Interim Lobbying - Quarterly Expense Report Instructions

QUARTERLY EXPENSE REPORT GUIDE

Use this guide to complete the Quarterly Expense Report.

What to Include on the Quarterly Expense Report	How to Complete the Quarterly Expense Report
01 Today's Date Year Quarter Type of Filer	Enter the calendar year and quarter for the expense report that you are filing. Please see the calendar on page iv for filing deadlines. Place a check in the box by the type of entity filing the expense report (Principal, Lobbyist or Lobbying Firm).
02 Filer Information Name of the Filer Permanent Business Address Daytime Telephone Number Email Address	Include the name, permanent business address, daytime telephone number, and email address of the filer.
03 Lobbying Expenditures Total Expenditures for Direct Communication Total Expenditures for Indirect Communication Total Expenditures for Gifts, Hospitality, Transportation and Lodging Total Lobbying Expenditures for the Quarter	Each lobbying expense made during the quarter must be allocated to and reported in one of the three expenditure totals: 1. Total spent during the quarter for direct communications. 2. Total spent during the quarter for indirect communications. 3. Total spent during the quarter for gifts, hospitality, transportation and lodging. Add the three totals and enter the total of all lobbying expenditures during the quarter. Lobbying expenses include, but are not limited to: 1. Economic consideration paid to lobbying firms or lobbyists; 2. Personnel costs including salaries and benefits paid to lobbyists, lobbying staff, research and monitoring staff, consultants, lawyers, publications and public relations staff, technical staff, clerical and administrative support staff and individuals who engage in lobbying activity but who are exempt from reporting. 3. Expenses for offices, equipment and supplies utilized for lobbying.

	4. The total costs for gifts, hospitality, transportation and lodging, given to or provided to City officials or employees or their immediate families during the reporting period. If the total lobbying expenses did not exceed $2,500 for the quarter, place a check in the box and move to Section 09.
04 Lobbying Conducted on Behalf of the Principal DIRECT COMMUNICATION Lobbying Category Specific Subject Matter Position Taken Name of City Official & Agency	**Direct Communication** **Lobbying Category** – Enter a lobbying category from the list on page 9. **Specific Subject Matter** – Enter the specific issue, bill number, etc. **Position Taken** – Enter Supported, Opposed, Amended, Proposed or Other. **Name of City Official & Agency**– Enter the name(s) of the City Official or employee who was lobbied and his/her department or agency.
05 Lobbying Conducted on Behalf of the Principal INDIRECT COMMUNICATION Lobbying Category Specific Subject Matter Position Taken Method of Communication Description of Recipient Group	**Indirect Communication** **Lobbying Category** – Enter a lobbying category from the list on page 9. **Specific Subject Matter** – Enter the specific issue, bill number, etc. **Position Taken** – Enter Supported, Opposed, Amended, Proposed or Other. **Method of Communication** – Enter method used for indirect communication such as letter, email, billboard, telephone bank or other. **Description of Recipient Group** – Describe the persons or groups to whom the indirect communication was directed.
06 City Officials or Employees Who Received Gifts, Hospitality, Transportation or Lodging Name of the Recipient Recipient's Position and Department or Agency Description of the Item Value of the Item Date Item Was Given Place Item Was Given Name and Address of the Source of the Item	When the aggregate total cost of all expenditures for gifts, hospitality, transportation, lodging, or reimbursements to a City official or employee reaches or exceeds $200 in a calendar year, report on the quarterly expense report the details of each gift, hospitality, transportation, lodging, or reimbursement expenditure to that recipient in the calendar year. On each subsequent expense report in that calendar year, report the details of each subsequent gift, transportation, hospitality, lodging, or reimbursement made to that recipient. **REMINDER:** At least seven days prior to filing an expense report, you must give written notice to each City official or employee who will be listed in the expense report as a recipient of a gift or gifts, hospitality, transportation or lodging.

