

Appendix A

2016 Local Government Lobbying Expenditures Reporting Form

This page left blank intentionally

Office of the State Auditor

Please round to the nearest dollar amount where applicable

2016 Local Government Lobbying Expenditures Reporting Form

Type of Entity: _____ Name: _____

Name of Primary Contact: _____

First M.I Last

Phone Number: _____ Fax: _____

Email: _____

Address: _____

City: _____ Zip Code: _____ State: _____

Name of person completing the form: _____

First M.I Last

Phone Number: _____ Fax: _____

Email: _____

THIS INFORMATION IS PUBLIC; IT WILL BE AVAILABLE TO ANYONE ON REQUEST.

Contract Lobbyist

Identify the firm or individual retained for lobbying by your local government, and indicate the total amount paid to that firm or individual for the purpose of attempting to influence legislative or administrative action, including the amount paid for expenses.

Contract Lobbyist or Firm Name	Contract Amount or Amount Billed (Calendar Year 2016)	Not Used
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Employees

Identify all employees of the local government who are not registered as lobbyists and who spend at least 25 percent of their time during the legislative session on legislative matters.

Local Government Lobbyist Name		(A)	(B)	(C)	(D)	(E)	Not
<i>First Name</i>	<i>Last Name</i>	2016 Salary	Cost of Employee Benefits	Percent of Employee's Time Spent on Lobbying in 2016	Expenses Related to Lobbying in 2016	Total Cost of Employee's Lobbying Efforts in 2016 ((A+B)*C)+D	Used
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	\$ -	<input type="checkbox"/>

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

* See instruction for clarification

Instructions

Lobbying Expenditure Reporting Form for Local Governments

Type of Entity

Select type of entity from drop down list.

Name of Entity

Select name of entity from drop down list.

Primary Contact

- 1) Include the name, phone number, fax (if applicable), and email address of the senior elected or appointed official for the entity.
- 2) Provide the address for the entity.

Person Completing the Form

Provide the name of the person completing the form and work contact information including phone number, fax, and email as the information provided is public and available upon request.

Contract Lobbyists

If you paid for services of a lobbyist as defined in Minnesota Statutes § 10A.01, subdivision 21, identify the firm or individual retained for these services by your local government, and indicate the total amount paid to that firm or individual for the purpose of attempting to influence legislative or administrative action, including the amount paid for expenses.

“Not Used” - Contract lobbyist names are pre-populated from last years reporting. If you did not use the lobbyist/firm for this reporting period, please check the box(es).

NOTE: 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

- 1) Names - Identify all employees of the local government who are registered lobbyists as defined in Minnesota Statutes § 10A.01, subdivision 21. Also include any employees that spend at least 25 percent of their time during the legislative session on legislative matters but who are not registered as lobbyists.
- 2) Salary and benefits (A & B) - 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.
- 3) Time spent (C) - Estimate the percent of the employee's time that was spent lobbying the state legislature and/or state administrative agencies for the calendar year. When estimating the percent of time spent on lobbying, include time related to lobbying. For example, include time spent preparing for the legislative session, addressing legislative-related issues with local officials, legislators, state agency staff, other local government representatives, citizens, and other interested organizations. Include time spent monitoring legislative hearings. Include the time spent working with state agencies on the development and implementation of administrative rules for programs and policies that affect local governments.
- 4) Expenses (D) - Estimate employee expense reimbursements that are related to lobbying. Expenses related to lobbying include reimbursements to the employee for items such as travel, food, and the cost of materials.
- 5) Total Costs of Employee Lobbying Efforts (E) - Add the salary and benefits for the employee (A+B), multiply that 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 Expenditures Related to Lobbying

List expenditures associated with the calendar year lobbying effort exclusive of the salary and benefits of employees who lobby. Examples of items to include are: the actual costs of publication and distribution of lobbying materials; other printing; media (including the cost of production); postage; travel; fees, including allowances; entertainment; telephone; and other expenses. (Minnesota Statutes § 10A.04, subdivision 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 should be included. Costs of production of material that directly support lobbying, and general administrative and overhead expenditures should also be included. (Minnesota Rule 4511.0600, subp. 5).

The prorated amount of salary and benefits of those employees who assist in research, administration, communication, and support for lobbying should also be included.

This page left blank intentionally