

Appendix B

Office of the State Auditor

2003 Lobbying Cost Reporting Form and Instructions for Associations of Local Governments

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Office of the State Auditor

Please round to the nearest dollar amount where applicable

2003 Lobbying Cost Reporting Form for Associations of Local Governments

Name of Association: _____

Person Completing the Form: _____ **Phone:** () _____

Fax: () _____

Address: _____

City, Zip Code: _____ **Email:** _____

Total dues paid by all association members: \$ _____

Total revenues of association (including dues): \$ _____

Total amount association spent on lobbying: \$ _____

Proportion (percentage) of each member's dues spent on lobbying: _____ %

In the first section, please list the firm name and the dollar amount of the contract between the firm as a whole, and the association. In the second section, please list each individual lobbyist, the amount billed for lobbying services, the amount billed for non-lobbying services and the total amount paid to the lobbyist. Please attach additional sheets if necessary.

Firm Name _____	Total Contract Amount _____
_____	\$ _____

Lobbyist Name	Amount Billed for Lobbying Services	Amount Billed for Non-Lobbying Services	Total Amount Billed by Lobbyist
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

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2003 Lobbying Cost Reporting Form for Associations of Local Governments

Please round to the nearest dollar amount where applicable

Please list the firm name and the dollar amount of the contract between the firm as a whole, and the association. In the second section, please list each individual lobbyist, the amount billed for lobbying services, the amount billed for non-lobbying services and the total amount paid to the lobbyist. Please attach additional sheets if necessary.

Firm Name	Total Contract Amount		
	\$ _____		
Lobbyist Name	Amount Billed for Lobbying Services	Amount Billed for Non-Lobbying Services	Total Amount Paid to Lobbyist
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____

Please list the association employee name, total salary and benefits, dollar amount allocated to lobbying services and proportion of time allocated to lobbying services

Association Employee Lobbyist Name	Total Salary and Benefits	Amount allocated for Lobbying Services *	Proportion (%) of Salary allocated for Lobbying Services
	\$ _____	\$ _____	
	\$ _____	\$ _____	
	\$ _____	\$ _____	
	\$ _____	\$ _____	
	\$ _____	\$ _____	
	\$ _____	\$ _____	

Please list all other costs associated with lobbying services not included in other categories. * \$ _____

* See instruction sheet for clarification

Instructions - 2003 Lobbying Cost Reporting Form for Associations of Local Governments

The information for this report is collected under Minnesota Statutes §§ 6.551, 6.52, 6.76, and 16C.05 subd. 5.

Where applicable, please round the amounts to the nearest dollar.

General Information

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

Financial Information

Include the total dues paid by all association members, the total revenues of the association (including dues), the total amount the association spent on lobbying, and the proportion of members dues spent on lobbying.

For the total amount the association spent on lobbying for the year. This is total amount paid for all contracts with lobbying firms plus the costs reported by the association for lobbying by association employees.

Include the proportion (percentage) of members dues spent on lobbying. This is calculated by dividing the total dues paid by all association members by the total amount the association spent on lobbying.

Lobbying Information - Firm

Include the name of the firm and the total contract amount either agreed upon between the association and local government, or the total amount the firm billed to the association for the year.

Include the name of each individual lobbyist that lobbied on behalf of the association.

Provide the amount, in dollars, billed for Lobbying Services by the lobbyist. The State Auditor defines *lobbying services* as including the following:

- 1) 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.)
- 2) 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)

- 3) Costs of production of material that directly support lobbying, and general administrative and overhead are included as costs. (Minnesota. Rule 4511.0600, subp. 5)

Amount billed for Non-Lobbying Services is the amount, in dollars, that the lobbyist billed for non-lobbying services (rounded to the nearest dollar). Non-lobbying services include any additional amount billed by the lobbyist to the association that is not clarified in lobbying services.

Total Amount Billed by Lobbyist should equal the total amount, in dollars, billed to the association by the individual lobbyist. This should be the sum total of lobbying services and non-lobbying services.

Associations with Employees as Lobbyists

List the name of each employee who engages in lobbying services for the association. Include their annual salary amount and the annual cost of benefits (health, dental, employer-paid life insurance and retirement benefits – including employer-paid FICA)

List the amount, in dollars, allocated to the employee for lobbying services (see definition above).

Include the proportion (%) of salary allocated for lobbying services. This is calculated by dividing the salary allocated for lobbying by the total salary amount.

Other Costs Associated with Lobbying Services

Include all costs associated with lobbying services not accounted for in the other categories, including costs associated with other employees of the association, or the lobbying firm. Include all the costs outlined in the lobbying services definition listed above. Do not include the salary and benefits of those previously listed as employee or contract lobbyists.

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

Association Member Form

List the name of each member of the association.

Include the amount, in dollars, of total dues paid by the individual member.

Calculate the proportion (%) of dues spent on lobbying by dividing the total dues by the members by the total amount the association spent on lobbying.

Provide the actual amount, in dollars, spent on lobbying by the association.