TEXAS ETHICS COMMISSION

LOBBY ACTIVITIES REPORT

FORM LA - INSTRUCTION GUIDE

(PAPER FILERS ONLY)

(For Reporting Activity Occurring in Calendar Year 2022)

Revised January 1, 2022

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711
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Promoting Public Confidence in Government

FORM LA – LOBBY ACTIVITIES REPORT INSTRUCTION GUIDE

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Note: *Texas law prohibits certain types of expenditures benefiting government officers and employees and places caps on certain other types of expenditures benefiting government officers and employees. The Texas Ethics Commission publishes a guide, LOBBYING IN TEXAS: A GUIDE TO THE TEXAS LAW, which provides detailed information on Texas law concerning lobby registration and reporting.*

LOBBY ACTIVITIES REPORT
FORM LA: INSTRUCTION GUIDE
FOR REPORTING ACTIVITY OCCURRING IN CALENDAR YEAR 2020

If you are registered as a lobbyist with the Texas Ethics Commission ("Commission"), you are required to file periodic reports on your lobby expenditures. For regular (monthly) filers, a Lobby Activities Report (FORM LA) is due no later than the tenth day of each month. This monthly report covers lobby activities that occurred during the preceding month. Registrants who elected at the time of registration to file on a modified (annual) basis (and who remain eligible to do so) file a single activities report between January 1 and January 10. This annual report covers lobby activities that occurred during the preceding calendar year.

If you have any questions about reporting of lobby activities, or how to complete this form, please call the Commission at (512) 463-5800. Copies of chapter 305 of the Government Code (lobby statute), commission rules, and a guide titled LOBBYING IN TEXAS: A GUIDE TO THE TEXAS LAW are available from the Commission.

GENERAL INSTRUCTIONS

IMPORTANT UPDATES

As directed by section 571.064 of the Texas Government Code, the Commission is required to annually adjust certain reporting thresholds upward to the nearest multiple of $10 in accordance with the percentage increase for the previous year in the Consumer Price Index for Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor.

These changes will be made effective January 1st of each calendar year; the affected numbers and corresponding new thresholds are located in 1 T.A.C. §18.31, which can be found here: https://www.ethics.state.tx.us/rules/. The higher itemization thresholds will be reflected on the paper forms and in these instructions, as applicable.

Please verify that you are using the correct thresholds and forms that apply to your filing. For example, if you are filing a campaign finance report or lobby activities report that is due in January of 2021, you must use the forms and instructions that are applicable to the period ending December 31, 2020.

ELECTRONIC FILING

Lobbyist registration reports and lobby activity reports are required to be filed electronically unless the lobby registrant is eligible to claim an exemption. Please check the Commission's website at *http://www.ethics.state.tx.us* for information about the Commission's electronic filing software and for information about exemptions from the electronic filing requirement.

FILLING OUT THE FORMS

All forms (if eligible for paper filing) must be either typewritten or handwritten in ink.

PHOTOCOPIES OF FORMS

You may use photocopies of blank Commission forms. Any form filed with the Commission, however, must have an original signature.

Note: You should retain copies of all reports filed with the Commission.

SUBSTITUTION OF FORMS

You may use your own computer-generated paper form if it provides for disclosure of all the information required on the Commission's form and it is *substantially similar* in paper size and format. You may submit a substitute form for pre-approval by the Commission's executive director.

FILING DEADLINES

You will be assessed a late penalty if you fail to file your Lobby Activities Report (FORM LA) with the Commission by the applicable filing deadline.

A document is considered "filed" with the Commission on either:

(1) the workday it is hand-delivered, as long as it is received by the report due date; or

(2) the date it is mailed, as evidenced by the post office cancellation mark or a receipt mark from a common or contract carrier. The date mark from an office meter does not determine the filing date.

Note: When the tenth day of the month falls on a state or federal holiday or a weekend, the deadline is extended to the next business day.

The Commission is located at 201 East 14th Street, 10th Floor of the Sam Houston Building, Austin, Texas, 78701. The mailing address for the Commission is P. O. Box 12070, Austin, Texas 78711-2070.

CHANGES TO LOBBY REGISTRATION

To change information provided in your initial Lobby Registration (FORM REG), in most cases you must file a Lobby Registration Amendment (FORM AREG) showing the changed information by the 10th day of the month following the month that the information changed. Registrants who file monthly lobby reports, however, may report subject matter changes on the next monthly activities report instead of on FORM AREG.

