

PROCEDURES MANUAL

FOR

LOBBYIST RECORDKEEPING AND AUDIT



2007

I. INTRODUCTION

The purpose of this manual is to assist those who have met the definition of a **REGISTERED LOBBYIST** in understanding the recordkeeping requirements under the lobbying provisions as set forth in Section 1-91 et seq. of the Connecticut General Statutes and the accompanying Regulations. This manual is not intended to be used as a substitute for the law, but should be used, in conjunction with the annual filing instructions issued to all registered lobbyists, to aid compliance with the law. Please refer to those instructions for specific guidance in completing the periodic financial forms for lobbyists.

Throughout this manual, reference is made to the use of percentages to determine amounts to be reported (for example, to calculate administrative vs. legislative lobbying, to determine the pro-rated value of office expenses, salaries, etc...). While accuracy is one of the ultimate goals of the lobbyist reporting laws, the Office of State Ethics recognizes that a **COMMON SENSE APPROACH** is necessary. Therefore, in calculating pro-rated amounts, any reasonable fact-based method of calculation is acceptable. Examples are provided in this manual to assist in determining accurate figures, but they are not the only methods available.

II. LEGISLATIVE VS. ADMINISTRATIVE LOBBYING

LEGISLATIVE LOBBYING: Any lobbying which affects legislation, even if an executive branch official is contacted as part of that effort.

ADMINISTRATIVE LOBBYING: Any lobbying which affects the rules or regulations of an executive agency. It includes any lobbying which affects the actions of any executive agency or quasi-public agency regarding a contract, grant, award, purchasing agreement, loan, bond, certificate, license, permit or any other matter within the jurisdiction or cognizance of any such agency, even if members of the legislature are contacted as part of the effort. There are two major exceptions to this expanded definition. Administrative lobbying does **NOT** include (1) actions by a representative of a party to a contested case before an executive or quasi-public agency (including preliminary actions at an agency before a formal case has commenced) and (2) communications by a representative of a manufacturer or by an employee of the registered client lobbyist, which employee acts as a salesperson and does not otherwise engage in lobbying regarding any administrative action. See Conn. Gen. Stat. § 1-91(k) and regulations thereunder for further explanation.

It is important to note that, if you lobby for both legislative and administrative purposes, any reportable expenditures made or income received in furtherance of lobbying must be accurately divided between legislative and administrative activities and separately reported. Additionally, your records must distinguish between administrative and legislative activities. For example, if as **CLIENT** lobbyist you **PAY A COMMUNICATOR** lobbyist \$4,000 for lobbying services, you must obtain information from that communicator to determine whether the payment was for legislative and/or administrative lobbying. If the communicator spent equal time performing both legislative and administrative activities, then \$2,000 should be reported as legislative lobbying and \$2,000 reported as administrative lobbying. You must also maintain support for the method and percentages used to determine amounts allocated to each area. Similarly, the

communicator must also report this amount separately in its report and maintain support for the percentage of time spent in each area and the method used to determine those amounts.

The client lobbyist should note that all "other" expenditures, (expenditures for benefit of public officials, media communications, solicitations, office and other), must be allocated between either the legislative and/or administrative lobbying to which they relate.

III. RECORDKEEPING

A. CLIENT LOBBYIST

As a client lobbyist, you must maintain records for the following items and expenditures for both legislative and administrative lobbying, including:

- Fundamental terms of contracts with communicator lobbyists and other organizations or persons engaged in connection with lobbying;
- Payments made to individual or business organization communicator lobbyists and other organizations or persons engaged in connection with lobbying;
- Payments made to in-house communicator lobbyists, (i.e. **EMPLOYEES**);
- Expenditures made for the benefit of a **state employee, public official, candidate for public office or a member of any such person's staff or immediate family**, including food and/or beverage, necessary expenses, gifts to the state which incidentally benefit such an individual, etc.;
- Expense reimbursements made to a communicator lobbyist;
- Other payments made in furtherance of lobbying;
- Any reimbursement received from a state employee, public official, candidate for public office or a member of any such person's staff or immediate family for expenditure(s) made on their behalf.

1. FUNDAMENTAL TERMS OF CONTRACTS WITH COMMUNICATOR LOBBYISTS AND OTHER OUTSIDE ORGANIZATIONS OR PERSONS ENGAGED IN CONNECTION WITH LOBBYING

If your organization contracts with an outside individual or business organization communicator lobbyist or other outside organization or persons engaged in connection with lobbying such as consultants, expert witnesses, pollsters, advertisers, etc., you should maintain a **WRITTEN AGREEMENT** containing the following information:

- Name of both parties to the contract;
- Amount and nature of compensation (e.g. fee, retainer);
- Description of services (e.g. administrative and/or legislative lobbying services, contract for radio air time, etc.);
- Time period covered by the contract;
- Signature of both parties;
- Any other fundamental terms (e.g. reimbursement of travel expenses).

