

Public Affairs Council Webinar: Methods for Tracking Lobbying Activities

Ellie Shaw

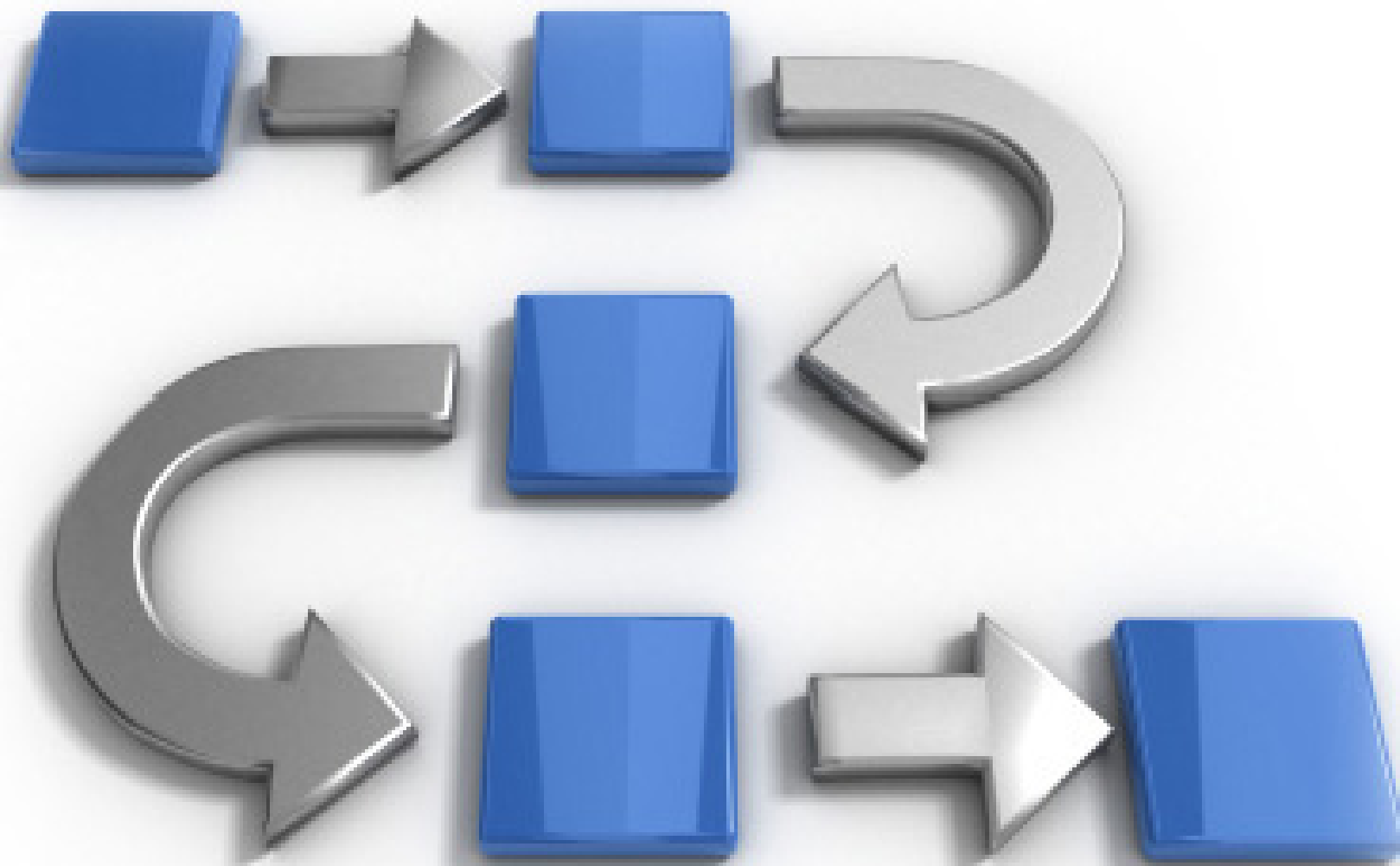
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Agenda

- Which employees must track their time and how to educate them about the LDA
- Creating lobbying policies for employees
- Tracking how much time senior executives spend on lobbying activity
- Getting information you need from employees, associations and outside lobbyists
- Whether it's better to track activities internally or hire a contractor

My Disclaimers

- I'm not a lawyer, and I don't even pretend to be
- Consult with your General Counsel's Office
- Get external guidance
 - As members of the Public Affairs Council, you have access to Ken Gross for one-off questions
 - MultiState Associates Inc. and others



"HERDING CATS"



LD-2 Reporting Method A

- Reporting amounts using LDA definitions only
 - Lobbying activity hours
 - Lobbying by outside consultants/firms
 - Trade Association lobbying
 - T&E expenses

Lobbying Hour Tracking

- Lobbying Activities: Lobbying contacts (any oral, written, or electronic communication to a covered official) and any efforts in support of such contacts, including preparation or planning activities, research, and other background work that is intended, at the time of its preparation, for use in contacts, and coordination with the lobbying activities of others.
- Track early and often!

Outside Lobby Consultants/Firms

- Report the expense in the quarter in which service was provided

Trade Association Lobbying

- Contributions to “Association” are not tax deductible as charitable contributions. For 2014, XX% of contributions relates to lobbying and is not tax deductible; XX% may be deductible as a business expense.
- Report the expense in the quarter in which it was paid

T&E Expenses

- Transportation
- Meals
- Airline travel
- Lodging
- Aviation

Resources

- Senate – LDA Guidance

www.senate.gov/legislative/resources/pdf/S1guidance.pdf

- House – LDA Guidance

http://lobbyingdisclosure.house.gov/amended_lda_guide.html

Questions

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