

## West Virginia Ethics Commission

### Instructions for Completing Lobbyist Activity Report Form and Schedules A and B

- If there was no lobbying activity or expenditures during the reporting period, indicate with “N/A” and \$0, respectively.
- Complete all sections of the Form.
- Lobbyists with more than one employer must itemize reportable expenditures per employer in separate columns. Use additional Forms if necessary.
- Report all expenditures made by you and/or your employer on public officials, public employees and their immediate family members in furtherance of lobbying activities. Reportable expenditures include meals and beverages, lodging, advertising, travel, gifts, campaign contributions to incumbent state elected officials, group expenditures and other expenses.
- DO NOT REPORT personal compensation and reimbursement for personal meals, lodging, travel or office support expenses.
- For advertising expenditures, DO NOT include expenditures incurred in presenting multimedia programming addressed to the general public for the purpose of influencing legislation. Such advertising constitutes “grassroots lobbying.” For more information on grassroots lobbying, contact the Ethics Commission at (304) 558-0664 or go to [ethics.wv.gov](http://ethics.wv.gov)
- Total the expenditure amounts on the Form.
- Lobbyists must update their contact information on the **Lobbyist Activity Report Form** if necessary.

#### Schedule A – Lobbyist Expenditure Detail Report Form

- Complete **Schedule A** to provide detailed information of lobbying-related expenditures made on public officials, public employees and their immediate family members. Expenditures made on advertising, political contributions and group entertainment need not be listed.
- On **Schedule A**, under **Section 1. Expenditure Details**, list the names of all public officials, public employees and their immediate family members on whom expenditures were made, the type of expenditures made, and the total amount of expenditures made.
- List gifts given to all members of the House, Senate, Legislature or to a standing or joint committee of the Legislature as a group in **Section 1a. Gifts (Group)**. The names of each legislator who received the gift do not need to be listed; only the name of the group needs to be identified.
- List expenditures related to a recipient’s participation in a panel or a speaking engagement in **Section 2. Participation in a Panel or Speaking Engagement**.
- For each recipient identified in **Sections 1, 1a, and 2**, list the subjects of lobbying in **Section 3. Subjects of Lobbying**.
- Totals of all spending listed on **Schedule A** must be reflected on the **Lobbyist Activity Report Form**.

## Schedule B – Group Entertainment & Shared Expense Report Form

- Complete **Schedule B** when expenditures are made toward specific group entertainment events or when those costs are shared by more than one lobbyist. Use one form per event.
- In **Section A: Event Information on Schedule B**, list the event's date, location, type, sponsors and attendees. If all members of the Legislature, either the Senate or House, or standing or joint committees are invited, individual names of attendees need not be listed. Specify the type of governmental group invited. If a specific government group was not invited, list the names of each attendee.
- In **Section B: Calculate Reportable Expenses**, divide the total cost of the event by the total number of attendees for the per capita cost. Multiply the total number of government attendees by the per capita cost for the total amount of "Group Expenditures." List the total amount of Group Expenditures in BOX 1 on Schedule B and in **Section 6G** on the **Lobbyist Activity Report Form**.
- In **Section C: Shared Sponsorship Expenses**, indicate if other lobbyists co-sponsored the event. If other lobbyists co-sponsored the event, list their names. Record your total amount of group expenditures in BOX 2 on Schedule C.

Revised 3/27/2018