2. PAYMENTS MADE TO INDIVIDUAL OR BUSINESS ORGANIZATION COMMUNICATOR LOBBYISTS OR OTHER OUTSIDE ORGANIZATIONS OR PERSONS ENGAGED IN CONNECTION WITH LOBBYING

If your organization contracts with an outside individual or business organization communicator lobbyist or other outside organizations or persons engaged in connection with lobbying, such as consultants, expert witnesses, pollsters, etc., disbursements records must contain the payments made, including:

- Name of the outside communicator, organization or person;
- Date of each payment;
- Amount of each payment.

Supporting documentation must be maintained including copies of contracts or written agreements, cancelled checks, bank statements and invoices describing services performed.

3. PAYMENTS MADE TO IN-HOUSE EMPLOYEE COMMUNICATOR LOBBYISTS

Payments made to an in-house employee lobbyist, (i.e. salaries) and any reimbursement of expenses, must be recorded in the payroll register. Disbursement records must include:

- Employee name;
- Payroll date;
- Payroll amount.

Salary includes gross wages paid. Fringe benefits, such as employers' contributions to a health plan or retirement plan, are not included in computation of compensation paid for lobbying and in furtherance of lobbying purposes.

While it is assumed that fundamental terms for an in-house communicator lobbyist are pro-rata share of compensation, each client must maintain support for the method and percentages used to determine pro-rated amounts.

For example, the calculation may be based on a representative month during the reporting period, unless there are material changes in either salary or time spent in furtherance of lobbying.

NOTE: The client lobbyist must include in "other expenses," the pro-rated value of compensation paid to employees or other individuals, such as expert witnesses, secretaries or paralegals, who perform services in furtherance of lobbying but do not meet the threshold requirement or do not otherwise engage in lobbying and as such are **NOT REQUIRED** to register. Documentation requirements for these individuals are the same as for registered in-house employee lobbyists.

4. EXPENDITURES MADE FOR THE BENEFIT OF A PUBLIC OFFICIAL, etc.

For each expenditure the client's disbursement records must include:

- Name of the payee;
- Date of the payment;
- Amount of the expense, including any tips and taxes;
- Nature of the expenditure (e.g. dinner meeting).

In addition to the disbursement records, source documentation, such as restaurant receipts, invoices, canceled checks or credit card receipts, must be maintained for each expense. The source document must contain the following information (e.g. information written on the back of a credit card receipt, etc.):

- Name of all persons who benefited from the expenditure if the expenditure is over \$10 per person, or;
- Number of persons attending a meal, event, etc. if the expenditure is less than \$10 per person;
- Name of lobbyist or his/her representative in attendance;
- Time period relating to the benefit (e.g. dates of attendance at a conference by a public official, etc. for which necessary expenses were incurred);
- If an expenditure is shared with another, indicate the name(s) and your pro-rated share. NOTE: (Effective 1/1/2000, one authorized registrant will file for shared events, but all donors will still be responsible for accuracy of the information reported.)

NOTE: There is one important exemption involving itemization for publicly noted legislative receptions. Each lobbyist is permitted to host one such reception each calendar year costing less than \$50 per person, and it will be non itemizable if the cost is less than \$30 per person. If however you host a reception between \$30 and \$50, you must inform the recipient prior to the event that the expense will be itemizable to the Office of State Ethics. (Appendix B)

To ensure that expenditures for benefit of public officials' limits are not exceeded during the calendar year, it is recommended you maintain a log indicating:

- **Name of reportable person;**
- **Date, amount and description of expenditure;**
- **Supporting detail such as location, lobbyist in attendance, nature of expenditure.**

5. EXPENSE REIMBURSEMENTS MADE TO COMMUNICATOR LOBBYIST

For each expense reimbursement made to a communicator lobbyist, the disbursement records must show:

- Name of lobbyist/business organization receiving the payment;
- Date of the payment;
- Amount of the payment.

Support documentation should be maintained including requests for reimbursements describing the expense, receipts or invoices, canceled checks and bank statements.

NOTE: If the reimbursement is for an expenditure for the benefit of a public official, it must be made and reported on a timely basis (i.e., on next report due), or the expenditure will become the reporting responsibility of the communicator.

6. OTHER PAYMENTS MADE IN FURTHERANCE OF LOBBYING

These payments (costing \$50 or more in any calendar year) include, but are not limited to:

- Office expenses: pro-rated value of secretarial salaries, printing, postage, telephone usage;
- Paid media communications (i.e. newspapers, radio, television, etc.);
- Solicitations, (i.e. mass mailings, phone banks, etc.);
- Other payments: employees and others who work in furtherance of lobbying but are not required to register, including paralegals, researchers, etc.;
- Paid services or subscriptions which may assist research (e.g. a legislative tracking system, computer research system);
- Gifts to the state;
- Necessary expenses.

