2016 Instructions for Campaign Financial Disclosure Reporting

Metro Township and Millcreek City Candidates

These instructions are intended to help Metro Township and Millcreek City candidates correctly fill out their campaign financial disclosure report. Please refer to the ***Utah Code 10-3-208*** for the complete requirements.

Separate Bank Account for Campaign Funds

Candidates who have an open campaign account must deposit political contributions into one or more separate campaign accounts in a financial institution. Political contributions may only be used for political or charitable purposes. Political contributions cannot be mingled or deposited into a personal or business account. [See Utah Code 10-3-208(3)(a)].

Campaign Financial Disclosure Reports

Campaign Financial Disclosure Reports must be filed by 5:00 pm in the Office of the County Clerk on or before the following deadlines:

June 21 for contributions and expenditures through June 16
(seven days before the Primary Election for Candidates on the Primary Election Ballot)

July 28 (final report for candidates who will not be on the ballot for the General Election)

November 1 for contributions and expenditures through October 27
(seven days before the General Election for candidates on the General Election ballot)

December 8 (final report for candidates who were on the General Ballot)

If your campaign has $500 or less in contributions and expenditures, you need only complete the Summary Page. If your campaign has more than $500 in contributions and expenditures, you will need to itemize your contributions on pages 3 and 4.

SB290 - Campaign Finance Reform Amendments
This removes the provision that allows municipal, county or state candidates to report contributions under $50 as an aggregated total. Candidates must now report the name and address of each individual that donates money to their campaign regardless of the amount. **The effective date is May 10, 2016**. Any contributions received under $50 before May 10 may be reported as an aggregate. All contributions from May 10 forward must be listed in detail.

When completing the financial disclosure report form, begin with **Schedule A** and **Schedule B,** and then complete the **Summary Page**.

Schedule A (Itemized Contributions Received)

Please attach additional pages or spreadsheets as needed when filling out Schedule A. Schedule A must include the following:

- **All contributions** must be listed separately on Schedule A of the report along with the name and address of the contributor, the amount contributed, and the date received.

- **List of in-kind donations (non-monetary contributions)** - A market value should be estimated for each in-kind donation and each donation should be listed on Schedule A with a notation that it is "in-kind".
  In-kind donations must also be listed as expenditures on Schedule B of the same report in the same manner as they are listed on Schedule A.

- **Loans –** Loans to the campaign, whether they are from the candidate or another source, should be listed on Schedule A and designated as a loan along with the name, date, mailing address of the source, and the amount. When loans are repaid, the repayment amounts should be listed on Schedule B as expenditures

Schedule B (Itemized Expenditures Made)

Please attach additional pages or spreadsheets as needed when filling out Schedule B. Schedule B must include the following:

- **List of campaign expenditures -** All expenditures that have not been listed on a previous report must be listed on Schedule B, including the amount of the expenditure; the person or entity to whom it was disbursed; the purpose, item, or service acquired; and the date the expenditure was made.
- **In-kind donations** should be listed as expenditures as well as contributions.
- **Loans** should be listed as expenditures when a payment is made to repay that loan.

Summary Page

The Summary Page should be filled out after completing **Schedule A** and **Schedule B**.

Contributions Received

Line 1 – [Column A – Total this Period] "Total Contributions Received" should include the total amount of all contributions received during the reporting period (total from Schedule A).
[Column B – Year to Date] The total listed in this column should be the total of contributions for this period listed in Column A added to the total in Column B of the last report filed during or for that year.

Expenditures Made

Line 2 – [Column A – Total this Period] "Total Expenditures Made" should include the total amount of all expenditures made during this reporting period.
[Column B – Year to Date] Expenditures listed in this column should include all expenditures listed in Column A for this reporting period added to the total in Column B of the last report filed during or that year.

Balance Summary

Line 3 – "*Balance at Beginning of Reporting Period*" – for candidates filing their first report, this dollar amount will be $0. For subsequent reports filed by candidates and officeholders, this "Balance at Beginning of Reporting Period" will be the "Balance at Close" from the last report filed.

Line 4 – "*Total Contributions Received*" should be the sum total contributions received during the reporting period as listed on Line 1, Column A.
Line 5 – "Subtotal" should be the total of lines 3 and 4.
Line 6 – "Total Expenditures Made" should be the amount listed from Line 2, Column A. Line 7 – "Balance at Close of Reporting Period" should be the balance in the campaign account after subtracting Line 6 from Line 5 on the Summary Page.

For questions regarding your Financial Disclosures, please visit Metro Township and Millcreek Financial Dislcosure Information. You may also call Charlotte Kuhn at 385-468-7426 or email ckuhn@slco.org.