

# Reporting Requirements Once an Organization is Registered as a Lobbying Principal

## Reporting bills, rules, and topics

- Each principal must **report to the Government Accountability Board each bill or proposed rule and each topic on which the organization makes a lobbying communication. Lobbying on the budget bill must be reported by subject.** The principal, through an authorized individual, must report the bill, budget subject, proposed rule, or topic to the Board **within 15 days of the first lobbying communication.**
- You may **report** each bill, budget subject, proposed rule, or topic to the Government Accountability Board **via** the electronic form on the Government Accountability Board's **website at <http://gab.wi.gov>**, by **e-mail at [GABEthics@wisconsin.gov](mailto:GABEthics@wisconsin.gov)**, by fax at (608) 264-9319, or by a postcard or letter mailed to P.O. Box 7984, Madison, WI 53707-7984. If you report by electronic form or by e-mail, you will receive an acknowledgement that the Board has received your report.
- **To learn who is lobbying on a bill or rule** in which you are interested, **or to learn what bills, rules, and topics a particular organization is interested in, visit the Government Accountability Board's website** throughout the course of the legislative session.

## Daily Time Itemization

On July 31 and January 31 each year, every lobbyist and principal is required to provide a daily itemization of the time spent lobbying during the previous January through June and July through December reporting periods. Time must be differentiated between time spent communicating with state officials and time spent on other lobbying - related activities such as research and preparation. The Government Accountability Board provides on-line form for this purpose. You may use the form to record time on a daily basis or you may use any system reasonably calculated to record time and transfer the information to this form.

- At the end of each reporting period, each principal will provide an estimate of the percentage of time spent on each bill, proposed rule, or topic that accounted for 10% or more of the principal's lobbying time for the period.
- An organization need not report the time of clerical employees, unpaid volunteers, or non-lobbyist employees who devote no more than 10 hours to lobbying during a reporting period.

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## **Statements of Lobbying Activities and Expenditures**

A lobbying principal must also file semi-annually with the Government Accountability Board a Statement of Lobbying Activities and Expenditures for the preceding reporting period. In July and January, the Board will make a personalized on-line form available for each principal that includes a listing of the bills and rules the principal has previously identified. Wisconsin Statutes require that each principal report all lobbying expenditures for the preceding reporting period on the form and submit it to the Board by July 31 or January 31.

Reportable expenditures include:

- Payments and obligations to contract lobbyists.
- Compensation to in-house lobbyists (including fringe benefits).
- Compensation of officers, directors, and employees who support lobbying (other than clerical employees and employees who devoted less than 10 hours to lobbying).
- Overhead.
- Travel and living expenses (except travel expenses of unpaid individuals unless the principal purpose of the travel is lobbying related).
- Purchase of research, printing, advertising, and other items and services.
- Payments or reimbursements to state officials.

In addition:

- Report the name of any non-lobbyist employee, other than a clerical employee, who devoted time to lobbying communications during a reporting period.