For each "other payment" made by you, the disbursement records must include:

- Name of the payee;
- Date of the payment;
- Amount of the payment;
- Description of the goods and services for which payment was made.

Support documentation must also be maintained which may include canceled checks, receipts and invoices and bank statements.

NOTE: Amounts reported as pro-rated, such as certain office expenses and other expenses, must have documentation supporting the method used for pro-ration.

7. REIMBURSEMENTS RECEIVED FROM A PUBLIC OFFICIAL, etc.

Reimbursements received from a **state employee, public official, candidate for public office or a member of any such person's staff or immediate family** must be recorded in the receipts records. The receipts records must include:

- Name of individual making the reimbursement;
- Date of the reimbursement;
- Amount of the reimbursement.

Support documentation must be maintained including a description of the benefit, date the benefit was received by the individual, actual amount of the benefit if different than the amount reimbursed, copy of the check from the public official, etc., and receipts or invoices. Reimbursements should be made by check.

If the beneficiary of an expenditure wishes to pay the donor lobbyist, in full or in part, he or she must do so, if at all, **WITHIN 30 DAYS**, or prior to the filing of the lobbyist's next report, whichever is earlier. If the beneficiary does not reimburse within this time, he or she will be deemed to have received the full value of the expenditure, which then must be reported.

8. TEN DAY NOTIFICATION OF EXPENDITURES MADE FOR BENEFIT OF A PUBLIC OFFICIAL, etc.

Any person who gives to a **public official, candidate for public office or a member of any such person's staff or immediate family** anything of value which is subject to the reporting requirements pursuant to subsection (e) of Section 1-96 of the General Statutes, must, within ten days, give the recipient a written report stating the name of the donor, a description of the item or items given, the value of such items and the cumulative value of all items given to such recipient during that calendar year.

The Office of State Ethics strongly recommends that each registrant maintain a log, or spreadsheet, to capture and record the reportable information to enable the registrant to comply with the ten day notification requirement. This log, or spreadsheet, will also enable the registrant to track the cumulative value of items given to individuals, enabling the registrant to avoid exceeding the gift limitations of Conn. Gen. Stat. Section 1-91.

The Office of State Ethics strongly recommends that each registrant comply with the above notification requirement to the recipient. The notification informs the recipient of the means of avoiding attribution of the value of an item, by returning the item or reimbursing the donor within thirty days. By returning the item or reimbursing the donor within thirty days, the recipient can avoid being reported on the donor's financial reports to the Office of State Ethics. (See Regulation Sec. 1-92-54 (c), of the Conn. Gen. Stat.)

B. INDIVIDUAL AND BUSINESS ORGANIZATION COMMUNICATOR LOBBYISTS

As an individual or business organization communicator lobbyist, you must maintain records for the following items, receipts and expenditures for both legislative and administrative lobbying, including:

- Fundamental terms of contracts with client lobbyists, other outside lobbyists subcontracted with and any organizations or persons engaged in connection with lobbying;
- Payments received for lobbying services, including sales tax;
- Unreimbursed expenditures made for the benefit of a **state employee, public official, candidate for public office or a member of any such person's staff or immediate family**, including gifts of food and/or beverage, entertainment events, necessary expenses, gifts to the state which incidentally benefit such an individual, etc.;
- Payments made to other lobbying firms subcontracted with;
- Expense reimbursements from client lobbyists;
- Reimbursements received from a **state employee, public official, candidate for public office or his/her staff or immediate family** for expenses incurred on their behalf.

1. FUNDAMENTAL TERMS OF CONTRACTS WITH CLIENT LOBBYISTS AND OTHER OUTSIDE ORGANIZATIONS OR PERSONS ENGAGED IN CONNECTION WITH LOBBYING

If you or your firm contracts with a client lobbyist or other outside organizations or persons engaged in connection with lobbying, such as consultants, expert witnesses, pollsters, subcontractors, advertisers, etc., you should maintain a written agreement containing the following information:

- Name of both parties to the contract;
- Amount and nature of compensation (e.g. fee, retainer);
- Description of services (e.g. administrative and/or legislative lobbying services, contract for radio air time, etc.);
- Time period covered by the contract;
- Signature of both parties;
- Any other fundamental terms (e.g. reimbursement of travel expenses).

2. PAYMENTS RECEIVED FOR LOBBYING SERVICES INCLUDING EXPENSE REIMBURSEMENTS

Your firm must maintain a receipts journal or other form of record showing all payments received, including a description and dollar value of any benefits received, in connection with lobbying activity. The records must contain the following information:

- Date each payment is received by your firm;
- Name of each person who makes payment to your firm;
- Amount of each payment.