07 Repayments to Principals for Gifts, Hospitality, Transportation or Lodging Recipient of Item Description of Item Value of Item Repayment Amount	If a City official or employee repays a principal, in whole or in part, for any gift, hospitality, transportation or lodging received, and if the gift, hospitality, transportation or lodging expense is or would have been required to be reported in detail on an expense report (in Box 6), report the detail of the repayment in Box 7.
08 Source(s) of Contribution to Principal Name of Individual, Association, Corporation, Partnership, Business Trust or Other Business Permanent Business Address Daytime Telephone Number	Include the name, permanent business address and daytime telephone number of any individual, association, corporation, partnership, business trust or other business entity that contributed more than 10% of the total resources received by the principal during the reporting period. The term "total resources" includes all contributions to the principal and all dues and grants received by the principal during the reporting period.
09 Principal Affirmation	A named officer or other individual with authority to sign documents on behalf of the principal must sign and affirm the contents of the expense report filed by a principal that is a firm, association, corporation, partnership, business trust or business entity.
10 Lobbyist or Lobbying Firm Affirmation	Each lobbyist who is listed on the principal's registration must affirm the principal's expense report and may include a description of the limits of his or her knowledge concerning the contents of the expense report. If a lobbying firm is listed on a principal's registration, a named officer or other individual in that lobbying firm who has the authority to sign documents on behalf of the lobbying firm must affirm the principal's expense report and may include a description of the limits of his or her knowledge concerning the contents of the expense report. Please use a separate sheet for each Lobbyist or Lobbying Firm.

WHEN TO FILE YOUR QUARTERLY EXPENSE REPORT

An expense report should be filed no later than 30 days after the end of the Quarter as follows:

Quarter	Covers the period	Expense Report due on or before
1	January 1 through March 31	April 30
2	April 1 through June 30	July 30
3	July 1 through September 30	October 30
4	October 1 through December 31	January 30

When the deadline for a filing with the Board falls on a weekend or holiday, or on a day that the Board's office is closed or closes early, the deadline for the filing will be extended to the following City business day.

HOW TO FILE YOUR QUARTERLY EXPENSE REPORT

A principal must complete and file the Quarterly Expense Report and Affirmations with the Philadelphia Board of Ethics. See **Where to File Your Quarterly Expense Report** for information on where to submit a quarterly expense report. Please make a copy of your quarterly expense report for your records.

WHERE TO FILE YOUR QUARTERLY EXPENSE REPORT

Each principal must file the original completed and signed Quarterly Expense Report and Affirmations with the Philadelphia Board of Ethics. Mail your completed Quarterly Expense Report to:

City of Philadelphia Board of Ethics
Attention: PLIS Administration
One Parkway Building
1515 Arch Street, 18th Floor
Philadelphia, PA 19102-1504

Please do not email or fax Quarterly Expense Reports and Affirmations.

QUESTIONS

Board of Ethics staff is available to help with your questions. Use the "Ask for Advice" feature in the left-hand column of the Board's website at www.phila.gov/ethicsboard, to email your question to Board staff. You may also call the Board at 215-686-9450 for assistance.

Interim Lobbying - Quarterly Expense Report

(Please Type or Print in Ink)

☐ **Check Box if AMENDMENT**

01 Today's Date (month/day/year)	Year	Quarter	PLIS Number (Office Use Only)

Type of Filer

☐ Principal	☐ Lobbyist	☐ Lobbying Firm

02 FILER INFORMATION

Name of Filer	Email Address	Phone Number

Permanent Business Address	City	State	Zip Code

03 LOBBYING EXPENDITURES

☐ Total Lobbying Expenses did not exceed $2,500 during this quarter.
If you check this box, leave the rest of this section blank and move to Section 09.

Total Expenditures for Direct Communication	**$**
Total Expenditures for Indirect Communication	**$**
Total Expenditures for Gifts, Hospitality, Transportation and Lodging	**$**
Total Lobbying Expenditures for the Quarter	**$**

04 LOBBYING CONDUCTED ON BEHALF OF THE PRINCIPAL – Direct Communication			
Lobbying Category (Select from the list on page 9)	**Specific Subject Matter** (Issue, Bill Number)	**Position Taken** (Support/Oppose/Amend/Proposed/Other)	**Name of City Official & Agency**

05 LOBBYING CONDUCTED ON BEHALF OF THE PRINCIPAL – Indirect Communication				
Lobbying Category (Select from the list on page 9)	**Specific Subject Matter** (Issue, Bill Number)	**Position Taken** (Support/Oppose/Amend/Proposed/Other)	**Method of Communication**	**Description of Recipient Group**

06 CITY OFFICIALS/EMPLOYEES WHO RECEIVED GIFTS, HOSPITALITY, TRANSPORTATION OR LODGING						
Name of Recipient City Official/Employee	**Department & Position of Recipient City Official/Employee**	**Description of Item**	**Value of Item**	**Date**	**Place of Receipt**	**Name & Address of the Source of the Item**

