

# County Political Party Quick Guide

20A-11-Part 5

Updated 4/18/2025



## What to Report

### Contributions:

A contribution is money the party receives.

A detailed listing for a contribution includes the received date, the name and address of the donor, and the amount of the donation. Anonymous contributions over \$50 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.
- Two or more contributions from the same source that have an aggregate total of more than \$50 may not be reported in the aggregate, but must be reported separately. Once a donor contributes more than \$50, the contributions must be itemized with their name and street address.

### Expenditures:

An expenditure is the money the party spends.

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.

### Name of Payee

- A report must include the person or entity to whom the expenditure was ultimately disbursed. This means disclosing 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.

## How to Report

- Log on to [disclosures.utah.gov](https://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](https://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 a reporting year, the party must file a report by January 10.

### 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 a required report by the deadline will result in a \$100 fine.



# County Political Party Quick Guide

20A-11-Part 5

Updated 4/18/2025



## 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](https://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.**