In addition to the receipts records, support documentation must be maintained including bank records, deposit slips, invoices, copies of contracts between you and your clients, expense reimbursement requests describing the nature of the expense, receipts or invoices or copies of the payment checks.

3. UNREIMBURSED EXPENDITURES FOR THE BENEFIT OF A PUBLIC OFFICIAL

You must maintain a disbursements journal or other form of record which shows all expenses incurred or paid by you, including those reimbursed by a person (client) who contracts with your firm for lobbying services. The disbursements records must contain the following information:

- Name of the payee;
- Date of the payment;
- Amount of the expenditure including gratuity and tax.

In addition, support documentation, such as restaurant receipts, invoices, canceled checks or credit card receipts, must be maintained for each expense. The support documentation should contain the following information (e.g. information written on the back of a credit card receipt):

- Name of all persons who benefited from the expenditure if the expenditure is over \$10 per person, or;
- Number of persons attending a meal, event, etc. if the expenditure is less than \$10 per person;
- Name of lobbyist or his/her representative in attendance;
- Time period relating to the benefit (e.g. dates of attendance at a conference by a public official, etc. for which necessary expenses were incurred);
- If an expenditure is shared with another, indicate the name(s) and your pro-rated share. NOTE: (Effective 1/1/2000, one authorized registrant will file for shared events, but all donors will still be responsible for accuracy of the information reported.)

To ensure that the gift or food and beverage limits are not exceeded during the calendar year, it is recommended you maintain a log indicating:

- Name of reportable person;
- Date, amount and description of expenditure;
- Supporting detail such as location, lobbyist in attendance, nature of expenditure.

4. PAYMENTS MADE TO OTHER FIRMS SUBCONTRACTED WITH

Each payment made to other firms subcontracted with must be included in a cash disbursements journal. The records must contain the following information:

- Name of the payee;
- Date of the payment;
- Amount of the payment.

Support documentation must be maintained for each expenditure including written terms of the agreement, canceled checks, bank statements, and invoices.

5. REIMBURSEMENTS RECEIVED FROM A PUBLIC OFFICIAL, etc.

Reimbursements received from a **state employee, public official, candidate for public office or a member of any such person's staff or immediate family** must be recorded in the receipts record. The receipts records must include:

- Name of the individual making the payment;
- Date of the reimbursement;
- Amount of the reimbursement.

Support documentation must also be maintained including a description of the benefit, date benefit was received by the individual, actual amount of benefit if different than the amount reimbursed, a copy of the check from the public official, etc., and receipts or invoices. Reimbursements should be made by check.

NOTE: If the beneficiary of an expenditure wishes to pay the donor lobbyist, in full or in part, he or she must do so, if at all, **within 30 days**, or prior to the filing of the lobbyist's next report, whichever is earlier. If the beneficiary does not reimburse within this time, he or she will be deemed to have received the full value of the expenditure, which then must be reported.

6. TEN DAY NOTIFICATION OF EXPENDITURES MADE FOR BENEFIT OF A PUBLIC OFFICIAL, etc.

Any person who gives to a **state employee, public official, candidate for public office or a member of any such person's staff or immediate family** anything of value which is subject to the reporting requirements pursuant to subsection (e) of Section 1-96 of the General Statutes, must, within ten days, give the recipient a written report stating the name of the donor, a description of the item or items given, the value of such items and the cumulative value of all items given to such recipient during that calendar year.

IV. RANDOM AUDIT OF LOBBYIST FINANCIAL REPORTS (REGULATIONS)

A. Sec. 1-92-48. Financial Reports

(c) (6) When more than one individual is benefited incident to an occasion or transaction the registrant may calculate the per person value of the expenditure by either: (A) dividing the total expenditure by the number of individuals benefited; (B) dividing the total expenditure by the number of individuals expected at an event when the actual amount expended was based on an anticipated number of attendees one or more of whom did not attend the event in question; or (C) determining the actual benefit received by each individual.

(d) Pursuant to Section 1-79a of the General Statutes, for purposes of calculating the dollar limits under the exceptions to the term "gift" under Section 1-79 and Section 1-91, any expenditure provided by a lobbyist who is an individual shall be deemed to have also been provided by the business organization which he owns or by which he is employed, and any expenditure provided by a business organization shall be deemed to have also been provided by all owners and employees of the business organization who are lobbyists.

B. Sec. 1-92-54. Definition of Directly and Personally Received for Purposes of Benefit Valuation

(a) In determining the value of items exempt from the definition of gift, only items which are directly and personally received are to be considered. Directly and personally received means that the recipient accepted the opportunity to partake of or utilize the item. For example, if an individual attends a reception, the entire per person cost incurred by the donor to provide food and/or beverage must be attributed to the attendee, regardless of the amount actually consumed unless the attendee declines to partake of any of the food or beverage offered.