07 REPAYMENTS TO PRINCIPALS FOR GIFTS, HOSPITALITY, TRANSPORTATION OR LODGING			
Recipient of Item	**Description of Item**	**Value of Item**	**Repayment Amount**

08 SOURCE(S) OF CONTRIBUTIONS TO PRINCIPAL			
Name of Individual, Association, Corporation, Partnership, Business Trust or Other Business	**Permanent Business Address**	**City, State, Zip**	**Daytime Telephone Number**

09 PRINCIPAL AFFIRMATION		
By affixing my signature to this expense report, I affirm that I have actual knowledge of the contents of this expense report and that the information reported herein is valid, accurate, and complete to the best of my knowledge. To the best of my knowledge at all times relevant to this quarterly expense reporting period, I have complied with the requirements of City Code §20-1205(5). I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email listed in this expense report.		
INDIVIDUAL AFFIRMING CONTENTS OF EXPENSE REPORT		
NAME	**PHONE NUMBER**	**EMAIL ADDRESS**
SIGNATURE		**DATE**

NAME OF PRINCIPAL:		YEAR:		QUARTER:	

10 LOBBYIST OR LOBBYING FIRM AFFIRMATION - Use a separate sheet for each Lobbyist or Lobbying Firm.

Name of Lobbyist or Lobbying Firm	Email Address	Phone Number	
Permanent Business Address	**City**	**State**	**Zip Code**

LOBBYIST OR LOBBYING FIRM AFFIRMATION

☐ By affixing my signature to this expense report, I affirm that I have actual knowledge of the contents of this expense report and that the information reported herein is valid, accurate, and complete to the best of my knowledge. To the best of my knowledge at all times relevant to this quarterly expense reporting period, I have complied with the requirements of City Code §20-1205(5). I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email listed in this expense report.

☐ By affixing my signature to this expense report, I affirm that I have actual knowledge of the contents of this expense report to the extent described in my statement which follows. I affirm that the information reported on this expense report of which I have knowledge is valid, accurate, and complete to the best of my knowledge. To the best of my knowledge at all times relevant to this quarterly expense reporting period, I have complied with the requirements of City Code §20-1205(5). I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email listed in this expense report.

☐ By affixing my signature to this expense report, I affirm that I engaged in no lobbying activity for this principal during this expense report period. I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email listed in this expense report.

AUTHORIZED SIGNATURE	**DATE**

STATEMENT OF LIMITED KNOWLEDGE

Lobbying Categories

- Accounting
- Agriculture
- Airport/Aviation
- Alternative Energy
- Animals
- Arts & Entertainment
- Banking/Finance
- Beverages
- Bicycles
- Biotechnology
- Bonds
- Broadcasting
- Buses
- Cable Television
- Campaign Finance
- Child Care
- Civil Service
- Commerce
- Construction
- Contracts/Procurement
- Crime
- Disability
- Domestic Violence
- Education
- Elections
- Energy
- Engineering
- Environment
- Ethics
- Fair Housing
- Finance
- Fire Safety
- Firearms/Guns
- Flood Control
- Food Processing/Sales
- Foreclosure
- Garbage/Waste
- Government
- Government, Budget
- Guns
- Health Care/Public Health
- Higher Education
- Historic Preservation
- Hospitality/Restaurant
- Housing
- Human Services
- Industry/Manufacturing
- Information Technology
- Insurance
- Job Training
- Juvenile Justice
- Labor
- Legal
- LGBT Issues
- Libraries
- Literacy
- Litter
- Marketing/Sales
- Media
- Medical/Hospitals
- Mental Health
- Motion Pictures
- Motor Vehicles
- Museums
- Music
- Newsstand/Newspapers
- Parking
- Parks/Recreation
- Pensions
- Pharmaceutical Assistance
- Pharmaceuticals
- Police/Law Enforcement
- Pollution
- Prisons/Corrections
- Public Employees
- Public Interest
- Public Records
- Public Relations/Advertising
- Railroads
- Real Estate
- Recycling
- Redistricting
- Religious
- Retail Sales
- Schools
- Senior Citizens
- Small Business
- Streets
- Taxation
- Technology
- Telecommunications
- Tobacco
- Tourism/Travel
- Trade or Professional Assoc.
- Transportation
- Utilities
- Veterans Affairs
- Wagering/Gaming
- Waste Management
- Water/Sewer
- Women's Issues
- Youth
- Zoning
- Other (please describe)