CHANGES TO REGISTRATION INFORMATION DURING A REGULAR LEGISLATIVE SESSION

If you are registered as a lobbyist with the Commission and any of the information you reported on either your original lobby registration or on a previous registration amendment changes during a regular legislative session, the Lobby Registration Amendment (Form AREG) must be filed no later than the **5th day** after the information changes.

REPORTING EXPENDITURES

Lobby Expenditure. For reporting purposes, a "lobby expenditure" is an expenditure made to communicate to influence legislation or administrative action.

Date of Expenditure. A lobby expenditure is made when the amount of the expenditure is readily determinable by the person who makes the expenditure. If the normal business practice of a vendor or service provider is to make the amount charged known by sending a bill after expenses are incurred, the date of the expenditure, for reporting purposes, is the date you receive the bill. An expenditure made with a credit card may be included in either the report in which the charge is made or the report in which the credit card statement is received.

Reimbursed Expenditures. You must report any lobby expenditure you make, even if you were reimbursed for that expenditure (for example, by your employer or client). If you report an expenditure for which you were reimbursed on a Lobby Activities Report (FORM LA), you are not required to also report your receipt of that reimbursement as compensation on your Lobby Registration (FORM REG) or on a Lobby Registration Amendment (FORM AREG).

Expenditures Made By Others on Your Behalf. If a lobby expenditure is made by someone else on your behalf with your consent or ratification, you must report that expenditure.

Events to Which All Legislators Are Invited. If you make expenditures in connection with an event to which all members of the Texas Legislature were invited, total those expenditures and report the total amount under "Events To Which All Legislators Are Invited." You are not required to report those expenditures under any other category listed in box 7 or 8 or on a detailed reporting schedule. If a lobbyist is reporting such an expenditure on behalf of an entity in order for the entity to avoid registration, the amount of the expenditure must be included in box 9 of the cover sheet. (See **"Individual Reporting Expenditures for Entity"** in this guide.)

No Double Reporting Required. You are not required to report a lobby expenditure that you know is being reported by another person who is required or permitted to report that lobby expenditure.

Apportioning Expenses. You may reasonably apportion the expenditure you made for a group if you cannot determine the actual amount you spent for each person.

Your Own Expenses. A lobby expenditure for your own transportation, food and beverages, lodging, or entertainment is not reportable.

Taxes and Tips. You do not have to include in the amount you report any sales tax or tip associated with a lobby expenditure.

COMPLETING THE COVER SHEET

Each numbered item in these instructions corresponds to the same numbered item on the form.

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1. **Number of Pages of Schedules Filed.** Indicate whether you are filing a SCHEDULE A. Enter the total number of SCHEDULES B through G you are filing.

2. **Registrant Name.** Provide your name as listed on the Lobby Registration (FORM REG) you filed with the Ethics Commission. You will need to provide your name at the top of each page of this form that you complete.

3. **Filer ID.** Provide the Filer ID assigned to you by the Commission. Contact the Commission if you do not know your Filer ID.

4. **Report Type.**

   Regular (Monthly). Mark this box if you are filing a monthly activity report.

   Modified (Annual). Mark this box if you are filing an annual activity report.

   Exceeded Modified Reporting Amount. If you registered as a "modified" (annual) filer but you exceed $1,890 in lobby expenditures during the calendar year, you must begin filing monthly Lobby Activities Reports (FORM LA). Your first monthly report is due by the tenth day of the month after the month in which you exceed $1,890 in lobby expenditures.

   Final. Your Lobby Registration (FORM REG) is for one calendar year and automatically terminates December 31. You may terminate your registration sooner by filing a Lobby Termination Notice (FORM TN). If you do so, you must file a Lobby Termination Notice (FORM TN) with a Lobby Activities Report (FORM LA) designated as a "**FINAL**" report.

5. **Report Deadline.**

   Regular (monthly) reports are due the tenth day of each month. Your first monthly report is due by February 10 or the tenth day of the month after you register, whichever date is later.

   Note: If you are required to file a Lobby Registration Amendment (FORM AREG) to report a change in information, that form is also due no later than the tenth day of the month after the month in which the change is effective. For more information on reporting changes in registration information, see "Changes to Lobby Registration" and "Changes to Registration Information During a Regular Legislative Session" in the general instructions in this guide.