- (b) In assessing the value of food and/or beverage provided at a reception or party, overhead costs such as in-house planning costs, invitations, rental fees, and decorations are not to be considered directly and personally received.
- (c) In order to avoid attribution of the value of any item, whether solicited or unsolicited, the recipient must either return the item or reimburse the donor within thirty days. If a lobbyist financial report is due prior to thirty days and the recipient does not want to be reported, as required by subsection (b) or subsection (e) of Section 1-96 of the General Statutes, the reimbursement or return must be done prior to the filing of the next required financial report.

C. Sec. 1-92-55. Records to be maintained

- (a) Each registrant may choose to keep records of all lobbying activity separate from records of the registrant's nonlobbying activity. No registrant shall be required to make any documents regarding unregulated activity available to the Office of State Ethics in connection with an audit conducted under Subsection (b) of Section 1-96a of the general statutes, except that if a registrant chooses to keep records which ordinarily and customarily integrate both regulated and unregulated activities, all such integrated records shall be made available for audit. However, in no case shall the Office of State Ethics or its staff intentionally divulge to any third party any material regarding unregulated activities revealed in connection with the audit.
- (b) For purposes of substantiating financial reports concerning lobbying activities on and after October 1, 1991, each registrant shall obtain and preserve all documents which will provide in sufficient detail the necessary information from which the financial reports may be verified, explained, clarified and check for accuracy and completeness. In the case of reportable expenditures unrelated to lobbying made by a registrant for the benefit of public officials, the registrant shall make available for inspection only the specific documentation necessary to verify the expenditure.
- (c) The registrant shall keep the records available for audit, inspection and copying by the Office of State Ethics or its authorized representatives for three years from the date of filing of the report or of changes or corrections to the report.

D. Sec. 1-92-56. Selection of registrants

- (a) The Office of State Ethics shall select registrants to be audited by lot in periodic ceremonies which shall be open to the public. Prior notice of the date, time, and place of any such ceremony shall be published in the Legislative Bulletin or other similar publication disseminated to registrants. For the purposes of the selection process, each client registrant will be assigned a number. No more than twenty numbers will be selected for audit in any one year and each number selected will result in an audit. Audits will be conducted in the order selected. Numbers for audit will be drawn by the Chairperson of the State Office of State Ethics. When a client registrant's number is chosen for audit, the records of that client's communicator lobbyists, including all business organization, in-house or other individual lobbyists, kept in connection with that client will also be audited. Said communicator lobbyist(s)' records of personal

expenditures for the benefit of public officials, or members of such officials' staffs or immediate families, will also be audited at that time.

- (b) The records of each client registrant and the records of each communicator registrant kept in connection with that client shall be subject to audit no more than once every three years. A communicator registrant's records of personal expenditures for the benefit of public officials shall also be subject to audit no more than once every three years.

E. Sec. 1-92-57. Scope of and procedure for audit

The random audit shall be limited in time to the previous three calendar years, except that no records created prior to October 1, 1991 shall be reviewed in connection with an audit conducted with an audit conducted under Subsection (b) of Section 1-96a of the general statutes. The purpose of a random audit is to determine whether information reported to the Office of State Ethics is timely, accurate and complete. The random audit shall include: (1) a preliminary review of the registrant's reports filed within the three-year period prior to the date of selection for audit; (2) a preliminary conference with the registrant, including establishing where the audit is to take place and a tentative time frame for completion of the audit; (3) a detailed field examination of the registrant's financial records concerning lobbying activities; (4) independent verification of some or all of the information reported; (5) a post-audit conference with the registrant; (6) post-audit preparation of a report describing the results of the audit; (7) corrective action by the registrant, if necessary, and (8) verification and review of the corrective action, if necessary.

F. Sec. 1-92-58. Confidentiality of procedures

While an audit review is being conducted under Subsection (b) of Section -196a of the general statutes neither the Office of State Ethics nor its staff shall disclose anything regarding the audit proceedings to any third party, except as is necessary to complete the audit.

G. Sec. 1-92-59. Findings

The auditor shall prepare an audit report and furnish a copy to the registrant at least one week before its submission to the Office of State Ethics. If the registrant wishes, the final report submitted to the Office of State Ethics shall include a statement by the registrant commenting on the results of the audit. The final report, which is public, shall indicate the audit findings, and may include: a summary of any material omissions or errors, a recommendation regarding the need for corrective action and a discussion of any corrective action taken by the registrant during the course of the audit. If corrective action is necessary, the Office of State Ethics will indicate what action is required and will set a time frame for corrections to be made.

