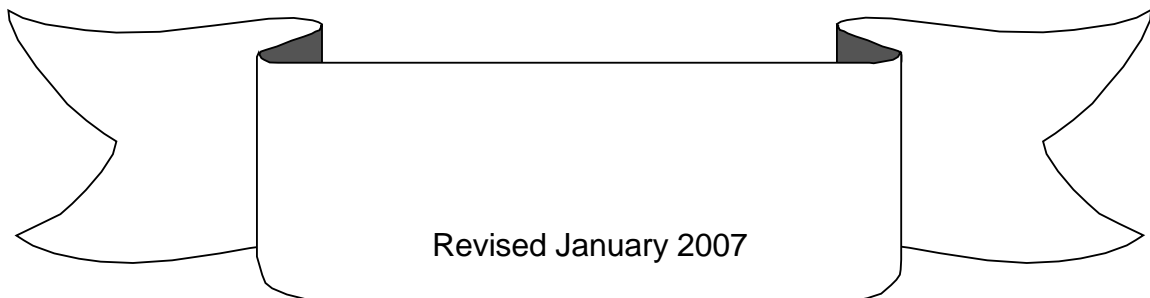


ALASKA PUBLIC OFFICES COMMISSION



**MANUAL OF INSTRUCTIONS
FOR
LOBBYISTS AND EMPLOYERS OF LOBBYISTS**



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Governor of Alaska

SEAN PARNELL
Lieutenant Governor

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TABLE OF CONTENTS

| | |
|--|-----------|
| INTRODUCTION..... | 1 |
| ABOUT THE COMMISSION..... | 1 |
| ABOUT THE LOBBYING LAW:..... | 2 |
| REGISTRATION..... | 2 |
| ARE YOU SUBJECT TO THE LOBBYING LAW? | 2 |
| EXEMPTIONS FROM THE LOBBYING LAW..... | 5 |
| RESTRICTIONS ON POLITICAL ACTIVITIES OF REGISTERED LOBBYISTS:..... | 6 |
| OTHER PROHIBITIONS..... | 6 |
| COMPLETE AND FILE THE REGISTRATION STATEMENT..... | 7 |
| LOBBYIST REPORTS..... | 9 |
| COMPLETE AND FILE THE LOBBYIST REPORT & SCHEDULE A..... | 10 |
| GIFTS AND LEGISLATIVE ETHICS..... | 10 |
| SCHEDULE A..... | 12 |
| EMPLOYER OF LOBBYIST REPORTS..... | 13 |
| COMPLETE AND FILE THE EMPLOYER OF LOBBYIST REPORT..... | 14 |
| SCHEDULE A..... | 16 |
| SCHEDULE B..... | 17 |

Introduction

About the Commission

The Alaska Public Offices Commission (APOC) administers four disclosure laws:

- AS 15.13 Campaign Disclosure
- AS 24.45 Regulation of Lobbying
- AS 24.60 Legislative Financial Disclosure
- AS 39.50 Public Official Financial Disclosure

These laws "follow the money" by requiring disclosure that permits citizens to trace the influence of private interests on public decision making. This disclosure, in turn, helps to limit privileged influence through revealing special interests.

Five Alaskan citizens serve as commissioners. They meet for two to three days, three or four times a year to adjudicate complaints, hear civil penalty appeals, issue advisory opinions, and decide policy matters.

Four of the commissioners represent the two political parties whose candidates for governor received the most votes at the last gubernatorial election. Currently there are two republican and two democrat commissioners. The fifth commissioner is a public member, nominated by the other four commissioners from general public applicants. The governor appoints the nominees and the legislature confirms them. Terms are for five years, with a different term expiring each year.

APOC Staff consists of eight full time employees and one part time employee; APOC has offices in Anchorage and Juneau.

Anchorage APOC Location and Mailing Address:

2221 East Northern Lights, Room 128
Anchorage, AK 99508
Phone: 907-276-4176 Fax: 907-276-7018
800-478-4176

Juneau APOC Location:

240 Main. Street, Room 201
Juneau, AK 99801
Phone: 907-465-4864
866-465-4864

Mailing Address:

PO Box 110222
Juneau, AK 99811
Fax: 907-465-4832

Web address: <http://www.state.ak.us/apoc>.

