

# Instructions

## Lobbying Expenditure Reporting Form for Local Government Associations

### **General Information**

- 1) The name of your association should be pre-populated.
- 2) Choose from the dropdown menu the choice that best describes your Association's organizational structure.
- 3) Provide the full name of the chief executive officer of the Association and public/work contact information.
- 4) Provide the name of the person completing the form and their public/work contact information at the Association.
- 5) Provide the address of the Association.

NOTE: Information provided is public and available upon request.

### **Lobbying Expenditures**

*When entering numbers, where applicable, please round the amounts to the nearest dollar.*

- 1) Enter the percentage of members' dues spent on lobbying. The percentage entered will carry forward to page 2 of the form.
- 2) "**Total dues paid by all Association members**" will automatically be calculated. The total will be the sum of the individual membership dues listed on page 2 of the reporting form.
- 3) "**Total amount of Association dues spent on lobbying**" will automatically be calculated. The total will be the percentage of dues used for lobbying purposes times the total of dues paid.
- 4.) Enter "**Revenues other than dues used for lobbying**" which is the amount of revenue provided by sources other than dues that is used for lobbying purposes.
- 5.) Enter the "**Total amount the Association spent on lobbying**" which should equal the sum of the total for Contract Lobbyists, Employees, and All Other expenditures.

### **Contract Lobbyists**

If you paid for 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.

The form is pre-populated with the previous year's entries. If you have retained a new lobbyist, you can overwrite the pre-populated box by using the dropdown menu and selecting a different lobbyist, or add a new lobbyist if it does not exist in the dropdown menu. If you have fewer lobbyists this year, simply use the delete key to clear the cells with the names of the lobbyists no longer with the association.

1) **“Amount Billed for Lobbying for the Calendar Year”** should include:

a) The actual “cost of publication and distribution of each publication used in lobbying; other printing; media (including the cost of production); postage; travel; fees, including allowances; entertainment; telephone and telegraph; and other expenses.” (Minnesota Statutes § 10A.04, subdivision 4.)

b) “[A]ll 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.” Also, “all salaries and administrative expenses attributable to activities of the principal relating to efforts to influence legislative action, administrative action, or the official action of metropolitan governmental units.” (Minnesota Statutes § 10A.04, subdivision 6)

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

### **Employee Lobbyists**

1) **Total amount of employee compensation used for lobbying:** To calculate the total amount of employee compensation allocated for lobbying purposes, please use the following method:

For each employee involved in lobbying, estimate the percentage of their time allocated to this activity and multiply it times the total annual compensation of the employee (health, dental, employer-paid life insurance and retirement benefits – including employer-paid FICA).

For example if the total compensation of the employee is \$100,000, and 25 percent of their time is spent on lobbying, \$25,000 would be the amount spent on lobbying for that employee. Perform this calculation for all employees involved in the lobbying effort, and then add the amounts together for the total.

2) **All Other Costs Associated with Lobbying:** Include all costs associated with lobbying not accounted for in the other categories, including costs associated with other employees of the association such as the prorated amount of salary and benefits of those employees who assist in research, administration, communication, and support for lobbying. Do not include the salary and benefits of those previously listed as employee or contract lobbyists.

### **Association Member Page**

The form is pre-populated with known members of the association. Additional members can be added at the bottom of the list.

Include the amount, in dollars, of total dues paid by the individual member. If an entity is no longer a member, leave the “dues paid” box blank and that entity will not appear next year.

The proportion of dues used for lobbying purposes is pre-populated based on the amount listed on the first page of the form.

The information for this report is collected in accordance with Minnesota Statutes § 6.76. The form is due by January 31.