H. Sec. 1-92-60. Procedures manual

The Office of State Ethics shall promulgate a procedures manual setting out the standard procedures which will be used by the Office of State Ethics in conducting any audit under

Subsection (b) of Section 1-96a. The manual shall include checklists to be used in connection with the preliminary review of reports, lists of possible errors and omissions, and answers to common questions which the registrant may have regarding the reporting requirements.

I. Sec. 1-92-61. Office of State Ethics action as result of audit

The primary goal of any audit by the Office of State Ethics is to ensure compliance with the Ethics Codes. To that end, the Office of State Ethics will take no formal action, as the result of an audit, against a registrant for negligent failure to comply with the law, provided that the audit, against a registrant for negligent failure to comply with the law, provided that the registrant takes the necessary corrective action. When a review of a registrant's records reveals an intentional or grossly negligent failure to comply with the law, however, or when the registrant fails to take the corrective action required as a result of the audit, the Office of State Ethics may file a complaint pursuant to Section 1-93 of the general statutes. Any Office of State Ethics evaluation, investigation or complaint proceeding initiated as the result of an audit shall not be made a part of the final audit report, but shall instead remain confidential under Subsection (a) of Section 1-93 of the general statutes.

APPENDIX A: CHECKLIST FOR PRELIMINARY REVIEW OF REPORTS

The following is a list of items (but not an all-inclusive list) to be considered in a preliminary review of registrants' report filings. It is also a list of questions that registered lobbyists should ask themselves when preparing the periodic financial reports filed with the Office of State Ethics:

1. Are the reports filed on time?
2. Are the reports properly complete with all relevant information?
 - Are all payments received and expenses incurred included on the proper report, in their proper place and in their proper amounts for both legislative and administrative lobbying?
 - Has proper consideration for all reportable activities in furtherance of lobbying been given?
3. Are the reports signed and dated by an authorized person?
4. Are the reports mathematically accurate? (e.g. does a client's quarterly report equal the sum of the three corresponding monthly reports?)
5. Are any necessary expenses for a public official or state employee, such as travel expenses for appearance or speech at an event, properly reported within 30 days of the reportable expenditure?
6. As a communicator lobbyist, although I only need to report compensation and expense reimbursements once a year, have I incurred any unreimbursed expenditures of \$10 or more for the benefit of a public official, his or her staff and immediately family? Have I entered into new contracts during the reporting period or changed fundamental terms of a current contract?
7. Have I given "gifts" to the state and properly reported them?
8. Can I properly support amounts for pro-rated expenditures, salaries of in-house communicators and office expenses?
9. Has supporting documentation been maintained for all lobbying related receipts and expenditures? For example, if I were to incur a food and/or beverage expense which benefited a public official, can I support the expense with a credit card receipt with the names of persons attending written on the back, a credit card relating to the receipt, and a check for the monthly statement amount which can then be traced to a cash disbursements journal?
10. Have I maintained a log, or spreadsheet, enabling me to track and accumulate items of value which I gave to a state employee, public official, candidate for public office or a member of any such person's staff or immediate family?
11. Have I filed the required "ten day notification" letters to the recipients that I gave to?
12. Have I properly recorded the reimbursements from the recipients who do not wish to be reported on my reports to the Office of State Ethics?

APPENDIX B

The following items should be maintained during the year. If selected for an audit, the following documentation should be available, for the **period under review**, to expedite the field audit:

1. Financial reports and registration statements.
2. Chart of accounts (if available).
3. General ledger.
4. Supporting subsidiary schedules or journals:
 - receipts journal;
 - disbursements journal;
 - check register;
 - payroll register (if client).
5. Bank and credit card statements for all accounts held in connection with lobbying activities including any personal accounts used in connection with lobbying. Additionally for these accounts, the following support documentation must be available:
 - Deposit slips;
 - Canceled checks;
 - Receipts and invoices to substantiate expenditures and reimbursements.
6. Any other schedules used for summarizing information for financial reports filed with the Office of State Ethics (i.e. pro-rata or percentage of expense allocation methods).
7. Contracts or other written agreements in furtherance of lobbying outlining fundamental terms, i.e. contracts with other lobbyists, consultants, pollsters, media, etc.
8. Lists of persons attending conferences, receptions, etc., held by you during the audit period.
9. Support documentation for expenditures for benefit of public officials including credit card statements and restaurant receipts.
10. Internal reimbursement records.
11. Records relating to lobbying by individual communicator lobbyists, which records are maintained by the individual communicators.
12. Copies of "ten day notification" letters.
13. Copies of "necessary expense" payment notices.

APPENDIX C

The following schedules are examples of a cash receipts and a cash disbursements journal. These examples may be used as a guideline, but are not the only forms which may be used.

NOTE: Registrants who maintain a general ledger system which includes these types of schedules are **NOT** required to prepare separate schedules for lobbying activity. These suggested formats are intended for those lobbyists who do not maintain a formal set of books.

