



2014 Ethics and Compliance Training for NEW Lobbyists and Employers of Lobbyists



Alaska Public Offices Commission

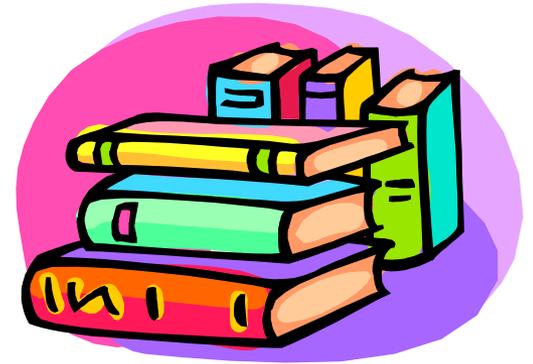


APOC Ethics Training- Why ?

- Training is statutorily required for BOTH lobbyists and employers AS 24.45.031(a)(6)
- Lobbyists MUST complete training as a pre-condition of registration AS 24.45.041(b)(8)
- Training protects you from making errors because you didn't know the law and reduces your exposure to civil penalties



Course Overview



This presentation covers:

- Alaska's lobbying law and regulations
- Registration and reporting requirements for lobbyists and lobbyist employers
- APOC's electronic filing system - Insight

Review and Learn the Following:



Alaska's lobbying statute: AS 24.45

Lobbying regulations: 2 AAC 50.550

Important definitions in AS 24.45 and 2 AAC 50

http://doa.alaska.gov/apoc/ethics_training/definitions.html

More Resources



Alaska Public Offices Commission: History, Commissioners, Staff, Office locations <http://doa.alaska.gov/apoc/public.html>

Alaska's Lobbying Manual:

<http://doa.alaska.gov/apoc/pdf/manual-lobbying.pdf>

Advisory Opinions:

<http://aws.state.ak.us/apocInterim/ViewCommissionAdvisoryOpinions.aspx>

APOC Notifications:

<http://list.state.ak.us/soalists/APOCnotifications/jl.htm>

Who Administers Ethics and Financial Disclosure Laws Applying to Public Officials, Legislators, Lobbyists and Candidates ?

- Public Officials: Department of Law, APOC (AS 39.50)
- Legislators and legislative staff: Select Committee on Legislative Ethics, APOC (AS 24.60)
- Candidates, groups, state and local elected officials, lobbyists and their employers: APOC (AS 15.13, AS 24.45)



Will This Course Teach You To Be Ethical?

The course shall: “promote adherence to high ethical standards” and “teach lobbyists and employers of lobbyists how to comply with laws.”



AS 24.45.031(a)(6)



Ethics in Alaska - Prohibited Acts

AS 24.45.121:



Lobbyists may NOT:

- Lobby prior to registering,
- Place a public official under personal obligation to the lobbyist or employer,
- Intentionally misrepresent facts to a public official regarding administrative or legislative action,
- Influence the introduction of legislation in order to later be hired to lobby on the same issue,
- Communicate with a public official in another's name without consent,
- Accept a payment contingent on specific outcome of administrative or legislative action,
- Serve on a state board or commission if an employer stands to gain from decisions of that board or commission.



Lobbyist - DEFINED AS 24.45.171(11)(B)

Do you represent yourself as engaging in the influencing of legislative or administrative action as a business, occupation or profession?

If yes, then you are a professional lobbyist and must register with APOC BEFORE engaging in ANY lobbying activity

OR



Lobbyist - DEFINED

AS24.45.171(11)(A)

Do you receive \$\$ (either as an employee or via contract) to communicate directly with public officials to influence legislative or administrative action?

AND

Do you communicate directly to influence legislative or administrative action for **more than 10 hours in any 30 day period in a calendar year?**

If yes, then you are an **other compensated lobbyist** and must register with APOC once you reach the threshold activity level of 10 hours in any 30-day period.

Representational Lobbyists

(2 AAC 50.550)



IF: You receive ONLY reimbursement for travel and expenses but no other compensation and are not employed by the person/group you are representing, you are a representational lobbyist.

- You must register BEFORE engaging in any lobbying (the ten hour threshold doesn't apply).
- You are not required to file lobbyist reports or pay the registration fee.
- You are not required to take the lobbyist ethics course but are strongly encouraged to do so.
- **EMPLOYERS NOTE:** The entity reimbursing a representational lobbyist must file quarterly employer of lobbyist reports.

REGISTRATION: How do lobbyists and employers get started?



- BOTH the lobbyist and employer must register with APOC
- Follow rules for timing of registration
- All registrations must be done electronically in Insight



Certification

Full Name	Role	Required	Certified	Date
	Lobbyist	Yes	No	
	Employer	Yes	No	
	Preparer	No	No	

For Lobbyists:

Pursuant to AS 09.63.010, by affixing my signature below I affirm, under penalty of perjury, that:

1. I have completed the appropriate training course administered by the Commission within the last 12 months (this training is not required for representational lobbyists) [AS 24.45.041(b)];
 2. I have not been previously convicted of a felony involving moral turpitude [AS 24.45.041(b)];
 3. I am not prohibited from registering as a lobbyist by AS 24.45.121(c), (d), or (e); and
- Certify that:
4. this registration statement is true, complete, and correct.

For Employers:

The signature below certifies that this statement is true, complete, and correct, and verifies that the lobbyist named on this registration is authorized to lobby on our behalf.

For Preparers:

The signature below certifies that this statement is complete and correct and that I am the preparer of this report on behalf of either a lobbyist or employer of a lobbyist.

You are certifying this form; once you certify a form no one will be allowed to modify the form again. You must revoke certification if you want to make modifications before submitting to APOC.