E-mail addresses for APOC staff: `FirstName_LastName@admin.state.ak.us`

About the Lobbying Law:

Alaska's lobbying law (AS 24.45) provides that the public has the right to know the identity, income, expenditures, and activities of those who receive compensation or those who make payments in efforts to influence the actions of appointed or elected state officials. Under the law, lobbyists are required to disclose their name, address, names(s) of their employer(s), income and expenditures; those who retain or employ lobbyists must disclose their name, address, name(s) of their lobbyist(s), payments made to lobbyists, and payments made in support of lobbying activities.

The law authorizes APOC to administer the lobbying law and requires it to publish instructions to facilitate compliance. This manual is intended to fulfill that requirement and is made available to lobbyists, clients or employers of lobbyists, and members of the public. Throughout the manual specific sections of the statute (AS 24.45. __) and the administrative regulations (2 AAC 50. __) are cited. Copies of the manual, statutes, and regulations are available on our website; paper copies will be provided upon request.

Registration

Are you subject to the lobbying law?

Alaska law states that a lobbyist is a person who:

1) is employed and receives payments, or who contracts for economic consideration, including reimbursement for reasonable travel and living expenses, to communicate directly or through the person's agents with any public official for the purpose of influencing legislative or administrative action for more than 10 hours in any 30-day period in one calendar year. AS 24.45.171(10)(A)

Or

2) represents oneself as engaging in the influencing of legislative or administrative action as a business, occupation, or profession. AS 24.45.171(10)(B)

"Influencing legislative or administrative action" means to communicate directly for the purpose of introducing, promoting, advocating, supporting, modifying, opposing or delaying, or seeking to do the same with respect to any legislative or administrative action. AS 24.45.171(8)

"Communicate directly" means to speak in person, by telephone, or two-way electronic communication (including e-mail) with any public official or legislative employee. AS 24.45.171(4).

**To determine whether you are subject to the lobbying law,
consider the following:**

(A) If you have a contractual agreement, written or oral, under which you receive compensation for communicating with public officials or legislative employees in efforts to influence legislative or administrative action:

You are a PROFESSIONAL LOBBYIST and you must file a lobbyist registration statement in accordance with AS 24.45.041 before engaging in lobbying activities. AS 24.45.171(10)(B).

(B) If you are employed and receive wages or other compensation and your employer, as one part – but not the main part -- of your job responsibilities, requires that you communicate with public officials and legislative employees in efforts to influence legislative or administrative action;

OR

you have a contractual agreement not primarily for lobbying services under which you receive compensation, and in the course of performing those services, you are required to communicate with public officials and legislative employees in efforts to influence legislative or administrative action in addition to performing other, primary duties:

You are an EMPLOYEE or PART-TIME LOBBYIST and are subject to registration and reporting if you spend more than ten hours in any 30-day period engaging in lobbying activities. AS 24.45.171(10)(A). In calculating the ten hours for purposes of registering, you must include time spent testifying before legislative committees, but not time spent waiting to testify or waiting to meet with public officials. Once you exceed ten hours in a 30-day period, you must register in accordance with AS 24.45.041 and report in accordance with AS 24.45.051.

(C) If you participate in lobbying activities for an entity but receive no compensation or fee for your activities, other than reimbursement for travel and personal living expenses, and you are not an employee of the entity:

You are a REPRESENTATIONAL LOBBYIST under 2 AAC 50.511 and must file a registration statement under AS 24.45.041 and 2 AAC 50.511 before engaging in lobbying activities. You are not required to pay the registration fee or file monthly or quarterly lobbyist reports. The entity reimbursing you for your expenses must file quarterly employer of lobbyist reports. Registering as a representational lobbyist does not subject you to the prohibitions of AS 15.13.074(g) or AS 24.45.121(8).

(D) If you participate in lobbying activities and receive no compensation whatsoever and accrue no expenses connected with lobbying activities other than for personal travel and personal living expenses that you pay from your personal resources:

You are a **VOLUNTEER LOBBYIST** and are exempt from the lobbying law under AS 24.45.161(a)(1). You are not required to register as a lobbyist. You may submit a registration statement if you wish. Doing so will include your name in the published directory of lobbyists. Registering as a volunteer lobbyist does not subject you to the requirement to file lobbyist reports, to the prohibitions of AS 24.45.121, or to the campaign contribution restrictions of AS 15.13.074(g).