EXAMPLE 1: CASH RECEIPTS JOURNAL

DATE RECEIVED	PERSONS MAKING PAYMENT	ACCT #	DESCRIPTION	AMOUNT
1/5/99	ABC Company	120.1	Lobby Services	\$2,000.00
1/15/99	Senator Jones	401	Reimbursement for dinner	35.00
2/12/99	Lobby Inc.	120.2	Lobby Services	4,000.00
2/23/99	ABC Company	120.1	Dinner expense Reimbursement	43.00
3/6/99	XYZ Corp.	120.3	Travel reimbursement	625.00
3/16/99	ABC Company	120.1	Lobby Services	2,000.00
TOTAL				8,703.00

EXAMPLE 2: CASH DISBURSEMENTS JOURNAL

DATE	PAYEE	CHECK NO.	ACCT #	AMOUNT
1/7/99	TGI Fridays	45	600	
2/15/99	B&M Office Supplies	46	610	50.00
2/19/99	Ribs Restaurant	47	600	73.26
TOTAL				123.26

In addition to the receipts and disbursements journals, the registrant may find it helpful to maintain a log of expenditures made or incurred for the benefit of a state employee, public official, candidate for public office or a member of any such person's staff or immediate family. **If prepared on a per person amount received basis, this schedule will prove helpful to ensure that benefit limits are not exceeded during the course of the year.** The following is an example of what this schedule might look like.

EXAMPLE 3: LOG OF EXPENDITURES FOR BENEFICIARIES (BY PER PERSON AMOUNT RECEIVED)

BENEFICIARY	DATE	DESCRIPTION	BENEFIT TYPE						
			LEGISLATIVE RECEPTION	OTHER FOOD & DRINK		NECESSARY EXPENSE/ GIFT TO STATE	CHARITABLE/ CIVIC EVENT	PLAQUE/ AWARD	GIFT
				OVER \$10	UNDER \$10				
Gov. Doe	11/1/99	Old State House, Hartford	36.00						
Gov. Doe	11/2/99	Dinner at Max on Main, Hartford		38.75					
Gov. Doe	11/3/99	Ribbon cutting ceremony at new school with refreshments served					9.00		
Lt Gov. Smith	11/4/99	Hot dog lunch in Bushnell Park, Hartford			9.25				
Lt Gov. Smith	11/5/99	Pen							8.99
Lt Gov. Smith	11/6/99	Waived registration fee				14.75			
Rep. John Jones	11/7/99	Representative of the year						98.00	
TOTAL			36.00	38.75	9.25	14.75	9.00	98.00	8.99

This could be maintained as an Excel spreadsheet.

For purposes of tracking the benefit expenditure limits, only the per person amount of the benefit received by the reportable person would be included in the log. person amounts must be reported. This log is intended to be used only as a supplement to and not a replacement for required records.

APPENDIX D: LIST OF POSSIBLE ERRORS AND OMISSIONS

The following is not an all-inclusive list, but merely examples:

2. Failure to pro-rate expenditures between legislative and administrative lobbying using a reasonable fact-based method.
3. Failure to maintain supporting evidence for the fact-based method used to pro-rate expenditures.
4. As to expenditures made for the benefit of a state employee or public official:
 - a. failure to list names of all persons who benefited from the expenditure, if the expenditure is over \$10 per person, or
 - b. failure to list number of persons attending a meal, event, etc. to determine if the expenditure is less than \$10 per person.
 - c. failure to maintain a log, or spreadsheet, to record individual items of value given, and the aggregate value of items given per person within the calendar year.
 - d. failure to provide the required "ten day notification" letters to the recipient as notice that the recipient can choose not to be reported, by returning the item of value, or reimbursing the donor, within thirty days of receipt of the item.
5. Failure to maintain adequate documentation in support of reporting requirements.
6. Failure of the registrant to maintain its own set of records, when two or more registrants host and share the cost of a reception or event.

APPENDIX E

The following is a series of questions and answers which may be helpful with various matters relating to the recordkeeping requirements of the audit process.

Q: If I maintain a general ledger system, will it be sufficient to meet the recordkeeping requirements or will a separate accounting system for lobbying alone be required?

A: If you maintain a general ledger system that produces receipts and disbursements journal, then no separate accounting system is required for lobbying activities alone. Lobbying activities should be segregated in accounts within the general ledger. As example 3 of Appendix C illustrates, you could then produce a log of expenditures using the general ledger's lobbying accounts and supporting detail.

Q: As a client lobbyist, what records must I maintain for expenditures for the benefit of a public official, etc. if the amount is under \$10 per person?

A: The Ethics Code requires that you indicate the total number of persons benefiting from an expenditure in your records in order to substantiate that the amount per person is below \$10. As a practical matter you should maintain a log.

