

PIC Quick Guide

20A-11-Part 8

Updated 4/18/2025



What to Report

PICs must report contributions (money received by the PIC) & expenditures (money spent by the PIC)

Contributions:

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.

In addition to the regular report deadlines, each contribution must be saved to the financial ledger within 31 days of receiving it.

Name

- Be sure to report the actual contributor.
- If the PIC 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 PIC; Jane Doe contributed to the PIC 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 PIC should report the street address of each contributor – not a P.O. Box.

Aggregating Small Contributions

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

Contributions Submitted in the Signature Submission Period

- During the 30 days prior to the due date of initiative signatures PICs must report their contributions to their ledger within 7- business days of receipt.

Expenditures:

A PIC must report the date the expenditure was made, the name of the payee, and identify 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 expenditures that do not fall within a specified category, followed by a description of the expenditure.

Name of Payee

- The PIC must report the name of each individual, entity, or group of individuals or entities that received a political issues expenditure of more than \$50 from the reporting political issues committee, and the amount of each political issues expenditure
- 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 PIC 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 the PIC ledger.

When to Report

A PIC is required to file financial disclosure reports on disclosures.utah.gov once the PIC:

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

In addition to the regular report deadlines below, each contribution must be saved to the financial ledger within 31 days of receiving it.

Odd-Numbered Years

- September 30th
- 7 days before the general election
- January 10th of each year



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Even-Numbered Years

- 7 days before the convention(s) of the major political parties
- 7 days before the primary election
- September 30th
- 7 days before the general election
- January 10th of each year

*Additional deadlines exist if a PIC is sponsoring a proposition

What if I Miss a Report?

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

To update PIC 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

Advertisements

PICs are statutorily required to clearly state that they paid for a political advertisement.

Primary Decision-Making Authority

An individual must be designated as one of the two officers for that PIC, to exercise primary decision-making authority.

Dissolving a PIC

A PIC who wishes to permanently cease operations shall dispose of funds through the following:

- Returning funds to donors
- Donating funds to a 501(c)3 nonprofit organization

A PIC must file a statement of dissolution on disclosures.utah.gov

***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.**

