



County Political Party Financial Disclosures Quick Guide*

[20A-11 Part 5](#)

What to Report

County political parties must report contributions & expenditures.

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

Contributions:

A county 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 county party is allowed to report contributions "in the aggregate" if a person does not donate more than \$50 to the county 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 county party must report the date the expenditure was made and where the expenditure falls within a specified list of categories.

Detailed Listing

Expenditures must fall within one of the following categories:

- Advertising; association expense; campaign expense; constituent services; donations; loans; office; political support; return of a contribution; signature gathering; supplies; travel expenses; or other.
- If expenditures do not fall within one of the specified categories, the "other" category may be chosen, followed by a description of the expenditure.

Optional: Name of Payee

A report may include the person or entity to whom the expenditure was [ultimately disbursed](#). This means disclosing where money is actually spent (e.g., Office Warehouse). *This field is optional but encouraged.*

- 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.

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 county political party is required to file financial disclosure reports on [disclosures.utah.gov](#) once the county party:

- Receives \$750 in contributions during a calendar year, or
- Spends \$750 during a calendar year

Odd-Numbered Years

If a county party spends \$750 or receives \$750 during 2021, the party must file a report by January 10, 2022.

Even-Numbered Years

- 7 days before the county 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 the Convention or Year End reports by the deadlines may result in a \$100 fine levied against the county party.

Failure to file the Primary, September 30th, or General reports, due in even-numbered years, by the deadlines may result in a \$1,000 fine levied against the county party.

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.