

Appendix A

**Office of the State Auditor
2003 Local Government Lobbying Expenditure Reporting Form and Instructions**

This page left blank intentionally

2003 Local Government Lobbying Expenditures Reporting Form

Please round to the nearest dollar amount where applicable

Name of Entity: _____ **Name:** _____
Address: _____ **Phone:** () _____
City, Zip Code: _____ **Fax:** () _____
E-Mail: _____

Please List All Contract Lobbyists Retained by the Political Subdivision

(DO NOT include association dues)

| Firm Name | Address | Total Cost of 2003 Contract and Expense Reimbursements |
|-----------|---------|--|
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

Employee Lobbying

*Please list all employees who spend **over 25 percent** of their time during the legislative session on legislative matters*

| Name of Employee Lobbyist | A) 2003 Salary | B) Cost of Employee Benefits | C) Percent of Employee's Time Spent on Lobbying in 2003 | D) Expenses Related to Lobbying in 2003 | E) Total Cost of Employee's Lobbying Efforts in 2003 ((A+B)*C)+D |
|---------------------------|----------------------|------------------------------------|---|---|--|
| _____ | \$ _____ | \$ _____ | _____ % | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | _____ % | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | _____ % | \$ _____ | \$ _____ |

All other costs related to lobbying services for the year.* \$ _____

I hereby certify to the best of my knowledge the information provided on this form is accurate and complete.

Name of the senior elected or appointed official (please type or print): _____

Signature of the senior elected or appointed official: _____ Date: _____

* Please see instructions for all costs that should be included on this line.

Instructions for the Local Government Expenditure Reporting Form

This information is collected pursuant to Minnesota Statutes §§ 6.551, 6.52, 6.76, and 16C.05 subd. 5.

General Information

Include the name and address of the entity, the name of the person completing the form, and contact information for the person completing the form, such as phone and fax numbers and an email address.

Contract Lobbyists

A *contract lobbyist* is any individual or firm, excluding employees of the local government, that meets the definition of a lobbyist as defined in Minnesota Statute § 10A.01, subdivision 11. (Please refer to the reporting requirement document for the full definition).

Identify all contract lobbyists retained by your local government by name and address, and indicate the total amount paid to that individual or firm for lobbying the legislature and/or state administrative agencies, including the amount paid for expenses of that individual or firm.

Expenditures for contract lobbyists do **NOT** include dues paid to local government associations. These associations report membership and lobbying expenditures directly to the Office of the State Auditor. Examples of these associations include the League of Minnesota Cities and the Minnesota School Boards Association.

Employees of the Local Government

Identify all employees of the local government who spend 25 percent of their time during the legislative session on legislative matters. For each employee listed, provide the annual salary, cost of benefits (health, dental, employer-paid life insurance and retirement benefits – including employer-paid FICA) and expense reimbursements. In addition, estimate the percent of the employee's annual time that is spent lobbying the state legislature and/or state administrative agencies.

When estimating the percent of time spent on lobbying, include time spent preparing for legislative session, addressing legislative-related issues with local officials, legislators, state agency staff, other local government representatives, local citizens, and other interested organizations. Be sure to include in the estimate, the time spent working with state administrative agencies on the development and implementation of administrative rules for programs and policies that affect local governments. Also, estimate the amount of employee expense reimbursements that are related to lobbying the legislature and/or state agencies.

Example for calculating the percentage of employee time spent on lobbying efforts

The 2002 regular Legislative session ran from January 29 through May 19, 2002 and the one-day special Legislative session was on September 19, 2002. An employee may have spent 100 percent of his or her time on legislative matters during February through May. This accounts for 33% of their time (100% of 4/12 months). Seventy percent of their time may have been spent on legislative matters during January and June through December. This accounts for 47% of their time (70% of 8/12 months). The annual percentage of this employee's time is 80 percent (.33 +.47) and is reported in column C of the reporting form.

Expenses related to lobbying

Expenses related to lobbying include reimbursements to the employee for items such as travel, food, and the cost of materials.

Total Costs of Employee Lobbying Efforts in 2003

Add the salary and benefits for the employee (A+B), multiply the amount by the percentage of time spent on lobbying (C), then add the expenses related to lobbying (D). The total amount, in dollars is reported in (E).

All other costs related to lobbying services for the year.

List the total costs to the government for lobbying during the year including but not limited to; the actual costs of publication and distribution of each publication in lobbying; other printing; media (including the cost of production); postage; travel fees, including allowances; entertainment; telephone; and other expenses." (Minnesota. Statute. § 10A.04 Subd. 4.) All expenditures for advertising, mailing, research, analysis, compilation and dissemination of information, and public relations campaigns related to legislative action, administrative action, or the official action of metropolitan governmental units in this state. All salaries and administrative expenses attributable to activities of the principal relating to efforts to influence state and local policy. (Minnesota Statute § 10A.04, Subd. 6) Costs of production of material that directly support lobbying, and general administrative and overhead are included as costs. (Minnesota. Rule 4511.0600, subp. 5)

Also include the prorated amount of salary and benefits of those employees who assist in research, administration, communication, and support for lobbying services.

Signature

Have the form signed by the senior elected or administrative official of the local government. Please also print or type the name of the official on the line provided.