Minnesota

*Campaign Finance and Public Disclosure Board*

Suite 190 . Centennial Office Building . 658 Cedar Street . St Paul MN 55155-1603 . Website: www.cfboard.state.mn.us
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# Lobbyist Disbursement Report

*For Designated Self-reporting Lobbyists*

## Filing Instructions

- This report must be completed and filed with the Board even if no disbursements were made during the reporting period.
- This report may be emailed to cf.board@state.mn.us or faxed to 651-539-1196; 800-357-4114
- All information on this form or report is public information and may be published on the Board's website at www.cfboard.state.mn.us
- Do not use pencil or red ink.
- Board staff may also be reached by phone at 651-539-1187; 800-657-3889 or by email at: cf.board@state.mn.us

## Lobbyist information

| | |
|---|---|
| **Lobbyist** name | Registration number |
| Address | |
| City, State, Zip | |
| Telephone (daytime) | |
| Name of **association**, individual, political subdivision, or public higher education system represented | Registration number |

## Reporting Period

| Due Date | Period Covered |
|---|---|
| January 17, 2017 | June 1 through December 31, 2016 |

☐ Date of termination: _____ (If you check this box, you must complete the Lobbyist Termination Statement.)

## Certification

I, _____, **certify that this report is complete, true, and correct.**
(print or type name)

_____ _____
Signature of lobbyist Date

Any person who signs and certifies to be true a report or statement which the person knows contains false information, or who knowingly omits required information, is subject to a civil penalty imposed by the Board of up to $3,000 and is subject to criminal prosecution for a gross misdemeanor.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or through the Minnesota Relay Service at 800-627-3529.

## General Definitions

**Lobbyist** – An individual who:

- is engaged for pay or other consideration and receives more than $3,000 from all sources in any year, for the purpose of attempting to influence legislative or administrative action or the official action of a metropolitan governmental unit by communicating or urging others to communicate with public officials or local officials in a metropolitan governmental unit; or

- is appointed as a local official or an employee in a political subdivision acting in an official capacity and who spends more than 50 hours in any month attempting to influence legislative or administrative action or the official action of a metropolitan governmental unit (other than the political subdivision employing the official or employee) by communicating or urging others to communicate with public officials or local officials in metropolitan governmental units. Included in the 50 hour time threshold: time spent monitoring legislative or administrative action, or the official action of a metropolitan governmental unit, related research, analysis, and compilation and dissemination of information relating to legislative or administrative policy in Minnesota, or to the policies of metropolitan governmental units; or

- spends more than $250 of the individual's own funds in any year, not including travel expenses and membership dues, for the purpose of attempting to influence legislative or administrative action or the official action of a metropolitan governmental unit, by communicating or urging others to communicate with public officials or local officials in metropolitan governmental units.

**Designated lobbyist** - The lobbyist assigned by the entity to be responsible for reporting lobbying disbursements made by the entity during the period covered on the lobbyist disbursement report. *An entity that employs lobbyists must have one and only one designated lobbyist at any given time.*

**Reporting (authorized) lobbyist** - The lobbyist authorized to report lobbying disbursements for other lobbyists representing the same entity.

If you have questions or need further clarification, please call the Campaign Finance & Public Disclosure Board office at 651-539-1187 or 800-657-3889; or for TTY/TDD communication contact us through the Minnesota Relay Service at 800-627-3529.

## Check appropriate box(es) below

1. ☐ I have been paid, *or*
☐ My employer has been paid

more than $500 in this calendar year in salary or fees as compensation for lobbying purposes on behalf of this individual, association, political subdivision, or public higher education system.

2. ☐ No lobbying disbursements were made by me or my entity during this reporting period. (If disbursements were made, itemize them on Schedule A).

3. ☐ The individual, association, political subdivision, or public higher education system that I represent paid for a gift or benefit equal in value to $5 or more to an official. (Itemize on Schedule B).

4. ☐ The individual, association, political subdivision, or public higher education system I represent received more than $500 from *another* entity in this calendar year to influence legislative action, administrative action, or the official action a metropolitan governmental unit. (Itemize on Schedule C).