   Modified (annual) reports are due by January 10 of the year after the registration year.

6. **Period Covered.**

   Regular (monthly) reports generally cover the preceding month. For example, a monthly report due on June 10 covers the period from May 1 through May 31. If you register after January, however, your first report will be for the period beginning January 1 through the last day of the month in which you registered.

Annual reports cover an entire calendar year from January 1 through December 31, if you have not filed a monthly report for this calendar year. If you have already filed a monthly report for this calendar year, an annual report covers the period that begins the day after the last day covered by your most recently filed monthly report through December 31.

Exceeded $1,890 reports must cover the period from January 1 of the current calendar year through the last day of the month in which you exceeded the $1,890 threshold.

A final report covers the period that begins on the first day *after* your most recent monthly Lobby Activities Report (FORM LA) filed for this calendar year, or on January 1 of this calendar year if you have not filed a monthly report. The period ends on the date you file a "**FINAL**" report and a Lobby Termination Notice (FORM TN) with the Commission.

7. Expenditure Totals by Type. You must report lobby expenditures by type of expenditure. Do not include expenditures for your own transportation, lodging, food, beverages, or entertainment or for your own attendance at political fundraisers or charity events.

Transportation and Lodging. Report total lobby expenditures for transportation and lodging for an officer or employee of the executive or legislative branch of state government, or an officer's or employee's immediate family or invited guest, during the reporting period.

Food and Beverages. Report total lobby expenditures for food and beverages for an officer or employee of the executive or legislative branch of state government, or an officer's or employee's immediate family or invited guest, during the reporting period.

Entertainment. Report total lobby expenditures for entertainment for an officer or employee of the executive or legislative branch of state government, or an officer's or employee's immediate family or invited guest, during the reporting period.

Gifts (Other Than Awards and Mementos). Report total lobby expenditures for gifts to an officer or employee of the executive or legislative branch of state government, or an officer's or employee's immediate family or invited guest, during the reporting period.

> **Note:** Do not report expenditures for transportation, lodging, or tickets to fundraisers or charity events as "gifts." Report such expenditures in the more specific applicable category. Do not report expenditures for food or beverages as "gifts" **unless** the food or beverages have a value of $90 or less, are intended as a gift for the state officer or employee, and are delivered by first-class United States mail or by common or contract carrier outside the Capitol Complex. Gov't Code § 305.024(a)(2)(E). Otherwise, report expenditures for food and beverages in the more specific category of food or beverages.

Awards and Mementos. Report total lobby expenditures for awards and mementos for an officer or employee of the executive or legislative branch of state government, or an officer's or employee's immediate family or invited guest, during the reporting period.

Political Fundraisers/Charity Events. Report total lobby expenditures for an officer or employee of the executive or legislative branch of state government to attend a political fundraiser or charity event during the reporting period.

Note: If a lobby expenditure was for a gift, award, or memento presented to an officer or employee of the executive or legislative branch of state government in connection with an expenditure for the officer's or employee's attendance at a political fundraising or charitable event, report the gift, award, or memento as a gift, award, or memento, not as an expenditure for attendance at the event.

You must always file a detailed report (SCHEDULE G) for any lobby expenditure made for an officer or employee of the executive or legislative branch of state government to attend a political fundraiser or charity event.

Mass Media Communications. Any expenditures for mass media communications (such as electronic broadcasts, print advertisements, or direct mailings) during the reporting period must be reported if:

- the communications are made to a person other than a member, employee, or stockholder of an entity that reimburses, retains, or employs you; and

- the communications support or oppose or encourage another to support or oppose pending legislation or administrative action.

8. **Expenditure Totals by Persons Benefited**. You must also report lobby expenditures (except for expenditures for mass media communications) in box 8. You must attribute the expenditures to the category of persons benefited.

A lobby expenditure is attributed as follows:

- expenditures for *food or beverages*, to the person who consumed the food or beverage;

- expenditures for *transportation or lodging*, to the person for whom the transportation or lodging expenses were paid;

- expenditures for *entertainment*, or for the *attendance of a member at a political fundraiser or charity event,* to the person for whom the admission, ticket price, or contribution was paid; or

- expenditures for a *gift, award, or memento*, to the person receiving the gift, award, or memento.