Q: If payment for lobbying services is made in advance, do I have to pro-rate the amount between legislative and administrative lobbying?

A: Yes. If payment is made in advance, an estimate of time spent based on past experiences or expected time spent in each area should be made.

Q: Is supporting documentation required for non-lobbying activities?

A: Yes, if your records and accounts integrate both lobbying and non-lobbying activities. For example, if you maintain a savings bank account, checking account or credit card account which includes both regulated lobbying activity and unregulated non-lobbying activity, to ensure completeness and accuracy of the financial reports, supporting documentation must be maintained and made available in the event of an audit for both the lobbying and non-lobbying activities. In no case shall the Office of State Ethics or its staff intentionally divulge to any third party any material regarding unregulated activities revealed in connection with the audit.

Q: As a client lobbyist, how can I be sure that expenditures made in furtherance of lobbying are properly captured and reported?

A: When preparing your periodic financial reports, as a general rule, consider any expense that was incurred during the period that is in any way connected with influencing legislative or administrative action. Certain items to consider include, but are not limited to, the following:

- Research time spent analyzing legislation or educating your communicator lobbyist;
- Any expenditures that assist in research of legislative or administrative action;
- Expenditures for events that **foster goodwill** with a public official;
- Any time spent and expenditures incurred with other lobbyists discussing Connecticut lobbying related matters.

Q: Where will the audit take place and how long will it take?

A: The audit will take place at the registrant's office. A time frame will be based on the preliminary review of the registrant's record-keeping system, and be communicated to the registrant prior to the field audit.

Q: If I am a communicator lobbyist and two or more of my clients are selected for an audit during the year, how many times will I be audited?

A: You will be audited each time a client is selected. The audit will consist of a review of all activity held in connection with that client including all income and expense reimbursements received during the audit period. Additionally, the first audit will consist of a review of all personal unreimbursed expenditures for the benefit of a public, official his/her staff or immediate family. Personal unreimbursed expenditures will be subject to an audit no more than once every three years. Although the audits will occur in the order selected, every effort will be made to coordinate the audit process in order to minimize the time spent at the registrant's office location.

Q: What is included in the audit report?

A: The audit report will consist of the following:

- Scope section describing the period of audit and general audit steps performed;
- Findings section, if necessary, describing material compliance exceptions;
- Recommendation and/or corrective action section, if necessary, outlining any recordkeeping or other compliance issues along with suggested remedies or required corrective actions.

Q: What happens if the audit results in findings of non-compliance with the Ethics Codes?

A: The primary goal of any audit by the Office of State Ethics is to ensure compliance with the Ethics Codes. The Office of State Ethics will take no formal action, based on the result of an audit, against a registrant for negligent failure to comply with the law, provided that the registrant takes corrective action. When the review of a registrant's records reveals an intentional or grossly negligent failure to comply with the law, however, or when the registrant fails to take corrective action required as a result of the audit, the Office of State Ethics may file a complaint pursuant to Section 1-93 of the General Statutes.

Q: What is the difference between a recommendation and a corrective action?

A: Recommendations are suggested remedies for less serious non-compliance issues and are generally assumed to be corrected on a going-forward basis.

Corrective Actions are mandatory remedies for more serious non-compliance matters. For example, if during the course of the audit it is determined that no supporting documentation such as receipts exist for expenditures made, the audit report will state that these items must be kept as part of the registrant's financial records. If a corrective action is necessary, the office of State Ethics will indicate what action is required and will set a time frame for corrections to be made. After the date for the corrective action, the auditor will schedule a meeting with the registrant in order to review and verify that procedures have been implemented to address the corrective action.

Q: Are results of the audit confidential?

A: The audit report is confidential until submission to the Office of State Ethics for approval, at which point, the document becomes public information. The auditor's work papers resulting from the audit are the property of the Office of State Ethics and are confidential.

Q: Where can I look for additional guidance?

A: The following resources are available to the registrant for additional guidance in order to understand and comply with Connecticut lobbying laws.

1. This manual and annual instructions for completing the periodic financial forms.
2. Connecticut General Statutes and Regulations.
3. Office of State Ethics advisory opinions, which have the force of law.
4. You may request an advisory opinion from the Legal Division of the Office of State Ethics on a specific matter.
5. The Office of State Ethics staff is available for any information needed.

ASSISTANCE

The Office of State Ethics staff is always available to discuss any questions you may have regarding the financial statement recordkeeping requirements and the audit process. If you have any questions on how the requirements and procedures indicated in this manual pertain to your particular situation, please feel free to call or write to:

Office of State Ethics
18-20 Trinity Street, Suite 205
Hartford, CT 06106
Tel: 860-566-4472
Fax: 860-566-3806
E-mail: ose@ct.gov

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