Exemptions from the Lobbying Law

AS 24.45.161. Exemptions. (a) This chapter does not apply to

(1) an individual

(A) who lobbies without payment of compensation or other consideration and makes no disbursement or expenditure for or on behalf of a public official to influence legislative or administrative action other than to pay the individual's reasonable personal travel and living expenses; **and**

(B) who limits lobbying activities to appearances before public sessions of the legislature . . . or proceedings of state agencies;

(2) an elected or appointed state or municipal public officer or an employee of the state or a municipality acting in an official capacity or within the scope of employment.

(4) a person who appears before the legislature or either house, or standing, special, or interim committee, in response to an invitation issued under subsection (c) of this section.

* * *

(c) Either house of the legislature by resolution, or both houses of the legislature by concurrent resolution, may invite a person to appear to speak before the legislature or either house with reference to any pending matter. A standing, special, or interim committee of either house may, upon the concurrence of a majority of its members, extend an invitation to any person to appear before the committee to give information in regard to, or explain, any matter pending before the committee.

Note: A similar exemption to subsection (c) does **not** exist for invitations from the executive branch.

Restrictions On Political Activities Of Registered Lobbyists:

AS 15.13.074(g). An individual required to register as a lobbyist under AS 24.45 may not make a contribution to a candidate for the legislature at any time the individual is subject to the registration requirement under AS 24.45 and for one year after the date of the individual's initial registration or its renewal. However, the individual may contribute to a legislative candidate for the district in which the individual is eligible to vote or will be eligible to vote on the date of the election. An individual who is subject to this subsection shall report to the commission, on a form provided by the commission [Form 15-5A], each contribution made to a legislative candidate while required to register as a lobbyist. This subsection does not apply to a representational lobbyist as defined in regulations of the commission or to a volunteer lobbyist.

AS 24.45.121(a)(8). A lobbyist may not serve as a campaign manager or director, serve as a campaign treasurer or deputy campaign treasurer on a finance or fund-raising committee, host a fund-raising event, directly or indirectly collect contributions for or deliver contributions to a candidate, or otherwise engage in the fund-raising activity of a legislative campaign or a campaign for governor or lieutenant governor if the lobbyist has registered, or is required to register as a lobbyist during the calendar year. This provision does not apply to a representational lobbyist, and does not prohibit a lobbyist from making personal contributions to a candidate as authorized by AS 15.13, or personally advocating on behalf of a candidate.

Other Prohibitions

In addition to the restrictions on gifts (discussed later in this manual), campaign activities and contributions, the lobbying law prohibits certain other activities under AS 24.45.121. These include:

- Lobbying before filing a registration statement.
- Taking any action with the intent of placing a public official under personal obligation to you or your employer / client.
- Intentionally deceiving a public official with regard to material facts pertinent to pending or proposed official state action.
- Causing or influencing the introduction of legislation for the purpose of being employed to secure its passage or defeat.
- Causing a communication to be sent to a public official in a fictitious name or in the name of any real person, except with the permission of that person.
- Accepting or agreeing to accept payment in any way contingent upon the outcome of any proposed official action.
- Serving as a member of a state board or commission if your employer / client could economically benefit from such service.

Complete and File the Registration Statement

LOBBYIST INFORMATION

Prepare one Lobbyist Registration Statement [Form 24-1] for each client or employer. Type or print (in dark ink) your name; both your permanent and legislative session mailing addresses, phone and fax numbers; e-mail address; and voter registration district (must be included whether or not you are registered to vote). If any information on the registration statement changes, the law requires that you inform the Commission of the change within ten days. This provision includes changes to the employer information.

A lobbyist who is married to or is a domestic partner of a legislator, legislative employee, or public official is required to disclose the name and position of the spouse or domestic partner on the Registration Statement.

Public Official means a judicial officer; the governor or lieutenant governor; a commissioner or deputy commissioner of a department; a director or deputy director of a division; a special assistant to a commissioner; a departmental legislative liaison; an assistant to the governor or lieutenant governor; the chair or a member of a state board or commission; state investment officers; the state comptroller; the chief procurement officer appointed under AS 39.30.010; the executive director of the Alaska Workforce Investment Board; the trustees, executive director and investment officers of the Alaska Permanent Fund Corporation.

CLIENT / EMPLOYER INFORMATION

Type or print the name of the business or organization of your client or employer, including the name and title of the person who will be the contact for purposes of the lobbying law and will be responsible for filing the employer of lobbyist reports. Include the complete business mailing address, phone and fax numbers, and e-mail address for the contact person.