5. ☐ I provided gifts or benefits from my personal funds. (You must download a Report of Lobbyist's Disbursements from Personal Funds from the Board's website www.cfboard.state.mn.us and file it at the same time as this report).

6. ☐ I am amending my Lobbyist Disbursement Report filed on _____.
Date report filed

## Definitions for Schedule A

1. **Preparation and distribution of lobbying materials** - Includes the cost of research and writing, preparation, publication, and distribution of reports, newsletters or other publications for lobbying and pro-rata associated office expenses and compensation.

2. **Media advertising** - Includes the cost of media space or time used for lobbying activities. The cost of preparation of materials for use in the media is reported in #1 Preparation and distribution of lobbying materials.

3. **Telephone and communications** - Includes costs for local and long-distance telephone services, electronic mail, pagers, cellular telephones, facsimile distribution services, telegraph, and other communications services.

4. **Postage and distribution** - Includes costs of postage from the United States Postal Service as well as other distribution costs associated with lobbying activities.

5. **Fees and allowances** - Includes fees for consulting, surveys, polls, legal counsel or other services, as well as expenses associated with those services. (Does not include compensation paid to Lobbyist)

6. **Entertainment** - Includes costs of all entertainment associated with any situation where lobbying activities take place.

7. **Food and beverages** - Includes costs of all food and beverages associated with any situation where lobbying activities take place.

8. **Travel and lodging** - Includes costs of all travel and lodging associated with any lobbying activity, excluding the costs of the lobbyist's own travel to accomplish the lobbying activity.

9. **Support Staff administrative costs and salary** – Associated administrative costs and salary of an individual who provides support to a lobbyist and whose support is attributable to lobbying.

10. **All other lobbying disbursements** - Includes general administration and overhead and any other lobbyist disbursements not reported in other categories.

## Schedule A - Total lobbying disbursements

You are the designated lobbyist and must include, by category, the total of all expenditures or disbursements of the association or individual you represent as well as your own.

**See definitions of disbursements on previous page**

| | To Influence Legislative Action | To Influence Administrative Action including rulemaking or amending of rules | To Influence Metropolitan Governmental Unit Action |
|---|---|---|---|
| 1. Preparation and distribution of lobbying materials | $ | $ | $ |
| 2. Media advertising | $ | $ | $ |
| 3. Telephone and communications | $ | $ | $ |
| 4. Postage and distribution | $ | $ | $ |
| 5. Fees and allowances | $ | $ | $ |
| 6. Entertainment | $ | $ | $ |
| 7. Food and beverages | $ | $ | $ |
| 8. Travel and lodging | $ | $ | $ |
| 9. Support Staff administrative costs and salary | $ | $ | $ |
| 10. All other lobbying disbursements | $ | $ | $ |
| Totals | $ | $ | $ |

# Definitions for Schedule B

**Officials**

- **Local Official** - A person who holds elective office in a political subdivision or who is appointed to or employed in a public position in a metropolitan governmental unit in which the person has authority to make, to recommend, or to vote on major decisions regarding the expenditure or investment of public money.

- **Public Official** - A legislator, constitutional officer, commissioner, assistant or deputy commissioner, member and chief administrative officer of a state board or commission, other state agency head, or member of a metropolitan agency.

- **Legislative employees**.

**Gifts or Benefits** - Includes money; real or personal property; a service; a loan; a forbearance or forgiveness of indebtedness; promise of future employment; meals and entertainment; loans of personal property for less than payment of fair market value; giving preferential treatment for purchases; honoraria; and payments of loans or other obligations.

**Loans** - Does not include loans from financial institutions made in the ordinary course of business on substantially the same terms as those prevailing for comparable transactions with other persons.

**Honoraria** - Includes anything of value given or received for services such as making speeches, writing articles, or making presentations when there is no obligation on the part of the giver to make payment.

**REASON WHY GIFT WAS GIVEN:**

1. Services to assist an official in the performance of official duties, including providing advice, consultation, information, and communication in connection with legislation, and services to the official's constituents.