If you are still prepared to certify the form, please enter your password and click "certify."

You May Not Register As A Lobbyist If You:



- Have been convicted of a felony crime of moral turpitude
- Are the spouse or domestic partner of an Alaska legislator
- Are a former member of the legislature (must wait one year)
- Have held any positions listed in AS 39.52.180 (d) in the past year (Governor, Lt. Gov, Commissioner or Deputy Commissioner, Director, legislative liaison, certain policy-making positions in Governor/Lt. Gov office ...)



Lobbying Law Exemptions

The lobbying law does NOT apply to you IF:

You are not being paid or reimbursed

AND

You limit your activity solely to public sessions of the Legislature or other public hearings or proceedings

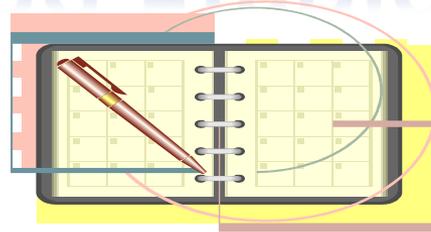
More Exemptions:



- Elected or appointed state or municipal public officers, state/municipal employees acting in official capacity
- Newspapers, radio, TV stations, members of the press
- Persons appearing before the legislature or a committee in response to an invitation**

** AS 24.45.161(4)(c) specifies guidelines for issuing invitations that must be met to qualify for this exemption

Lobbyist and Employer Reports:



- **Lobbyists:** File monthly reports when the Alaska Legislature is in Session. Reports are DUE the last day of the month following the reporting month
- **Employers:** File quarterly reports year round regardless of whether the legislature is in session. Reports are DUE the last day of the month following the end of the quarter. AS 24.45.081

Special Session Reporting



❖ LOBBYISTS: Must file a monthly report for any portion of a month when the legislature is in special session. **It does NOT matter if you were lobbying during special session.**

- All lobbyists MUST file a report: If no activity, file a zero report
- Report ANY activity during the report month, not just activity related to the special session topic

Monthly Reporting Impact on Quarterly Lobbyist Reports



IF you have reported for one or more months in the quarter because the legislature was in session,

DO NOT INCLUDE THESE TOTALS IN YOUR QUARTERLY REPORT OR YOU WILL BE DUPLICATE REPORTING

“...The period covered shall not include any months covered in previous reports filed by the same person.” AS 24.45.081



What if My Report is Late



- **IF are responsible for ensuring reports are filed timely.**

Insight records a date/time stamp for reports once you “certify and submit”. Check your Insight account to ensure the report has been submitted and is not a “pending” form.

- Reports received after the deadline are subject to a civil penalty of \$10 per day for each day the report is late. AS 24.45.141

- Filers are entitled to file an appeal. If you do not agree with the civil penalty assessment, you may file an appeal within 30 days of the notice that you owe a CPA. Please review the Mitigation Criteria on the APOC website PRIOR to submitting an appeal.

Criminal Penalties for Violation of AS 24.45



An individual who:

- ***Knowingly*** violates any provision of AS 24.45;
- ***Knowingly*** causes, participates in, aids, abets, ratifies, or confirms any violation of AS 24.45;
- ***Knowingly*** makes a false or misleading report or statement ...

Punishable by a fine of not more than \$1,000 or a year imprisonment or both AS 24.45.151

Lobbyists Must Report:



- Compensation for lobbying
(fee, salary, other: stocks, car, etc.)
The \$250 registration fee is NOT compensation. This amount should be reported as a lobbying expense. (Either as reimbursable or non-reimbursable under "Other".)
- Any payment/reimbursement received for a lobbyist related expense: "in consideration for or *directly or indirectly in support of or in connection with* influencing legislative or administrative action" AS 24.45.051(1)

Report your income and costs based on what you earned during the period (accrual method) rather than what you received (cash method)

2 AAC 50.570

Which Non-Reimbursed Lobbyist Expenses Must Be Reported ?



- Food/beverages: If related to lobbying, must include on report. Does not cover food consumed in your home.
- Living accommodation: Report hotel or rental if for lobbying purposes or business.
- Travel: Report airfare and/or travel related to lobbying work, not personal travel.



Additional Disclosure Required on Lobbyist Reports:



- Gifts or series of gifts worth > \$100 to any public official
- Exchanges of money, goods, services > \$100 with public officials or members of their immediate family or such exchanges with business entities known by the lobbyist to be owned or controlled by a public official
- Name of legislator/legislative staffer or spouse/domestic partner of either for whom the lobbyist provides or pays for food/beverages over \$15 per person (Schedule A-1); If none this period, check zero report box in Insight.





Lobbyist Report - Schedule A-1

Report Food & Beverage > **\$15.00** for each **legislator, legislative staffer, or spouse/ domestic partner** of either.

Each individual's name should be listed.

Each individual's amount must be reported. Do not divide the bill equally unless everyone had the exact same meal & beverage.

Employer Reports: What is Disclosable?



