

# NEW YORK STATE JOINT COMMISSION ON PUBLIC ETHICS

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## Bi-monthly Reports

### **\*\*COURTESY REMINDER\*\***

**2013 March/April Lobbyist and Public Corporation Bi-monthly Reports are due May 15, 2013, including recent "Source of Funding" disclosure requirements;**

**2013 March/April Disbursement of Public Monies Reports are due May 15, 2013**

#### **2013 Filing Requirements – Lobbyist and Public Corporation Bi-monthly Reports:**

All lobbyists and public corporations are required to file bi-monthly reports. There is NO minimum requirement for filing. All bi-monthly reports are required to be filed during a registration period, unless the registration has been terminated. If, in fact, your lobbying agreement/authorization has terminated, you are required to comply with the bi-monthly reporting requirements up to the date that lobbying activity ceased.

#### **"Source of Funding" Disclosure Requirements:**

Under section 1-h(c)(4) of the Lobbying Act, certain lobbyists and clients are now required to disclose the "Source of Funding" for their lobbying activity.

All lobbyists who lobby on their own behalf, and client filers, are required to disclose Source of Funding information. Pursuant to Commission Regulations, such information must be disclosed on the revised PDF Client Semi-Annual Report form, which is available on the Commission's website, and contains a section for disclosing "Source of Funding" information.

**Source of Funding disclosures cannot be completed on the online filing system.**

**All Source of Funding disclosures must be completed on a separate PDF/paper copy of the Client Semi-Annual Report.**

- If the Client files the Client Semi-Annual Reports (other than Source of Funding disclosures) via the Commission's online filing system, for Source of Funding disclosures, the Client need only complete Sections I (select "Amendment"), II, V, and XI on the paper form.
  - For those clients who do not file online, the PDF Client Semi-Annual Report form is required to be completed in its entirety.
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## **2013 Filing Requirements – Lobbyist Disbursement of Public Monies Reports:**

Per Section 1-1 of the Lobbying Act, a **NYS Lobbyist Disbursement of Public Monies Report** must be completed by a lobbyist when:

- The lobbyist is required to file a Statement of Registration with the Commission and reasonably anticipates that during the year they will expend, incur or receive combined reportable compensation and expenses in an amount in excess of \$5,000 in connection with:
  - any attempts to influence a determination by a public official, or by a person or entity working in cooperation with a public official with respect to the solicitation, award or administration of a grant, loan, or agreement involving the disbursement of public monies in excess of \$15,000 other than a governmental procurement as defined in Section 1-c.

The reports are to be filed only by registered lobbyists, including public corporations. The threshold relates only to compensation and expenses attributable to the activities described above, and is in addition to and separate from the similar threshold for lobbyist registration.

These separate reports are required to be filed in accordance with the same schedule applicable to the filing of bi-monthly reports. Unlike Lobbyist and Public Corporation Bi-monthly Reports required by Sections 1-h and 1-i, the NYS Lobbyist Disbursement of Public Monies Reports are required to be filed only for bi-monthly reporting periods during which the lobbyist has made any attempts to influence a public official with respect to disbursement of public monies, or receives compensation or reimbursement of expenses for such activities.

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All lobbyists filing online should carefully review their submissions to ensure all information is accurate prior to submitting their reports.

Timely reports are those that are received in the Commission's office on or before the due date.

All Commission reporting forms and instructions are available on the Commission's website. Always check our website for the most up-to-date information and latest forms at [www.jcope.ny.gov](http://www.jcope.ny.gov).

If you have any questions regarding reporting requirements, or the online filing system, you may contact Commission staff at (518) 408-3976.