State Senators. Report total lobby expenditures attributable to a member of the Texas Senate. DO NOT list these expenditures in the category for **"Other Elected/Appointed State Officers."**

State Representatives. Report total lobby expenditures attributable to a member of the Texas House of Representatives. DO NOT list these expenditures in the category for **"Other Elected/Appointed State Officers."**

Other Elected/Appointed State Officers. Report total lobby expenditures attributable to elected or appointed state officers in the executive or legislative branch of state government, other than state senators or state representatives.

Legislative Branch Employees. Report total lobby expenditures attributable to employees of the legislative branch.

Executive Agency Employees. Report total lobby expenditures attributable to employees of executive branch agencies.

Immediate Family of Legislative/Executive Branch Member. Report total lobby expenditures attributable to a spouse or dependent child of a member of the executive or legislative branch of state government.

Events to Which All Legislators Are Invited. Report total lobby expenditures attributable to an event to which all members of the Texas Legislature were invited.

This reporting requirement applies when all legislators are *invited* to an event, even if fewer legislators attend the event.

You are not required to report expenditures for events to which all legislators are invited on any other part of FORM LA.

Guests Invited by a State Senator, State Representative, Elected or Appointed State Officer, Legislative or Executive Agency Employee. Report total lobby expenditures attributable to a guest invited by a state senator, state representative, elected or appointed state officer, or legislative or executive agency employee.

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9. **REGISTRANT NAME:** Enter your full name.

10. **FILER ID:** See instructions for section 3.

11. **Individual Reporting Expenditures for Entity.** Check "**YES**" if you are reporting expenditures at the request of an entity that has chosen not to register pursuant to Commission rule 34.45. If you check "**YES**" provide the name, address, and phone number of the entity. Checking "**YES**" indicates that you are reporting not only expenditures attributable to you but also expenditures attributable to the entity listed. (Attach additional pages if you are reporting expenditures for more than one entity.)

    Enter the Amount of the Expenditures Reported for the Entity. A lobbyist reporting expenditures on behalf of an entity in order for the entity to avoid registration as a lobbyist must disclose the amount of expenditures reported for the entity. Certain criteria must be satisfied in order for a lobbyist to qualify to report on behalf of an entity so that the entity can avoid registration as a lobbyist. Additionally, a lobbyist will be required to report the entity's activity by a certain date. An entity avoiding registration by having a lobbyist report on its behalf will be subject to the same restrictions that apply to a registered lobbyist.

For details, see the rules posted on the Texas Ethics Commission website at https://www.ethics.state.tx.us/rules/adopted/2003-2010/adopted_Aug_08.php#LobbyReg and call the Commission if you have any questions.

12. Signature. FORM LA must be signed. If the registrant is an entity, the person who signs the activity report must be a person whose actions legally bind the organization, such as the owner, an officer, or a director. The person who signs the activity report must also affirm that, to the best of the person's knowledge, the person has complied with section 305.028, Government Code.

Section 305.028 provides as follows:

(a) In this section:

(1) "Client" means a person or entity for which the registrant is registered or is required to be registered.

(2) "Matter" means the subject matters for which a registrant has been reimbursed, retained, or employed by a client to communicate directly with a member of the legislative or executive branch.

(3) "Person associated with the registrant" or "other associated person" means a partner or other person professionally associated with the registrant through a common business entity, other than a client, that reimburses, retains, or employs the registrant.

(b) Except as permitted by Subsection (c) or (c-1), a registrant may not represent a client in communicating directly with a member of the legislative or executive branch to influence a legislative subject matter or an administrative action if the representation of that client:

(1) involves a substantially related matter in which that client's interests are materially and directly adverse to the interests of:

(A) another client of the registrant;

(B) an employer or concern employing the registrant; or

(C) another client of a person associated with the registrant; or

(2) reasonably appears to be adversely limited by:

(A) the registrant's, the employer's or concern's, or the other associated person's responsibilities to another client; or

(B) the registrant's, employer's or concern's own interests, or other associated person's own business interests

(c) A registrant may represent a client in the circumstances described in Subsection (b) if:

(1) the registrant reasonably believes the representation of each client will not be materially affected;

(2) not later than the second business day after the date the registrant becomes aware of a conflict described by Subsection (b), the registrant provides written notice, in the manner required by the commission, to each affected client; and

(3) not later than the 10th day after the date the registrant becomes aware of a conflict described by Subsection (b), the registrant files with the commission a statement that:

(A) indicates that there is a conflict;

(B) states that the registrant has notified each affected client as required by Subdivision (2); and

(C) states the name and address of each affected client.

