

**Election Supervisory Board Advisory Opinion 2025-005
(Issued: December 10, 2024)**

Subject: Financial Disclosure Submissions, Deadlines and Penalties Timeline Amendment

The 2025 Election Supervisory Board is issuing an advisory opinion to clarify the deadlines for financial disclosures and the associated penalties for missing said deadlines. Section 6.16 of the Campus-Wide Election Code specifies that financial disclosures are the purview of the Election Supervisory Board and that:

“Financial disclosure statements shall be filed with the Election Supervisory Board, in the Student Government Office (WCP 2.102) or other locations designated by the Election Supervisory Board, at the following times:

- a. by 4:30 p.m., on the first day of campaigning;
- b. by 4:30 p.m., on the last day of the general or special election.
- c. The ESB must make all financial disclosures submitted by campaigns publicly available within 24 hours of the submission deadline.”

Per Section 6.14 of the Campus-Wide Election Code:

“Each candidate must keep accurate and up-to-date records of all campaign receipts and expenditures. A template for financial disclosures for use by all candidates will be developed by the Election Supervisory Board and provided to each group by the first day of filing.”

Following these specifications, the two financial disclosures will be due on the following dates:

Financial Disclosure #1: **Monday, February 17, 2025, by 4:30 p.m. CST**

Financial Disclosure #2: **Tuesday, March 04, 2025, by 4:30 p.m. CST**

Financial disclosure forms can be filled out online and submitted. The candidate must file their expenditures as well as their in-kind donations and agents/worker lists through the “Submit Expenditures and Agents/Workers” portal on the aforementioned website. The second financial disclosure will become available for submission after the due date for the first. The candidate can only submit each disclosure once. If changes are needed to correct errors, the candidate must email ESB at esb@austin.utexas.edu with details requesting the correction as soon as possible.

Campaign receipts can also be submitted online. The candidate will be required to redact sensitive information (i.e. last four digits of any credit/debit card numbers), create a single PDF containing all their receipts for a particular financial disclosure, and appropriately name the PDF file in order to submit their receipts through the “Submit Campaign Receipts” portal on the aforementioned website. Candidates should visit the “Submit Campaign Receipts” portal in advance of each financial disclosure due date for step-by-step guidance on submitting their campaign receipts.

These forms must be submitted before their respective deadlines have passed. Each candidate must submit their Expenditures and Agents/Works regardless of whether the candidate has anything to disclose on the form. However, a candidate who has nothing to disclose, does not have to submit campaign receipts as they would not exist.

For example: Jane Smith is running for an elected position but does not plan on spending/has not spent any money on her campaign. Jane Smith still must submit the Financial Disclosure expenditure and agent/worker form by the deadline by inputting a zero-dollar amount. Jane Smith would not have to submit any campaign receipts.

Failure to submit any Financial Disclosure forms by their respective deadlines will be recognized as a failure to comply with the Campus-Wide Election Code and may result in the following violations:

- a. Failure to submit the first Financial Disclosure Form by the deadline will be met with a Class A Violation (referenced from Sec. 4.13 and 4.14 of the Campus-Wide Election Code).
- b. Failure to submit the second Financial Disclosure Form by the deadline will be a Class A Violation (referenced from Sec. 4.13 and 4.14 of the Campus-Wide Election Code).

For additional information on candidate expectations regarding what is expected to be submitted for the Financial Disclosure Forms, please refer to Election Supervisory Board Advisory Opinion 2025-001.

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