be spent.

Name

Be sure to report the *actual* contributor.

If the party uses a pass-through entity (e.g., PayPal, ActBlue, Square) to raise money, report the actual source of the contribution. The pass-through entity (PayPal) did not contribute to the party; Jane Doe contributed to the party using PayPal.

Address

"Address" is defined in [Utah Code](#) as "the number and street where an individual resides or where a reporting entity has its principal office."

Based on the statutory definition of "address," a party should report the street address of each contributor – not a P.O. Box.

Aggregating Small Contributions

A state party is allowed to report contributions "in the aggregate" if a person does not donate more than \$50 to the state party throughout a calendar year. Once a donor contributes more than \$50, he or she must be itemized on the party's report with their name and street address.

Expenditures:

A state party must report the name of the payee, the date the expenditure was made, and the specific purpose of the expenditure.

Name of Payee

Be sure to report the person or entity to whom the expenditure was [ultimately disbursed](#). This means a report must disclose where money is actually spent (e.g., Office Warehouse).

If a party officer is reimbursed for anything, be sure to list the ultimate payee as the Name of Payee, and not the name of the person who was reimbursed.

Specific Purpose

Utah Code requires the "specific purpose" of an expenditure. Some generic examples are "paper used at convention," or "campaign buttons given to commission candidate Jane Doe."

How to Report

- Log on to disclosures.utah.gov
- Click on Financial Ledger
- Add contributions & expenditures (the ledger automatically updates once you save a contribution or expenditure)
- Click File Report

If you are a new user, please contact the Lieutenant Governor's Office to get access to your party's ledger.

When to Report

A state political party is required to file financial disclosure reports each year.

Odd-Numbered Years

During odd-numbered years, the party must file a Year End Report. The 2017 Year End Report is due by January 10, 2018.

Even-Numbered Years

- 7 days before the state party's convention
- 7 days before the primary election
- September 30th
- 7 days before the general election
- January 10th of each year

What if I Miss a Report?

Failure to file a required report by the deadline will result in a \$100 *fine*.

Updating Contact Information

In order to receive reminders and ***avoid penalties and fines levied against the party***, you must update party contact information with the Lieutenant Governor's Office.

To update your contact information:

- Log on to disclosures.utah.gov
- Click Manage Folder
- Click the red link that says Statement of Organization
- Update the Statement with new officer information

If you don't have access to this with your log on credentials, contact the Lieutenant Governor's Office.

*This guide is not a substitute for Utah State Code, and it is not intended to be comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources. The contents of this guide are subject to change by legislative or judicial action.