LOBBYIST EMPLOYMENT INFORMATION

State whether you perform other duties in addition to lobbying for your client or employer. If you perform other duties, describe those services specifically enough so the reader will know what it is you do for the employer or client.

Check the appropriate box to indicate whether you will engage in administrative lobbying, legislative lobbying, or both.

Indicate the date (month/day) on which you will begin lobbying this calendar year.

Check the appropriate box or boxes to indicate the nature of your compensation:

- If you are a **salaried employee**, reduce your salary to an hourly amount and disclose that amount on the line provided. Do not include standard benefits that all employees of the organization receive.
- If you are a **contract lobbyist**, check whether your fee is annual, monthly, or hourly and disclose the amount of your fee.
- If you are reimbursed for your expenses incurred in connection with lobbying, check the reimbursement of expenses box.
- If you are a **representational lobbyist**, check the reimbursement of expenses box, and the no compensation box. Remember, if you receive compensation, you are not a representational lobbyist.
- If you are a **volunteer lobbyist**, check the no compensation box.
- If your compensation is other than cash payments or if you receive additional benefits (other than standard employment benefits as a regular employee), check the other compensation box and describe the compensation, e.g., a rental car, office space, a condo, stock, and value of those benefits.

Describe the subject matter[s] on which you will lobby with enough specificity so that the reader will know what matter[s] you are lobbying on for your employer or client. Descriptions, such as “oil & gas” or “environment” are sufficient. Descriptions such as “anything of interest to the client” are too general and are not acceptable.

LOBBYIST CERTIFICATION

You must sign and date the registration.

CLIENT OR EMPLOYER OF LOBBYIST VERIFICATION

Your client or employer must verify your representation and authorize you to lobby on their behalf by signing the registration statement. Type or print the name and title of the person signing on behalf of your client or employer.

Registration statements will not be processed until they are complete, including client or employer signature and payment of the registration fee. **Registrations must be hand delivered or mailed, and may NOT be faxed.** Registration statements submitted without the verification by the client or employer, or without the required registration fee, will not be accepted or processed.

REPORTS

Lobbyist Reports

Who must file reports?

Alaska law requires all registered lobbyists, except those who are representational or volunteer, to file reports with APOC.

What must be disclosed?

Lobbyists must disclose the amount of compensation accrued and expenditures incurred in connection with lobbying activities for each reporting period. Lobbyists also must disclose gifts and exchanges between lobbyists and public officials or family members of public officials, as well as exchanges between lobbyists and business entities owned or controlled by public officials.

What are the reporting periods?

Under AS 24.45.081, lobbyists file monthly reports while the legislature is in session and quarterly reports after adjournment. Reports must be submitted for each reporting period during which the lobbyist is registered, even if there is no reportable activity. In the event of a special session requiring an additional report, APOC staff will notify you of the reporting requirement and the due date.

Monthly reports are due no sooner than the first day and no later than the last day of the month following the month that is the subject of the report. Quarterly reports are due no sooner than the first day and no later than the last day of the month following the calendar quarter that is the subject of the report. If a report deadline falls on a weekend or state holiday, no civil penalty is assessed if the report is filed on the first regular work day following the deadline.

How are reports filed?

Lobbyist reports may be faxed, mailed, or hand delivered. If you file by fax you do not need to mail the original, but are urged to retain the fax print-out showing that the report was successfully received. If mailed, the postmark is considered the date filed. Hand delivery includes delivery by courier such as DHL, FedEx, etc., and must be delivered to APOC no later than the last day of the month in which the report is due. Reports that are received after the deadline are subject to a civil penalty assessment of \$10 per day for each day the report is delinquent.

Complete and File the Lobbyist Report & Schedule A APOC Forms 24-3 & 24-3A

GENERAL INFORMATION

Print or type your name on each lobbyist report you submit. If your mailing address, phone or fax number, or e-mail have changed since your registration, complete that information also. If your address information has not changed, you need not include it on each lobbyist report.

REPORTING PERIOD

You must file a report for each reporting period during which you are registered, even if you have no activity to report. Mark the appropriate box to show the reporting period. If you are filing an amended report, check the amended report box.

SHORT FORM FOR ZERO REPORTS

If you did not receive or accrue compensation or expenditures during a reporting period, file a zero report. Check the box for zero report and (if you have more than one client or employer) print or type the name of the client(s) or employer(s) for whom you are reporting zero. Do not submit a Schedule A for the client or employer shown as a zero report.