- Fees, salaries, reimbursements for expenses paid to lobbyists: Schedule A - one for each registered lobbyist

{Report the income and costs based on when services were rendered or what the lobbyist earned during the reporting period (accrual method) rather than what was paid (cash method)} 2 AAC 50.570 and 50.575
- All expenditures in support of lobbying, whether paid to employees (“in-house”) or vendors/contractors (“outsourced”): Schedule B
- Gifts to public officials exceeding \$100 in value

Level of Detail Required for Schedule B Expenses for Employer Reports:



- Report any “payments made to influence legislative or administrative action” during the reporting period. AS 24.45.171(13)
- Payments made to employees performing services that support the company’s legislative or administrative goals **ARE reportable regardless of whether the employee “communicated directly” with a public official** if the employee spends more than 10 hours per month directly supporting the employer’s lobbying goals. (2 AAC 50.575)

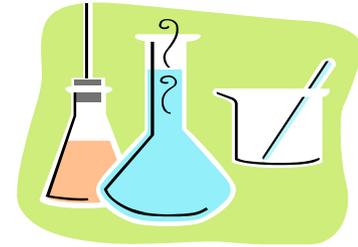


More Schedule B Guidance

(See AO 08-06-LOB at <http://doa.alaska.gov/apoc/Advisory/>)

- ✓ Employee compensation ... “for *or in connection with* direct communication with a public official” is reportable AS 24.45.171(13)(D)
- ✓ General overhead costs: Payments to employees not associated with the agency’s lobbying efforts, not supporting a registered lobbyist or not supporting a project linked to the agency’s lobbying agenda are NOT reportable (i.e. payroll, technology, janitorial, admin staff not assisting lobbyist or lobbying agenda)

Litmus Test for Schedule B “In-House” Employee Payment:



Does the employee engage in activities that:

- Influence legislative or administrative action? AS 24.45.061(b)(3);
- Provide support or assistance to a lobbyist or lobbyist’s activities for more than 10 hours per month? AS 24.45.171(13)(B) and 2 AAC 50.575;
- Are for or in connection with direct communication with a public official? AS 24.45.171(13)(D)



Schedule B: In-House Costs



In-House Lobbying Cost

Date	Employee Name	Compensation or Purpose of Expenditure	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

- Not required to list dates of individual meetings or activities for employees
- Report employee name
- Report whether it is Compensation or Purpose of Expenditure
- Report **gross wages** or pro-rated portion applicable to support of lobbying activities if more than 10 hours in a month
- A single amount per employee per report period is sufficient

Schedule B: Outsourced Costs

Outsourced Lobbying Cost

Date	Payee/Vendor Name	Payee/Vendor Address	Purpose of Expenditure	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00



Outsourced costs: Employers must disclose date and amount of each payment to vendors and contractors

Examples of other reportable employer costs:

- Travel
- Entertaining
- Outreach, advertising

See revised lobbying manual for more discussion of schedule B expenses: <http://doa.alaska.gov/apoc/pdf/manual-lobbying.pdf>



Schedule B: “Lobbying Activity” vs. “In Support of Lobbying Activity”

REGULATION 2 AAC 50.575 (B)(2)

Support of lobbying activity includes but is not limited to, “research, drafting, preparation, or adaptation of documents”,

Lobbying activity includes communication “with any public official for the purpose of influencing legislation or administrative action” -
24.45.171(11)(A)

Employers must report the direct cost for each employee who expends more than 10 hours per month working in support of lobbying activity.

For employees working in support of lobbying activity, their 10 hours “resets” at the end of any given month. If this threshold is exceeded, you report all of the 10 hours.

For an individual doing lobbying activity, the 10 hours they are keeping track of is for **any** 30-day period.

Gifts: Lobbyist Guidelines

The only gifts **lobbyists** may present to legislators or legislative employees are:

- Food or beverage for **immediate** consumption (at a restaurant or the lobbyist's home are allowable)
- Tickets to a **pre-approved** charity event or contributions to a charity event on behalf of a legislator per AS 24.60.080
- Compassionate gift





What is a “Compassionate Gift”?

“ ... a solicited or unsolicited gift intended to aid or comfort a recipient or a member of the recipient’s immediate family in contending with a catastrophe, a tragedy, or a health-related emergency. ”

AS 24.60.075

Compassionate Gifts must be pre-approved by the Legislative Council.





Exceptions to Gift Giving Prohibitions

If the legislator or legislative employee is a family member, lobbyists may give a gift as long as:

- The gift is not connected to the legislator/legislative employee's legislative status

AND

- The recipient is a member of the lobbyist's immediate family as defined in AS 24.60.990(a)
(Spouse/domestic partner; parent, child or sibling if financially dependent on the lobbyist)



May Lobbyists Give Gifts to State Employees? AS 39.52.130(a)

A gift from a registered lobbyist to “a public officer or a public officer’s immediate family member is “*presumed to be intended to influence the performance of official duties, actions, or judgment*” unless:

- the lobbyist is an immediate family member of the public officer. “Immediate family member” is defined broadly to include Spouse/domestic partner, child, parent, sibling, grandparent, aunt/uncle, parent or sibling of person’s spouse.

Gifts to public officers and their immediate family members should be cleared with the designated executive branch ethics supervisor.

**** “Public Officer”** includes any state employee and is not limited to high ranking public officials.

May Employers of Lobbyists Give Gifts to Legislators or Public Officials?



YES, since the gift prohibitions in AS 24.45.121 do not apply to employers. BUT,

- Employers may NOT have their lobbyists give gifts to legislators or legislative employees since lobbyists may not: "*offer, solicit, initiate, facilitate, or provide ...*" a gift under AS 24.45.121
- Employers must report gifts to public officials over \$100 in value on their employer report form

Prohibitions on Political Activities for Lobbyists, NOT Employers

[AS 24.45.121(a)(8)]



A Lobbyist May NOT:

- Serve as campaign manager or director
- Serve as treasurer or deputy treasurer on a fund-raising committee
- Host a fund-raising event
- Collect or deliver contributions
- Engage in any fund-raising activities

(does not apply to representational lobbyists)

➤ Lobbyists are allowed to contribute up to the yearly limit of \$500.00 to a legislative candidate in their home district. However, a **Form 15-5A** must be filed with APOC within 30 days of the contribution.

What About Employer Prohibitions?

