
INSTRUCTIONS FOR COMPLETING CITY OF PROVIDENCE QUARTERLY LOBBYIST REPORTING FORM WITH EXAMPLE

Mr. Joseph Lobbeed is a lobbyist who wants to legally influence actions taken by the City of Providence and its employees. He plans to begin activities in the second quarter of 2013 and will be compensated by two groups.

Because Mr. Lobbeed is going to be lobbying on behalf of two separate groups, he must complete the lobbyist registration using the webform on the web site of the City Clerk's web site twice.

[Link to Lobbyist Registration](#)

When he registers for the first client, Tobacco Trends Research, he receives his first lobbyist registration number: 30461-2013

When he registers for the second client, Chickens For Life, Inc., he receives his second lobbyist registration number: 99961-2013

Now Mr. Lobbeed is a Registrant. He conducts his lobbying activities throughout the quarter (April 1- June 30, 2013) and keeps record of his gifts, contributions, expenditures and compensation for each client.

At the end of the quarter, he files his report. Before filing, he always checks to make sure the version of the filing form he has is the latest.

[Link to Lobbyist Quarterly Report Form](#)

Period Tab: The first tab (Period) of the report asks the Registrant to enter the year and select the quarter he is reporting for. It also requests a Lobbyist Registration Reference Number. He may enter **any one** of his active registration numbers into this field. He also enters his Last name, first name, and types No into the Termination Notice field, because he plans to be active in the next quarter for his clients as well. If he did not plan to be active any longer, he would have typed Yes and would have completed the Termination Notice webform on the City Clerk web site.

Gifts Tab: The second tab (Gift) of the report asks the lobbyist if (s)he has given any gift worth more than \$25 to any public official covered by the Code of Ethics of the State of Rhode Island during the reporting period to an official or employee of the City by the Registrant. A lobbyist who reports a gift larger than \$25 has not broken the law, but the official or employee who accepts it may have.

Contributions Tab: The third tab (Contributions) is for the reporting of political contributions made to any candidate for City office, any elected official of the government of the City and any official or employee of the City seeking election to an office other than a City office during the reporting period. During this quarter, the Registrant made contributions to two people meeting that requirement. The details of those contributions are entered.

City of Providence
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NOTE: The following three tabs (Compensation, Lobbying Activities and Expenditures) must be completed if the Registrant (i) lobbied; or (ii) incurred lobbying-related expenditures; or (iii) received lobbyist-related compensation on behalf of/from ANY client during this reporting period. **If registrant did not meet any of these conditions for any client during this reporting period, these three tabs are not required, and Registrant may submit report after completing the Gifts and Contributions tabs.**

Compensation Tab: The fourth tab (Compensation) must report all compensation received from clients. In this example, Registrant was paid by two clients and the details of that compensation is entered. An important column of this tab is the “On Behalf Of” field, which is required if your compensation is on behalf of a client different from that which is directly providing compensation.

Lobbying Activities: The fifth tab is for reporting the target of lobbying activities, the type of action sought, a description of the specific action sought, and to which client each activity was related. Please use your best judgment as to the Type of action sought. An example of a strictly Administrative action would be a direct request to a department to extend a contract (although if this would require legislative action, then it would be both Administrative and Legislative).

Expenditures: The sixth tab is the only tab that does not allow information to be entered for multiple clients. Duplicate tabs must be created in the same Excel Workbook immediately after the first Expenditure tab for every client that meets the requirements described in the NOTE above. This Registrant had to create one additional Expenditures tab in order to enter the details of his two clients for this reporting period. The Lobbyist Registration Number and corresponding Client Name must be entered at the top and totals for each expenditure category related to lobbying for that client (regardless of who paid for the expenditure). Finally, each single expenditure over \$25 must be detailed in the last section of this tab.

Completed lobbyist quarterly reports must be submitted using the link below in Microsoft Excel format by midnight on the 15th day of the month immediately following the end of the quarter for which the report is being filed.
[Lobbyist Quarterly Report Submission](#)

City of Providence
Lobbyist Quarterly Report EXAMPLE
Lobbyist Activity Report

Quarter: Year: 2013

Lobbyist Registration Reference Number:
Last Name:
First Name:

Is this Activity Report being filed with a Termination Notice?

If registrant anticipates the date upon which this registration should terminate, please check Yes and submit Termination Notice along with report.

[Link to Termination Notice](#)

Stating 'No' retains registration status as current and indicates an understanding that an Activity Report must be submitted next quarter.

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GIFTS:

A lobbyist who reports a gift larger than \$25 has not broken the law, but the official or employee who accepts it may have.

I have ☐ have not ☐ given any gift worth more than \$25 to any public official covered by the Code of Ethics of the State of Rhode Island.

City of Providence
Lobbyist Quarterly Report EXAMPLE

ITEMIZED LIST OF POLITICAL CONTRIBUTIONS:

Registrant must report every political contribution over \$25 made to any candidate for City office, any elected official of the government of the City and any official or employee of the City seeking election to an office other than a City office during the reporting period.