GIFTS AND EXCHANGES

Answer the questions regarding gifts and exchanges by checking the applicable boxes. If you answer "yes" to any of the questions, provide the requested information regarding the gift or exchange in the space provided. Disclosure of gifts and exchanges is required under AS 24.45.051(3), (4) and (5). A "gift" includes a loan; a loan guarantee; forgiveness of a loan; payment, or an enforceable promise to make payment, of a loan by a third party; travel, unless it is related to attempts to influence legislative or administrative action; entertainment, including tickets to events; granting of discounts not available to the general public; and any payment to the extent that consideration of equal or greater value is not received. If equal or greater value has been received, it is an exchange.

Food and beverage consumed in places of public accommodation are not gifts, but are reportable lobbying expenditures. The expense is reportable, regardless of the amount, on Schedule A "Food and Beverage." Food and beverage consumed in other places, such as a private home, are permissible gifts, and must be disclosed if the value of the food and beverage aggregates more than \$100 per calendar year. The amount is reportable on page 2 "Gifts and Exchanges" of the lobbyist report.

Gifts and legislative ethics

Under AS 24.45.121(9), during the legislative session, it is a criminal violation of law for a lobbyist to offer, solicit, or facilitate a gift, other than 1) food or beverage for immediate consumption or 2) a ticket or a donation to a pre-approved charity event, to any person subject to the legislative ethics law. The gift of such tickets and donations must be reported in the gift section regardless of their value. Report the name of the recipient, the value of the ticket and/or donation, and the name of the event. The cost of the tickets count toward the \$250 annual limit on gifts to legislators and legislative employees.

Under AS 24.60.080(a), a legislator or legislative employee may not solicit, receive, or accept a gift or series of gifts that in a calendar year aggregate \$250 or more in value and **may not solicit, receive, or accept a gift of any monetary value, with the exception of food and beverage for immediate consumption, or a ticket to or donation for a pre-approved charity event, from a lobbyist or a person acting on behalf of a lobbyist during a legislative session.** According to the Legislative Ethics Committee, a service is a gift. If you have not reviewed the Legislative Ethics Committee's advisory opinion 02-02, on accepting gifts during session, you are urged to do so. You may obtain a copy of this opinion from APOC or Legislative Ethics.

For questions regarding gifts please call the Commission's staff at (907) 465-4864. Persons subject to AS 24.60 should address their questions regarding gifts to the Legislative Ethics Committee's staff at (907) 269-0150.

LOBBYIST CERTIFICATION

You must certify your report as true, complete, and correct by affixing an original signature.

If someone other than the certifying lobbyist prepared the report, the preparer must also sign the report and must provide her/his name, mailing address, and title.

Schedule A

Submit a separate Schedule A for each client or employer you represent who is not listed on the short form for zero reports. Schedule A summarizes your compensation and expenditure activities for the reporting period.

List your name and the complete business name of the employer that is the subject of the Schedule A.

Check the appropriate box for the reporting period.

If you are filing an **amended** Schedule A, check the “amended” box and the reporting box to indicate which Schedule A is being amended.

Schedule A reporting is organized into three tables:

- 1) reimbursable expenditures,
- 2) non-reimbursable expenditures, and
- 3) compensation.

Each table consists of four columns. The first column identifies the contents of each row. The second, third, and fourth columns are for dollar amounts. The second column contains the new figures for the current reporting period, the third column contains the previous report’s year-to-date amounts, and the fourth column contains the new year-to-date totals. Put the figures for the current reporting period in the second column. Put the year-to-date totals from your previous report in the third column. These figures were in the previous report’s fourth column. If you are filing your first report for a calendar year, the third column is zero or blank. Add the figures in second and third columns and place the total or sum in the fourth column; these fourth column figures are the new total-to-date amounts for the current calendar year.

Disclose **all expenditures incurred in connection with lobbying activities**, regardless of whether your client or employer has or will reimburse you. There are separate tables for reimbursed and non-reimbursed expenses. Show the expenditures in the categories provided on the form. If the expenditure is for something other than food and beverage, living accommodations, or travel, list it under “other expenses” and describe the expenditure in the space provided on the bottom of the form. Food and beverage includes the cost of all food and beverages bought for legislators, legislative employees, and other public officials.