- AS 24.45 doesn't contain an explicit list of prohibited acts for employers of lobbyists
- Employers don't have the same restrictions on their campaign activity or gift giving as lobbyists.

Follow all provisions of AS 24.45





Electronic Registration in “Insight”

Insight Account Creation:

- Create a “MyAlaska” account . You may go to <https://my.alaska.gov/> or to the APOC website and click on the Insight Version 2 link on the home page.
- WRITE DOWN your user name and password
- You *may* use an existing MyAlaska account, but this is **NOT** recommended for employers due to staff changes and mixing up your personal account with your APOC reporting

Electronic Registration - 3-Step Process

- Step 1: Lobbyist fills out registration form,
- Step 2: Employer will receive an automatically generated email, employer signs into Insight, reviews and certifies the registration (employer can make payment before certifying if they are submitting payment).
- Step 3: Lobbyist will receive an automatically generated email once the form is certified. The lobbyist will then do final certification of the registration. At which point the status of the registration will change from “pending” to “submitted”.



How to File (and Amend) Reports in Insight



[State of Alaska](#) > [Departments](#) > [Administration](#) > [APOC](#) > [Insight](#)

Welcome:

Welcome to APOC InSight Setup

Use the links below to update your profile, set permissions, and enable/disable your preparers.

[View/Edit my Profile](#)

[Grant APOC Permission to my Filings](#)

[Enable/Disable my Preparers](#)

Manage My Filings

Start New Filing

Lobbying Manual

Use the link below to access the Lobbying Manual for instructions on how to file forms for lobbying.

[Access Lobbying Manual](#)

Getting Started

<http://www.doa.alaska.gov/apoc/>



[Administration](#) > [Alaska Public Offices Commission](#)

Alaska Public Offices Commission

Mission

To encourage the public's confidence in their elected and appointed officials by administering Alaska's disclosure statutes and publishing financial information regarding the activities of election campaigns, public officials, lobbyists and lobbyist employers.

Highlights

- NEW!** Upcoming [Candidate trainings](#) offered in October, November, and December
- NEW!** Upcoming [Group trainings](#) offered in November.
- NEW!** [Alaska Public Offices Commission Seeks Public Member](#)
Seeking applicants to fill an upcoming vacancy on the Commission; applications accepted until Friday Nov. 15th.

[Performance Measures](#) (PDF, 750 KB)

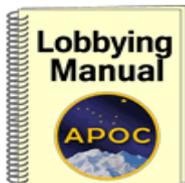
[Electronic Filing of APOC Documents](#) *If you are a first time electronic filer, please read this prior to filing an APOC document report*

Lobbying Preparations

We have updated the online resources for those involved in lobbying in the state of Alaska. Please ensure that you are prepared for 2013, by reviewing requirements as they pertain to you. Please seek additional details from [Filer Resources: Lobbying](#) page.



[Fall 2013 Newsletter](#)
(.html, pdf)



Get a copy of the Lobbying Manual.



Go to 2013 Training. It's required!



Register in Insight.



Calendars and Deadlines
APOC Annual Calendar
Lobbying Calendar
Elections - Report Deadlines
APOC Forms
Campaign Forms
Candidate Forms
Complaint Forms
Financial Disclosure Forms
Group Forms
Lobbyist Forms
General
Contact Us
APOC Office Locations Map
Notifications



Lobbyist Reports in Insight

- **General Information:** Auto-filled by Insight - The information you enter in the Registration is automatically filled in by Insight. You do not have to open this section of the report each time.
- **Gifts and Exchanges:** You will need to open this section of the form every time you file a report. Make sure you answer all questions completely.
- **Notice of Termination:** Use only when terminating lobbying activities for the year. CAUTION: Once you terminate, you cannot do any lobbying for the rest of the year and if you do amend the report and remove the termination date you must file any reports that were previously due and pay any civil penalty assessments that would have accrued. See AO 09-13-LOB for further guidance.



Lobbyist Reports in Insight [Continued]

- * **Schedule A's:** These are auto-filled with the employer's name taken from the registration. **Entering data:** You only enter information in column one for the report period (totals from previous period and YTD are auto-calculated by Insight).
- * **Schedule A-1:** This section is used to report any food or beverage over \$15.00 for immediate consumption that you provided to any legislators, legislative employees, or their spouse or domestic partner. (Food and beverages under \$15.00 are reported on your Schedule A in the appropriate section as reimbursed or non-reimbursed.)
- * **Certifications:** This is the first step for the legal submission of a report to meet statutory deadlines. The next page will have the Certify/Submit button and the last page will be an overview of form and you will enter your password and certify the form at the bottom of this page.

Lobbyist Reports in Insight

Form Overview

Form Overview

General Information

Gifts and Exchanges

Notice of Termination

Certifications

Print Form Filing

Lobbyist Report

General Information - 24-3

4th Quarter 2013

THIS REPORT MUST BE FILED FOR EACH REPORTING PERIOD DURING WHICH YOU ARE ACTIVELY REGISTERED AS A PAID LOBBYIST, EVEN IF THE REPORT IS ZERO. The law requires you to disclose the amount of your accrued compensation and expenditures related to lobbying, gifts and exchanges with public officials or family members of public officials, and exchanges with business entities owned or controlled by public officials. The APOC manual for lobbyists and employers of lobbyists provides detailed instructions for completing this form. For further instructions, call staff in the Juneau APOC office at 907-465-4864 or 1-866-465-4864.

GENERAL INFORMATION

General information about you the lobbyist including name, mailing address, and reporting period.

Edit

GIFTS AND EXCHANGES

Provide information regarding any gifts, charitable contributions or exchanges provided to legislators, legislative employees or public officials.