<u>Recipient Name (Individual or Entity)</u>	<u>Amount of Contribution</u>	<u>Date of Contribution</u>
Sunny Feeser	\$350.00	5/30/2013
Resene Tresnew	\$575.00	4/22/2013

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COMPENSATION

This tab must be completed if the Registrant (i) lobbied; or (ii) incurred lobbying-related expenditures; or (iii) received lobbyist-related compensation on behalf of/from ANY client during this reporting period. If registrant did not meet any of these conditions for any client during this reporting period, this tab (and following tabs) are not required, and Registrant may submit report after completing the Gifts and Contributions tabs.

If registrant met any of the conditions above for any client during reporting period, **the below and following tabs must be completed for EACH client** on whose behalf lobbying was performed, or on whose behalf lobbying-related expenditures were made, or from whom lobbying related compensation was received.

NOTE: If you submit the following sections for some but not all of your registered clients, you are presumed to be representing that you did not lobby, incur expenditures or receive compensation on behalf of/from those clients for whom you have not submitted them.

Registrant is required to enter total compensation received from the client, a list of legislative actions sought on behalf of client (Lobbying Activities tab), [☐](#) and a list of all single expenditures in excess of \$25 personally incurred or charged to client for each of the legislative actions sought (Expenditures tab).

<u>Lobbyist Registration Number</u>	<u>Client Name</u>	<u>On Behalf Of (optional)</u>	<u>Lobbying Related Compensation</u>
30461-2013	Tobacco Trends Research	Phillip Morris & Co.	\$5,000.00
99961-2013	Chickens For Life, Inc.		\$1,500.00

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Lobbyist Activities

In the table below, Registrant must (1) state the name of each City agency lobbied; (2) denote whether lobbying involved legislative or administrative action or both; and (3) give a brief description of the legislative or administrative action promoted or opposed. Be specific. For example, for real estate or zoning matters, provide the address of the property. For licensing matters, indicate the type of license. Include the formal designation of any proposed action or project, if known.

<u>Lobby Reg. #</u>	<u>Client Name</u>	<u>City Agency Lobbied</u>	<u>(A)dmin (L)eg or (B)oth</u>	<u>Action Sought (formal designation or bill number if known)</u>
30461-2013	Tobacco Trends Research	City Council	L	Ordinance to lower legal purchase of cigarettes to 15
30461-2013	Tobacco Trends Research	Dept. of Health	L	Ordinance to lower legal purchase of cigarettes to 15
99961-2013	Chickens For Life, Inc.	City Council	L	Ordinance to allow 20 chickens per home inside city
99961-2013	Chickens For Life, Inc.	City Council	B	Extend City contract to purchase eggs exclusively from CFL, Inc.

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Lobbyist Registration Number:

30461-2013

Client Name:

Tobacco Trends Research

TOTAL EXPENDITURES:

State the total amount of lobbying-related expenditures paid by you or charged to client in each category. Enter an amount in all blanks, even if amount is "0".

Category	Amount
a. Office expenses (even if 0)	\$0.00
b. Compensation to others (even if 0)	\$0.00
c. Public education, advertising and publications (even if 0)	\$0.00
d. Personal sustenance, travel and lodging (even if 0)	\$455.21
e. Other expenses, not reported above (even if 0)	\$0.00
Total amount of expenditures (even if 0)	\$455.21

THRESHOLD EXPENDITURES

State any single expenditure paid by you or charged to your client totaling \$25 or more

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>	<u>Name, Address, and nature of business recipient</u>	<u>Legislative or administrative action, if any, in connection with which expenditure was made (from previous tab)</u>
5/29/2013	Hotel - lobbying trip Providence	\$305.54	Providence Biltmore, 11 Dorrance St, Providence, RI 02903, hotel	Ordinance to lower legal purchase of cigarettes to 15
5/29/2013	Dinner - lobbying trip Providence	\$42.98	Gracie's, 194 Washington St Providence, RI 02903	Ordinance to lower legal purchase of cigarettes to 15

City of Providence
Lobbyist Quarterly Report EXAMPLE

Lobbyist Registration Number:

99961-2013

Client Name:

Chickens For Life, Inc.

TOTAL EXPENDITURES:

State the total amount of lobbying-related expenditures paid by you or charged to client in each category. Enter an amount in all blanks, even if amount is "0".

Category	Amount
a. Office expenses (even if 0)	\$0.00
b. Compensation to others (even if 0)	\$0.00
c. Public education, advertising and publications (even if 0)	\$0.00
d. Personal sustenance, travel and lodging (even if 0)	89.54
e. Other expenses, not reported above (even if 0)	\$0.00
Total amount of expenditures (even if 0)	89.54

THRESHOLD EXPENDITURES

State any single expenditure paid by you or charged to your client totaling \$25 or more

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>	<u>Name, Address, and nature of business recipient</u>	<u>Legislative or administrative action, if any, in connection with which expenditure was made (from previous tab)</u>
6/25/2013	Dinner - Lobbing in Providence	\$36.73	Local 121, 121 Washington St Providence, RI 02903	Extend city's contract to purchase eggs exclusively from Chickens For Life, Inc.