Disclose the total amount of compensation earned on behalf of the client or employer whether or not you have received payment. If your compensation is other than fee or salary, indicate its fair market value in the space for “other compensation” and describe the compensation, e.g., company stock, rental car, hotel room, at the bottom of the form.

Remember: Separate Schedule A forms must be submitted for each client or employer you represent.

Employer of Lobbyist Reports

Who must file reports?

Alaska law requires those who employ or retain the services of one or more lobbyists, including representational lobbyists, to file quarterly reports.

What must be disclosed?

Employers / clients must disclose all expenditures incurred in connection with lobbying activities for each reporting period. Employers / clients must also disclose gifts to public officials and all in-house expenses incurred in connection with lobbying.

When are the reporting periods?

Employers of lobbyists file quarterly reports based on calendar quarters. AS 24.45.081. For example, 1st quarter reports cover all activity during January, February and March. Reports must be submitted for each reporting period during which the employer or client retains or employs a lobbyist, even if there is no reportable activity.

Quarterly reports are due **no later than** the last day of the month following the calendar quarter that is the subject of the reports; thus, first quarter reports are due no later than April 30. If the deadline falls on a weekend or state holiday, no civil penalty is assessed if the report is filed no later than the first regular work day following the actual deadline.

Employer of lobbyist reports may be faxed, mailed, or hand delivered. Those who file by fax do not need to mail the original, but are encouraged to retain the fax print-out showing that the report was successfully received. If mailed, the postmark is the date filed. Hand delivery includes couriers such as DHL, FedEx, etc. Hand delivered reports must be received in the APOC office by the deadline. Reports that are received after the deadline are subject to a civil penalty assessment of \$10 per day for each day of delinquency.

Complete and File the Employer of Lobbyist Report. Schedule A & Schedule B

GENERAL INFORMATION

Print or type the company or organization name on page one. If the mailing address, phone number or fax number have changed since the lobbyist registration, complete that information also; otherwise, that information need not be included on each report.

REPORTING PERIOD

You must file a report for each reporting period during which you employ or retain a lobbyist, even if you have no activity to report. Mark the appropriate box for the reporting period. For an amended report, check the amended report box and fill in the quarter to indicate which report is being amended.

LOBBYISTS

On the lines provided, list the names of all lobbyists retained and/or employed.

SHORT FORM FOR ZERO REPORTS

If there are no expenses or compensation to report for one or more of your lobbyists, check the left zero report box and list the name[s] of the lobbyist[s]. Do not file a Schedule A for the listed lobbyists. If there are no Schedule B expenditures, check the right zero report box. Do not file Schedule B if you check the zero report box.

GIFTS AND EXCHANGES

The law requires those who employ or retain a lobbyist to disclose the date and nature of any gift or series of gifts exceeding \$100 in value made to a public official. The full name and official position of the gift's recipient must be disclosed. Gifts include tickets to events, including charity events, as well as donations or contributions to charitable or non-partisan organizations that are made at the request or suggestion of a legislator, legislative employee, or other public official.

Food and beverage consumed in private places are permissible gifts, but must be disclosed if the aggregate value is more than \$100 per calendar year. Such gifts are reportable on page 1 "Gifts" of the Employer of Lobbyist Report.

Food and beverage consumed in places of public accommodation are not gifts, but are reportable Schedule B expenditures regardless of the cost. For example, if you host a reception or a restaurant meal for public officials, report the costs on Schedule B.

Providing / paying for a trip for a public official, including a legislative employee, may be either a gift or Schedule B expense, depending on the purpose of the trip. If there is a governmental purpose involved, it is probably a Schedule B expense. Please call commission staff if you are not sure how to report an expenditure.

DESCRIPTION OF LOBBYING INTERESTS

Provide a description of the official actions you attempted to influence during the reporting period. Include specific bill numbers when possible. Just stating “matters of interest to the company” is not sufficient.

NATURE AND INTEREST OF LOBBYIST EMPLOYER / CLIENT

Describe generally the nature of the business or organization employing or retaining a lobbyist; e.g., oil and gas company, environmental organization, labor union.

NOTICE OF TERMINATION

List the name and the last date of lobbying activities for any lobbyist who has terminated lobbying on the employer / client’s behalf during the reporting period. After the notice of termination has been submitted to APOC, there will be no requirement to file Employer of Lobbyist Reports for that lobbyist for the remainder of the calendar year.