Edit

NOTICE OF TERMINATION

Enter the last date of lobbying activities for any employer on whose behalf you terminated lobbying activities during this reporting period.

Edit

SCHEDULE A

Complete one Schedule A for each client unless you have no activity to report. Report all compensation earned for lobbying services or services in support of lobbying activities and all reimbursable expenditures incurred in connection with lobbying. Non-reimbursable expenditures in the categories of food/beverages, living accommodations and travel must also be reported. AS 24.45.051. Disclose compensation and expenditures in the Schedule A tables. Enter activity for this reporting period in the first column. The previous year to date totals and new year to date totals will appear in the second and third columns. AS 24.45.081.

Entity	Schedule	Date Started	Last edited	Zero Report
test test business	Edit	10/9/2012	10/9/2012	<input type="checkbox"/>

SCHEDULE A-1

Reporting Food and Beverage over \$15.00. If you provided or paid for food or beverage for immediate consumption by a legislator, a legislative employee, or the spouse or domestic partner of either, you must report that information for each instance and each individual where the food and/or beverage - not including tax and tip - exceeded \$15.00. "Provided" means you will be reimbursed for the expenditure by your client(s) or employer. "Paid for" means your client or employer will not reimburse you. If your client or employer will reimburse you, include their name in the reimbursed column. The amounts disclosed below must be included in the totals of "Food & Beverage" reported on your Schedule A in either the Reimbursable or Non-Reimbursable Expenses table, as appropriate.

Schedule	Date Started	Last edited	Zero Report
Edit	10/9/2012	10/9/2012	<input type="checkbox"/>

CERTIFICATIONS

Form Certification

Edit



Lobbyist Reports in Insight

Gifts & Exchanges

Form Overview

General Information

Gifts and Exchanges

Notice of Termination

Certifications

Print Form Filing

* Required for Save

* Required for Certify

Back Save

Lobbyist Report General Information - 24-3

Gifts and Exchanges

Did you give one or more legislators or legislative employees tickets or donations to charity events?

Yes * ?

No

• Field is required for certification.

Did you give one or more legislators or legislative employees a compassionate gift as defined in AS 24.60.075?

Yes * ?

No

• Field is required for certification.

Did you present a gift, or a series of gifts, of more than \$100 in value to any public official during this reporting period? (The cost of tickets to charity events must be included in calculating the total value of a series of gifts)

Yes * ?

No

• Field is required for certification.

Did you have an exchange of more than \$100 in value, of money, goods, or services, with any public official or a member of the immediate family of a public official?

Yes * ?

No

• Field is required for certification.

Did you have an exchange of more than \$100 in value with a business entity that is owned or controlled by a public official?

Yes * ?

No

• Field is required for certification.

If you answered yes to any question on this form, provide the details requested below:

Date	Name of Public Official and/or Family Member	Name and Address of Business Entity (if applicable)	Describe Gift, Exchange, Ticket or Donation	\$ Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

?

Add A Row

Back Save

Lobbyist Reports in Insight Schedule A

APOC Form Outline - Mozilla Firefox
File Edit View History Bookmarks Tools Help
APOC Form Outline +
https://myalaska.state.ak.us/apoc/insight/Forms/Overview.aspx?formId=66458

GIFTS AND EXCHANGES

Provide information regarding any gifts, charitable contributions or exchanges provided to legislators, legislative employees or public officials.

[Edit](#)

NOTICE OF TERMINATION

Enter the last date of lobbying activities for any employer on whose behalf you terminated lobbying activities during this reporting period.

[Edit](#)

SCHEDULE A

Complete one Schedule A for each client unless you have no activity to report. Report all compensation earned for lobbying services or services in support of lobbying activities and all reimbursable expenditures incurred in connection with lobbying. Non-reimbursable expenditures in the categories of food/beverages, living accommodations and travel must also be reported. AS 24.45.051. Disclose compensation and expenditures in the Schedule A tables. Enter activity for this reporting period in the first column. The previous year to date totals and new year to date totals will appear in the second and third columns. AS 24.45.051.

Entity	Schedule	Date Started	Last edited	Zero Report
Ginn Sawmill	Edit	10/24/2012	10/24/2012	<input type="checkbox"/>

SCHEDULE A-1

Reporting Food and Beverage over \$15.00. If you provided or paid for food or beverage for immediate consumption by a legislator, a legislative employee, or the spouse or domestic partner of either, you must report that information for each instance and each individual where the food and/or beverage - not including tax and tip - exceeded \$15.00. "Provided" means you will be reimbursed for the expenditure by your client(s) or employer. "Paid for" means your client or employer will not reimburse you. If your client or employer will reimburse you, include their name in the reimbursed column. The amounts disclosed below must be included in the totals of "Food & Beverage" reported on your Schedule A in either the Reimbursable or Non-Reimbursable Expenses table, as appropriate.

Schedule	Date Started	Last edited	Zero Report
Edit	10/24/2012	10/24/2012	<input type="checkbox"/>

CERTIFICATIONS

Form Certification

[Edit](#)



Lobbyist Reports in Insight Overview

Schedule A

Main Form

Schedule Overview

Schedule A General
Information

Reimbursable
Expenditures

Non-Reimbursable
Expenditures

Compensation

Other Expenses or
Compensation

Print Form Filing

Schedule A

Summary of Income and Expenditure Activity - test test business

Complete one Schedule A for each client unless you have no activity to report. Report all compensation earned for lobbying services or services in support of lobbying activities and all reimbursable expenditures incurred in connection with lobbying. Non-reimbursable expenditures in the categories of food/beverages, living accommodations and travel must also be reported. AS 24.45.051. Disclose compensation and expenditures in the Schedule A tables. Enter activity for this reporting period in the first column. The previous year to date totals and new year to date totals will appear in the second and third columns. AS 24.45.081.