(c-1) A registrant may represent a client in the circumstances described in Subsection (b) without regard to whether the registrant reasonably believes the representation of each client will be materially affected if:

(1) the registrant provides the written notice to each affected client as described by Subsection (c)(2) and files the statement described by Subsection (c)(3); and

(2) after the registrant has provided the written notice described by Subsection (c)(2), each affected client of the registrant consents to the conflict and grants the registrant permission to continue the representation.

(d) If a registrant has accepted representation in conflict with the restrictions of this section, or if multiple representation properly accepted becomes improper under this section, the registrant shall promptly withdraw from one or more representations to the extent necessary for any remaining representation not to be in conflict with this section.

(e) If a registrant would be prohibited by this section from engaging in particular conduct, an employer or concern employing the registrant or a partner or other person associated with the registrant may not engage in that conduct.

(f) In each report filed with the commission, a registrant shall, under oath, affirm that the registrant has, to the best of the registrant's knowledge, complied with this section.

(g) The commission may receive complaints regarding a violation of this section. If the commission determines a violation of this section has occurred, the commission, after notice and hearing:

(1) shall impose a civil penalty in an amount not to exceed $2,000; and

(2) may rescind the person's registration and may prohibit the person from registering with the commission for a period not to exceed two years from the date of the rescission of the person's registration.

(h) A penalty under this section is in addition to any other enforcement, criminal, or civil action that the commission or another person may take under this chapter or other law.

Subsection (i) repealed by Acts 2005, 79th Leg., R.S., H.B. 2202, § 3, eff. Sept. 1, 2005.

(j) A statement filed under Subsection (c) is not public information.

(k) The commission may adopt rules to implement this section consistent with this chapter, the Texas Disciplinary Rules of Professional Conduct, and the common law of agency.

If you are using the paper form, fill this section out by hand after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says “Signature of Registrant (Declarant)” (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say “Signature of Registrant (Declarant)” (an electronic signature is not acceptable), and fill out the unsworn declaration section.

SCHEDULE A: SUBJECT MATTER

Use Schedule A to report the subject matter of your communications with officers and employees of the executive or legislative branch of state government during the reporting period. You must report the subject matter of such communications by you, by anyone you retain or employ to communicate on your behalf, or by anyone appearing on your behalf. Do not include subject matters you have already reported on your Lobby Registration (FORM REG) or on a Lobby Registration Amendment (FORM AREG).

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule A as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID**. Provide your Filer ID.

4. **Subject Matter Categories**. Check all boxes that describe the general subjects about which you, anyone you retain or employ to appear on your behalf, or anyone who appears on your behalf communicated with an officer or employee of the executive or legislative branch of state government during the reporting period. Do not check categories included on your lobby registration or on an amended registration.

5. **Docket Numbers or Other Designation**. List the docket number and the name of the state agency at which any administrative matter is pending about which you, anyone you retain or employ to appear on your behalf, or anyone who appears on your behalf communicated with an officer or employee of the executive or legislative branch of state government during the reporting period. Attach additional pages as necessary.

SCHEDULE B: TRANSPORTATION & LODGING

You must complete a separate entry on Schedule B for each officer or employee of the executive or legislative branch of state government for whom you spent more than 60 percent of the amount of the legislative per diem in a day for transportation or lodging. Beginning on January 6, 2019, the threshold is $132.60. For an expenditure made before that date, the threshold is $114.00.

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule B as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government for whom the expenditure was made.

5. **Transportation Information**. Report the type of transportation, if any; identify the departure and arrival cities; and list the dates on which transportation was provided.

6. **Lodging Information**. Report the name and location of the hotel, motel, or other place where lodging was provided, and the date or dates that lodging was provided to the member.

7. **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

8. **Transportation/Lodging Purpose**. Describe the purpose of the transportation or lodging, including the name of the conference, seminar, or other event, if applicable.

   Note: Beginning on June 22, 2016, an expenditure for transportation or lodging provided to a member of the legislative or executive branch is considered to be for a "fact-finding trip" only if the expenditure is necessary for the member to obtain information that directly relates to the member's official duties, the member cannot reasonably obtain the information without the expenditure, and the expenditure is not for the member's attendance at a merely ceremonial event or pleasure trip.