CERTIFICATION BY EMPLOYER / CLIENT OF LOBBYIST

The report must be signed by the person designated in the Lobbyist Registration Statement to certify it on behalf of the employer / client of lobbyist.

If someone other than the certifying individual prepared the report, the preparer must also sign the report and must provide her/his name, mailing address, and title.

Schedule A

APOC Form 24-4A

File a separate Schedule A for each lobbyist employed or retained during each reporting period, unless you are filing a zero report for that lobbyist. Schedule A summarizes the payments made or accrued to and on behalf of the lobbyists for the reporting period.

Print or type the complete business name of the employer and the complete name of the lobbyist who is the subject of the Schedule A.

Check the appropriate box showing the reporting period.

Schedule A reporting is organized into two tables of four columns each. The two tables are "Expenses" and "Compensation." In both tables, the first column identifies the contents of each row. The second through the fourth columns are for reporting amounts accrued or paid. Put the amounts paid or accrued for the current period in the second column. Put the year-to-date totals from the previous report in the third column. If you are filing your first report for a calendar year, the third column is zero or blank. Add the second and third column figures together and put the sum in the fourth column. These fourth column figures are the total-to-date amounts for the current calendar year. The fourth column, year-to-date amounts are the figures that, on your next report, you will show in column three.

Disclose **all expenditures incurred in connection with lobbying activities** that were either paid to the lobbyist or to a vendor on the lobbyist's behalf. List all expenditures for "food and beverage," "living accommodations," and "travel." If the expenditure is for something other than designated categories, list it under "other expenses" and describe the expenditure in the space provided at the bottom of the form.

Disclose the **total amount of compensation earned** by the lobbyist whether or not you have paid her or him. If the compensation is other than a fee or salary, indicate its fair market value in the space for "other compensation" and describe the nature of the compensation in the space provided. If the lobbyist is an employee, do not list benefits such as medical insurance or retirement plans that are provided to all employees.

A separate Schedule A must be submitted for each lobbyist you employ or retain.

Schedule B

APOC Form 24-4B

Use Schedule B to report the information required under AS 24.45.061(b)(3) and 24.45.171(12): the total amount of payments, **not** paid to lobbyists or to vendors on behalf of lobbyists, made to influence legislative or administrative action during the reporting period. Examples of Schedule B expenses include:

- 1) **Support for lobbying activities:** such as salary and expenses of employees or contractors who assist in research, drafting and preparation of materials that further lobbying goals. 2 AAC 50.545(e)
- 2) **Employees:** travel, lodgings, meals, related expenses, and compensation for employees who communicate with or make appearances before public officials in attempts to influence administrative or legislative actions, but who do not meet the ten-hour test requiring their registration as lobbyists. To calculate the amount of reportable compensation, determine the employee's hourly wage and multiply the wage by the time spent in direct communication with public officials. AS 24.45.171(12)(D)
- 3) **Promotional activities:** sponsored in support of attempts to influence legislative or administrative actions, such as legislative receptions or providing refreshments for a legislative meeting. AS 24.45.061
- 4) **Entertaining:** whether in public or private. If the entertaining is not related to attempts to influence legislative or administrative actions, it must be reported under "Gifts." AS 24.45.061(b)(4); AS 24.45.171(12)(C)
- 5) **Trips of public officials and legislative employees:** paying the cost of transportation, meals, and/or lodgings for public officials and legislative employees. If the trip is related to a governmental purpose or attempts to influence legislative or administrative actions, it is a Schedule B expense. Otherwise, it must be reported under "Gifts."
AS 24.45.171(5); AS 24.45.171(12)(F)
- 6) **Outreach:** the cost of soliciting or urging other persons to enter into direct communication with a legislator or other public official, such as a telemarketing or letter-writing campaign, advertising in the media, conducting a push poll, providing transportation to members of the public. AS 24.45.171(12)(E)

Report expenses incurred with vendors or other payees on the outsource lobbying costs table. Report in-house expenses on the in-house lobbying costs table.

List the date on which the expenditure was accrued, the complete business name and mailing address of the vendor / payee, a general description of the expenditure's purpose, and the expenditure amount. Attach additional sheets if necessary.

Total all Schedule B expenditures for the current reporting period, show the total from previous reporting periods (the first quarter report each year will not have an amount from previous reporting periods), and give the cumulative total to date for the reporting year.