SCHEDULE A GENERAL INFORMATION

Schedule A General information about you the lobbyist including name, mailing address, and reporting period.

Edit

REIMBURSABLE EXPENDITURES

Schedule A Provide information regarding Reimbursable Expenditures.

Edit

NON-REIMBURSABLE EXPENDITURES

Schedule A Provide information regarding Non-Reimbursable Expenditures.

Edit

COMPENSATION

Schedule A Provide information regarding compensation.

Edit

OTHER EXPENSES OR COMPENSATION

If you report any expenses or compensation in the "other" column, you must complete this portion of the form to certify your filing.

Edit



Lobbyist Reports in Insight

Schedule A Reimbursable Expenditures

Main Form

Back

Save

Schedule Overview

Schedule A General Information

Schedule A

Reimbursable Expenditures

Summary of Income and Expenditure Activity - test test business

Non-Reimbursable Expenditures

Compensation

Reimbursable Expenditures

Other Expenses or Compensation

Print Form Filing

- * Required for Save
- * Required for Certify

	Amount this Reporting Period (1)	Year-to-Date Totals from Last Report (2)	New Totals Year-to-Date (1) + (2) = (3)
Food and Beverage	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Living Accommodations	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Travel	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Other Expenses	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Expenses	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Back

Save



Lobbyist Reports in Insight

Schedule A Non-Reimbursable Expenditures

Main Form

Back

Save

Schedule Overview

Schedule A General Information

Reimbursable Expenditures

Non-Reimbursable Expenditures

Compensation

Other Expenses or Compensation

Print Form Filing

* Required for Save

* Required for Certify

Schedule A

Summary of Income and Expenditure Activity - test test business

Non-Reimbursable Expenditures

	Amount this Reporting Period (1)	Year-to-Date Totals from Last Report (2)	New Totals Year-to-Date (1) + (2) = (3)
Food and Beverage	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Living Accommodations	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Travel	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Other Expenses	<input type="text" value="0.00"/> * ?	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Expenses	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Back

Save



Lobbyist Reports in Insight

Schedule A Compensation

Main Form



Back

Save

Schedule Overview

Schedule A General Information

Reimbursable Expenditures

Non-Reimbursable Expenditures

Compensation

Other Expenses or Compensation

Print Form Filing

* Required for Save
* Required for Certify

Schedule A

Summary of Income and Expenditure Activity - test test business

Compensation

	Amount this Reporting Period (1)	Year-to-Date Totals from Last Report (2)	New Totals Year-to-Date (1) + (2) = (3)
Fee or Salary	0.00 * ?	0.00	0.00
Other Compensation	0.00 * ?	0.00	0.00
Total Compensation	0.00	0.00	0.00

Back

Save



Lobbyist Reports in Insight Schedule A-1

[Main Form](#)

[Schedule Overview](#)

[Schedule A-1 Reporting
Food and Beverage over
\\$15.00](#)

[Schedule A-1 Food and
Beverage Cost Totals](#)

[Print Form Filing](#)

Schedule A-1

Schedule A-1 form -

Reporting Food and Beverage over \$15.00. If you provided or paid for food or beverage for immediate consumption by a legislator, a legislative employee, or the spouse or domestic partner of either, you must report that information for each instance and each individual where the food and/or beverage - not including tax and tip - exceeded \$15.00. "Provided" means you will be reimbursed for the expenditure by your client(s) or employer. "Paid for" means your client or employer will not reimburse you. If your client or employer will reimburse you, include their name in the reimbursed column. The amounts disclosed below must be included in the totals of "Food & Beverage" reported on your Schedule A in either the Reimbursable or Non-Reimbursable Expenses table, as appropriate.

SCHEDULE A-1 REPORTING FOOD AND BEVERAGE OVER \$15.00

Schedule A-1 Reporting Food and Beverage over \$15.00

[Edit](#)

SCHEDULE A-1 FOOD AND BEVERAGE COST TOTALS

The food and beverage cost totals are automatically calculated by InSight. Filers do not need to enter data in this section. Insight automatically calculates your totals for Schedule A-1 based on your entry of data in the Schedule A-1 form above.

[Edit](#)

Schedule A-1 Example

Main Form

Schedule Overview

Schedule A-1 Reporting
Food and Beverage over
\$15.00

Schedule A-1 Food and
Beverage Cost Totals

Print Form Filing

- * Required for Save
- * Required for Certify

Back

Save

Schedule A-1 Schedule A-1 form -

Schedule A-1 Reporting Food and Beverage over \$15.00

Insight automatically calculates your totals for schedule A and schedule A-1 but you will not see the totals until you go to the totals section or final certification page.

Date Provided	<input type="text" value="03/19/2013"/>	*	<input type="button" value="?"/>
Recipient	<input type="text" value="Representative X"/>	*	<input type="button" value="?"/>
<i>If recipient is not legislator or legislative employee</i>			
Name of Leg. or Emp.	<input type="text"/>	Relationship to Leg. or Emp.	<input type="text"/>
<i>Put amount spent in applicable column</i>			
Reimbursable Amount	<input type="text" value="35.00"/>	*	<input type="button" value="?"/>
Non-Reimbursable Amount	<input type="text" value="0.00"/>	*	<input type="button" value="?"/>
Client or Employer	<input type="text" value="Employer X"/>		
<input type="button" value="Delete"/>			