   The purpose of such an expenditure must include a description of the information that the expenditure was necessary to obtain.

   For additional information, please see the Commission's website at https://www.ethics.state.tx.us/rules/adopted/2016-2020/adopted_Jun_2016.php.

SCHEDULE C: FOOD & BEVERAGES

You must complete a separate entry on Schedule C for each officer or employee of the executive or legislative branch of state government for whom you spent more than 60 percent of the amount of the legislative per diem in a day for food and/or beverages. Beginning on January 6, 2019, the threshold is $132.60. For an expenditure made before that date, the threshold is $114.00. Report expenditures for food or beverages as "gifts" in Schedule E if the food or beverages have a value of more than $90, are intended as a gift for the state officer or employee, and are delivered by first-class United States mail or by common or contract carrier outside the Capitol Complex.

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule C as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government for whom the food or beverage expenditure was made.

5. **Place of Expenditure.** Report the name of the restaurant or other place of the expenditure and the city where it is located.

6. **Expenditure Date**. Report the date on which the expenditure for food and beverages was made.

   Credit Card Expenditure. Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the food and beverages, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

SCHEDULE D: ENTERTAINMENT

You must complete a separate entry on Schedule D for each officer or employee of the executive or legislative branch of state government, or for the spouse or dependent child of such a state officer or employee, for whom you spent more than 60 percent of the amount of the legislative per diem in a day for entertainment. Beginning on January 6, 2019, the threshold is $132.60. For an expenditure made before that date, the threshold is $114.00.

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule D as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government, or the name of the officer's or employee's spouse or dependent child, for whom the expenditure was made.

5. **Place of Expenditure**. Report the name and location of the place where the entertainment was provided and the city where it is located.

6. **Expenditure Date.** Report the date on which the expenditure for entertainment was made.

   Credit Card Expenditure. Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the entertainment, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

SCHEDULE E: GIFTS

You must complete a separate entry on Schedule E for each officer or employee of the executive or legislative branch of state government to whom you give a gift the value of which exceeds $90.

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule E as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government to whom the gift was given.

5. **Gift Description.** Provide a general description of the gift.

6. **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the gift, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

SCHEDULE F: AWARDS & MEMENTOS

You must complete a separate entry on Schedule F for each officer or employee of the executive or legislative branch of state government to whom you give an award and/or memento the value of which exceeds $90.

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule F as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government to whom the award or memento was given.

5. **Award/Memento Description.** Provide a general description of the award or memento.

6. **Credit Card Expenditure.** Check this box if the expenditure was made with a credit card. This information is required because an expenditure made with a credit card may appear in either the report covering the period in which the charge is made or the report covering the period in which the credit card statement is received. Enter the reporting period in which the expenditure was made. (An expenditure is made on the day of the credit card charge.)

7. **Expenditure Amount.** Report the amount spent on the award or memento, either as an exact amount or in one of the ranges listed. You do not have to report any sales tax or tip paid in connection with the expenditure.

SCHEDULE G: POLITICAL FUNDRAISERS & CHARITY EVENTS

You must complete a separate entry on Schedule G for each officer or employee of the executive or legislative branch of state government for whom you made expenditures to attend a political fundraiser or charity event.

Note: *You must file a Schedule G for any expenditure in this category.*

1. **Page Number.** Write the page number in this box. (Each side you complete counts as a page.) Attach additional copies of Schedule G as needed.

2. **Registrant Name.** Provide your name.

3. **Filer ID.** Provide your Filer ID.

4. **Recipient Name**. Provide the name of the officer or employee of the executive or legislative branch of state government for whom the expenditure was made.

5. **Beneficiary.** Check either the **"CHARITY"** box or the **"POLITICAL FUNDRAISER"** box to report whether the event is to benefit a charity or is a political fundraiser to benefit a candidate or officeholder.

   Charity/Event Name: If the event is to benefit a charity, please report the name of that charity. If the event is a political fundraiser, please list the name of the event.

   Name of Candidate(s)/Officeholder(s) Benefited: If the event is to benefit a charity, mark **"N/A"** in this space. If the event is a political fundraiser, please report the name of the candidate(s)/officeholder(s) for whom the fundraiser was held.

6. **Event Date.** Report the date the event was or is to be held.