2. Services of insignificant monetary value.

3. A plaque or certificate.

4. Trinket or memento.

5. Informational material of unexceptional value.

6. Food or beverage at a reception, or meal provided when the official makes a speech or answers questions as part of a program.

7. Reception, meal or meeting if all members of legislature are invited at least 5 days prior to event.

8. Gift given because of the official's membership in a group, a majority of whose members are not officials, provided an equivalent gift is given to the other members of the group.

9. Gift given by a lobbyist or lobbyist principal who is a member of the official's family, unless the gift is given on behalf of someone who is not a member of the official's family.

10. Prohibited gift.

## Schedule B - Honoraria, gift, loan, item or benefit

Attach additional pages if necessary to complete this schedule.

You must report the full name and office of each public and local official to whom the lobbyist, lobbyist's employer, lobbyist's principal, or employee of the lobbyist gave or paid an honorarium, gift, loan, item, or benefit equal in value to $5 or more, in a single transaction, *whether or not it was given for a lobbying purpose*.

Gifts given by political subdivisions and public higher education systems are not prohibited but must be reported.

Do not include campaign contributions.

See definitions of acceptable gifts and exemption numbers (#) on previous page.

| **Date** | **Name (List last, first name) and office held by recipient** | **Item given** | **Cost of item** | **Exemption #** (See page 6) |
|---|---|---|---|---|
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |

## Schedule C

You must disclose the name and address of the source of the funds, *from other than the entity for which the lobbyist is registered,* that paid more than $500 in this calendar year to the individual, association, political subdivision, or public higher education system you represent to be used for lobbying purposes. If the source is an individual list the employer, or if self-employed, the occupation, and principal place of business.

**Original Source of Funds** - Any source of funds, from other than the entity for which the lobbyist is registered, paid to the lobbyist, the lobbyist's employer, the entity represented by the lobbyist, or the lobbyist's principal, for lobbying purposes.

**Legislative Action** (Leg) - Any action by either house of the legislature, committee, or subcommittee with regard to any bill, resolution, amendment, nomination, appointment, or report. Includes gubernatorial approval or veto of any bill.

**Administrative Action** (Admin) - An action by any public official, board, commission or agency of the executive branch to adopt, amend, or repeal a rule under Minn. Stat., ch. 14, as well as application of adopted rules in cases of rate setting, power plant and powerline siting, and granting of certificates of need under Minn. Stat., chap. 216B.243.

An administrative action pursuant to Minn. Stat., ch. 14, begins on publication of the notice required under Minn. Stat., section 14.101, subdivision 1, or at an earlier time when the official, board, commission or agency undertaking the rulemaking takes the first formal action required by law to begin the rulemaking process. An administrative action for a purpose other than rulemaking begins when the commission or agency undertaking the action takes the first formal action required by statute to begin the action or as otherwise defined by statute.

**Metropolitan Governmental Unit** (MGU) - Any of the seven counties in the metropolitan area as defined in section 473.121, subd. 2; a regional railroad authority established by one or more of those counties under section 398.A.03; a city with a population of over 50,000 located in the seven-county metropolitan area; the metropolitan council, or a metropolitan agency as defined in section 473.121, subd. 5a.

## Schedule D

With each report of lobbyist disbursement, each designated lobbyist must report the name and address of:

- each person, if and by whom the lobbyist is retained or employed or, on whose behalf the lobbyist appears; or
- each officer and director of the association, if the lobbyist represents an association.

## Schedule C - Other sources of funds

Attach additional pages if necessary to complete these schedules.

**Do not list the amounts paid by the other source of funds.**

| Name and address of source | **Employer/occupation/ principal place of business** (if source is an individual) | Check (✓ ) kind of lobbying for which the funds were used | | |
|---|---|---|---|---|
| | | **Leg** | **Admin** | **MGU** |
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## Schedule D – Officers and directors of association represented

Report on this schedule the name, address and office held of each officer or director of the association you and the lobbyists you are reporting for represent.

| Office held | Name of officer | Address of officer |
|---|---|---|
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