Date Provided	<input type="text" value="03/19/2013"/>	*	<input type="button" value="?"/>
Recipient	<input type="text" value="Mrs. X"/>	*	<input type="button" value="?"/>
<i>If recipient is not legislator or legislative employee</i>			
Name of Leg. or Emp.	<input type="text" value="Representative X"/>	Relationship to Leg. or Emp.	<input type="text" value="Spouse"/>
<i>Put amount spent in applicable column</i>			
Reimbursable Amount	<input type="text" value="40.00"/>	*	<input type="button" value="?"/>
Non-Reimbursable Amount	<input type="text" value="0.00"/>	*	<input type="button" value="?"/>
Client or Employer	<input type="text" value="Employer X"/>		
<input type="button" value="Delete"/>			

Back

Save



Lobbyist Reports in Insight Certification

Form Overview

Back

General Information

Gifts and Exchanges

Notice of Termination

Certifications

Print Form Filing

Lobbyist Report General Information - 24-3

Certifications

- * Required for Save
- * Required for Certify

Certify/Submit	Full Name	Role	Required	Certified	Date	Messages
<input type="button" value="Certify/Submit"/>		Lobbyist	Yes	No		
		Preparer	No	No		

Back

You are certifying this form; once you certify a form no one will be allowed to modify the form again. You must revoke certification if you want to make modifications before submitting to APOC.

If you are still prepared to certify the form, please enter your password and click "certify."

Certify

Cancel/Back



Employer Reports in Insight

- **Employer General Information:** Auto-filled by Insight.
- **Employer Gifts:** Fill out only if the employer gave gifts to legislators, etc.
- **Notice of Termination:** Use only when terminating lobbying activities for the year.
- **Lobbying Interests and Nature/ Interest of Employer:** Must be filled in on the first quarterly report and then will be auto-filled on each following report.
- **Schedule A:** This is auto-filled with the lobbyist's name taken from the registration. There will be one Schedule A for each lobbyist the employer retains. **Entering data:** Enter information in column one for the report period (totals from previous period and YTD are auto-calculated by Insight).
- **Schedule B:** Enter data as needed
- **Certification:** This is the first step for the legal submission of a report to meet statutory deadlines. The next page will have the Certify/Submit button and the last page will be an overview of form and you will enter your password and certify the form at the bottom of this page.

Employer Reports in Insight

Form Overview

Form Overview

Employer General Information

Employer Gifts

Notice of Termination

Lobbying Interests and Nature/Interest of Employer

Certification

Print Form Filing

Employer of Lobbyist Report

General Information - 24-4

4th Quarter 2013

THIS REPORT MUST BE FILED FOR EACH REPORTING PERIOD DURING WHICH YOU HAVE AN ACTIVELY REGISTERED LOBBYIST, EVEN IF THE REPORT IS ZERO. The APOC manual for lobbyists and employers of lobbyists provides detailed instructions for completing this form and Schedules A and B. For further assistance, call staff in the Juneau APOC office at 907-465-4864 or 1-866-465-4864.

EMPLOYER GENERAL INFORMATION

General information about you the Employer of lobbyist including name, mailing address, and reporting period.

[Edit](#)

EMPLOYER GIFTS

Provide information regarding any gifts, charitable contributions or exchanges provided to legislators, legislative employees or public officials.

[Edit](#)

NOTICE OF TERMINATION

Enter the last date of lobbying activities for any lobbyist on whose behalf you terminated lobbying activities during this reporting period.

[Edit](#)

LOBBYING INTERESTS AND NATURE/INTEREST OF EMPLOYER

General description of entity requiring lobbying services

[Edit](#)

SCHEDULE A

This form discloses payments made to or earned by your lobbyist as required by AS 24.45.061(b)(6). You must have a separate Schedule A (APOC Form 24-4A) for each lobbyist registered on your behalf unless you are filing a zero report. There are two tables: one for reporting expenses and one for reporting fees or compensation. In column (1), disclose lobbyist payments in the categories provided and lobbyist compensation or fee(s) for this quarter. The previous year to date totals and new year to date totals will appear in the second and third columns, except for the first quarterly report of the year, where column (2) will be blank). Schedule A forms must be completed, or zero report must be checked, prior to certifying/submitting the Employer of Lobbyist Report (Form 24-4).

Entity	Schedule	Date Started	Last edited	Zero Report
Ginn, Billy	Edit	9/25/2012	9/25/2012	<input type="checkbox"/>

SCHEDULE B

Summary of Payments Made in Support of Lobbying Activities. This form discloses expenses incurred in support of lobbying activities but not paid to or on behalf of your registered lobbyist. AS 24.45.061(b)(3). See the Instruction Manual for examples of Schedule B expenses. The first table is for reporting in-house expenses such as employee travel and compensation. The second table is for reporting expenses incurred with vendors, such as the cost of receptions or conducting polls. Use additional sheets if necessary. Attach this form to the Employer of Lobbyist Report (APOC Form 24-4).

Schedule	Date Started	Last edited	Zero Report
Edit	9/25/2012	9/25/2012	<input type="checkbox"/>

CERTIFICATION

Form Certification

[Edit](#)

Employer Reports in Insight Employer Gifts

Form Overview

Back

Save

Employer General Information

Employer of Lobbyist Report General Information - 24-4

Employer Gifts

Notice of Termination

Lobbying Interests and Nature/Interest of Employer

Employer Gifts

Certification

Print Form Filing

Report date and nature of any gift exceeding \$100 made to any public official during this reporting period. AS 24.45.061(b)(4)

- * Required for Save
- * Required for Certify

Date	Name of Public Official	Position of Public Official	Nature of Gift	Value	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

?

Add A Row

Back

Save



Employer Reports in Insight Schedule A

[Main Form](#)

[Schedule Overview](#)

[Schedule A General Information](#)

[Lobbyist Expenditures](#)

[Lobbyist Compensation](#)

[Other Expenses or Compensation](#)

[Print Form Filing](#)

Schedule A Summary of Payments to Your Lobbyist - test, Lobbyist

This form discloses payments made to or earned by your lobbyist as required by AS 24.45.061(b)(6). You must have a separate Schedule A (APOC Form 24-4A) for each lobbyist registered on your behalf unless you are filing a zero report. There are two tables: one for reporting expenses and one for reporting fees or compensation. In column (1), disclose lobbyist payments in the categories provided and lobbyist compensation or fee(s) for this quarter. The previous year to date totals and new year to date totals will appear in the second and third columns, except for the first quarterly report of the year, where column (2) will be blank). Schedule A forms must be completed, or zero report must be checked, prior to certifying/submitting the Employer of Lobbyist Report (Form 24-4)

SCHEDULE A GENERAL INFORMATION

General information about your lobbyist

[Edit](#)

LOBBYIST EXPENDITURES

Schedule A Provide information regarding Lobbyist Expenditures.

[Edit](#)

LOBBYIST COMPENSATION

Schedule A Provide information regarding Compensation.

[Edit](#)

OTHER EXPENSES OR COMPENSATION

IF you reported either compensation or expenditures in the 'Other' category, you must explain these in this section of the form.

[Edit](#)



Employer Reports in Insight: Schedule A Lobbyist Expenditures

Main Form

Back

Save

Schedule Overview

Schedule A General Information

Lobbyist Expenditures

Lobbyist Compensation

Other Expenses or Compensation

Print Form Filing

- * Required for Save
- * Required for Certify

Schedule A

Summary of Payments to Your Lobbyist - test, Lobbyist

Lobbyist Expenditures

	Amount this Reporting Period (1)	Year-to-Date Totals from Last Report (2)	New Totals Year-to-Date (1) + (2) = (3)
Food and Beverage	0.00 * ?	0.00	0.00
Living Accommodations	0.00 * ?	0.00	0.00
Travel	0.00 * ?	0.00	0.00
Other Expenses	0.00 * ?	0.00	0.00
Total Expenses	0.00	0.00	0.00

Back

Save



Employer Reports in Insight

Schedule A Lobbyist Compensation

Main Form

Back

Save

Schedule Overview

Schedule A General Information

Lobbyist Expenditures

Lobbyist Compensation

Other Expenses or Compensation

Print Form Filing

- * Required for Save
- * Required for Certify

Schedule A

Summary of Payments to Your Lobbyist - test, Lobbyist

Lobbyist Compensation

	Amount this Reporting Period (1)	Year-to-Date Totals from Last Report (2)	New Totals Year-to-Date (1) + (2) = (3)
Fee Or Salary	0.00 * ?	0.00	0.00
Other Compensation	0.00 * ?	0.00	0.00
Total Compensation	0.00	0.00	0.00

Back

Save



Employer Reports in Insight Schedule B

Main Form

Schedule Overview

Schedule B General Information

In-House Lobbying Cost

Outsourced Lobbying Cost

Lobbying Cost Totals

Print Form Filing

Schedule B

Summary of Payments Made in Support of Lobbying Activities -

Summary of Payments Made in Support of Lobbying Activities. This form discloses expenses incurred in support of lobbying activities but not paid to or on behalf of your registered lobbyist. AS 24.45.061(b)(3). See the Instruction Manual for examples of Schedule B expenses. The first table is for reporting in-house expenses such as employee travel and compensation. The second table is for reporting expenses incurred with vendors, such as the cost of receptions or conducting polls. Use additional sheets if necessary. Attach this form to the Employer of Lobbyist Report (APOC Form 24-4).

SCHEDULE B GENERAL INFORMATION

General information about you the employer

Edit

IN-HOUSE LOBBYING COST

Provide information regarding in-house lobbying costs.

Edit

OUTSOURCED LOBBYING COST

Provide information regarding outsourced lobbying costs.

Edit

LOBBYING COST TOTALS

The Lobbying cost totals are automatically calculated by InSight.

Edit



Employer Reports in Insight Certification

Form Overview

[Back](#)

Employer General Information

Employer Gifts

Notice of Termination

Lobbying Interests and Nature/Interest of Employer

Certification

Print Form Filing

- * Required for Save
- * Required for Certify

Employer of Lobbyist Report General Information - 24-4

Certification

Certify/Submit	Full Name	Role	Required	Certified	Date	Messages
Certify/Submit		Employer	Yes	No		
		Preparer	No	No		

[Back](#)

Certification

Full Name	Role	Required	Certified	Date
	Employer	Yes	No	
	Preparer	No	No	

You are certifying this form; once you certify a form no one will be allowed to modify the form again. You must revoke certification if you want to make modifications before submitting to APOC.

If you are still prepared to certify the form, please enter your password and click "certify."

[Certify](#)

[Cancel/Back](#)



Amending a Report

- Go to “Manage My Filings” tab
- Click “amend” button for report you wish to update
- Click on edit button for section that needs amending and make necessary changes to information
- Go to the Certifications page, click the Certify/Submit button. Review the data, then go to the bottom of the page and enter your password. Click certify for final submission.



If You Need Insight Help:

Go to the APOC web site to Insight FAQ's

<http://doa.alaska.gov/apoc/>

Click on the "Lobbying Manual" button at the bottom of the screen.

IF you still need



HELP!

call (907) 465-4864 or 866-465-4864



Course Review Questions



Thank you for taking the
Ethics and Compliance
training for lobbyists and employers of lobbyists.

To fulfill your statutory requirement please **click
the link below** to go through the review questions:

[http://doa.alaska.gov/apoc/training/review-lobbying-
beginner.html](http://doa.alaska.gov/apoc/training/review-lobbying-beginner.html)