Statements of Lobbying Activities and Expenditures (SLAEs)

Each registered lobbying principal must complete a Statement of Lobbying Activity and Expenditures (SLAE) every six months of the two-year legislative session. There are five steps to complete a SLAE, which are outlined in the following subsections.

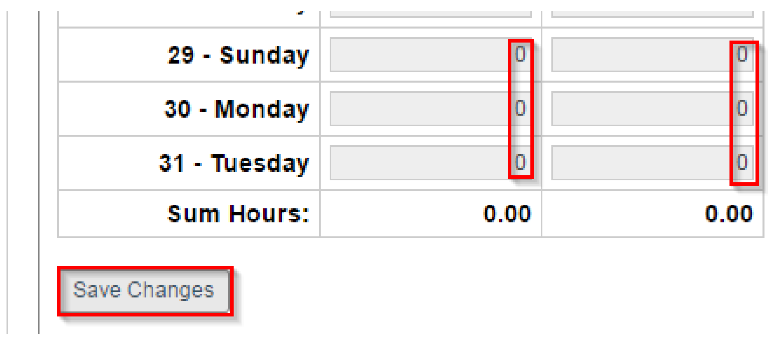
Required Information for the Statement of Lobbying Activity and Expenditures *(§13.68)*:

- Lobbyist time report
- Non-Lobbyist time report
- Time and Expenditure Summary
  - Contract Lobbyists: Hours and Payments
    - Lobbying payments
    - Reimbursement for travel expenses
    - Reimbursement for all other expenses
  - In-House Lobbyists: Hours and Payments
    - Salary attributable to lobbying
    - Reimbursement for travel expenses
  - Non-Lobbyist Employees: Hours, Compensation and Reimbursement
    - Salary attributable to lobbying
    - Reimbursement for travel expenses
  - Public Relations, Research, Volunteer Expenses and Other Lobbying
    - Public relations
    - Paid advertising (if in excess of $500 in one six month period)
    - Research Expenses
    - Volunteer expenses/reimbursement for travel expenses
    - All other lobbying expenses
  - Non-Lobbyist Employees Who Devoted time to Lobbying Communication
  - Payment or Reimbursement to Officials
- Allocation of Lobbying Effort
  - Bills
  - Budget Bill Subjects
  - Administrative Rules
  - Topics
  - Minor Efforts
  - Other Matters

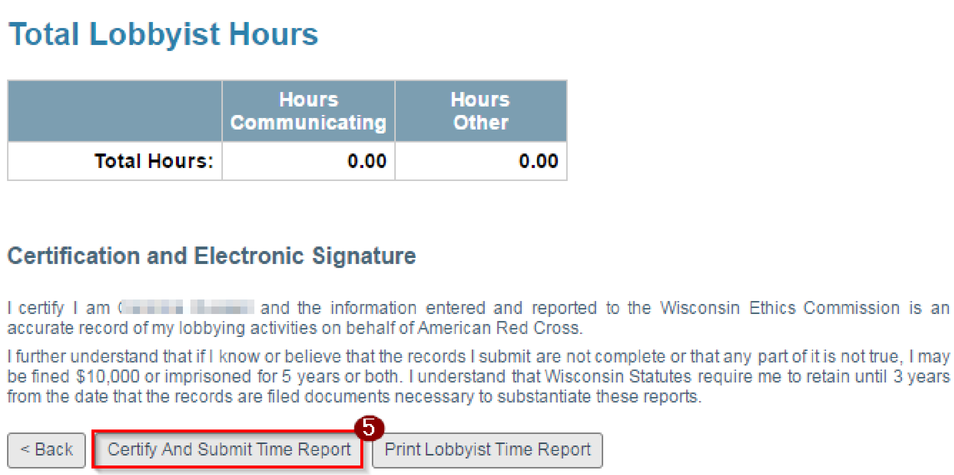
Lobbyist Time Report

1. Log into the user account and click **Enter Lobbyist Hours** on the left navigation bar. This screen can also be accessed by clicking **Submit 6 Month Report** then **Enter Lobbyist Hours** (not pictured).
2. Choose the reporting period, lobbyist, and principal and click **Report Lobbyist Time**.

3. Choose the correct month by clicking the date (not pictured).
4. Enter information for each day of that month, making sure to differentiate between direct communication and "other," such as preparation for a meeting, or a phone call. Click **Save Changes**. Do not proceed to the next month without saving changes. There is no limit to how frequently hours can be submitted.



5. When submitting the SLAE at the end of the six month reporting period, verify that the total hours are is correct and click **Certify and Submit Time Report**. If submitting the SLAE, continue on to **Non-Lobbyist Time Report**.



Non-Lobbyist Time Report

Non-Lobbyist Time to be recorded is time that governmental affairs directors, senior managers, non-clerical employees (other than Lobbyists), and others who act under the organization's supervision or direction spent on lobbying-related activities. Do not record the time of Lobbyist(s); that time is already reported in each Lobbyist's Time Report.

This time report must accurately reflect a daily accounting of time the organization spends on lobbying-related activities. There are a number of ways the organization can have individuals account for time spent on lobbying-related activities. Use any reasonable method that helps accurately record time spent on lobbying-related activities.

Lobbying-related activities include:

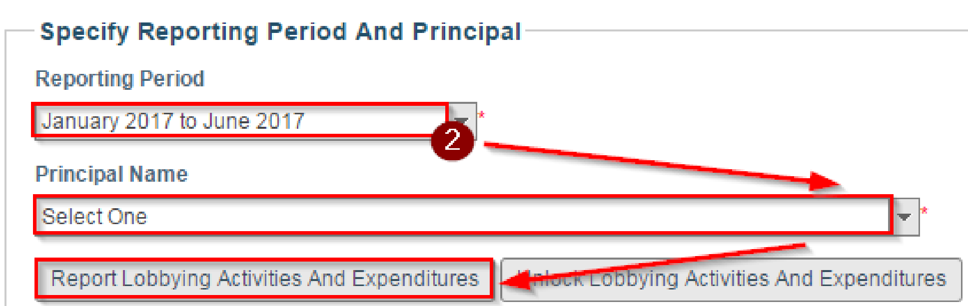
- Efforts pertaining to the development, drafting, introduction, consideration, modification, adoption, rejection, review, enactment, or defeat of any bill, resolution, amendment, report, nomination, administrative rule or other matter by either house of the legislature.
- Efforts pertaining to the proposal, drafting, development, consideration, promulgation, amendment, repeal, or rejection by any agency of a rule.
- Communication, which includes talking (in person or by telephone) and meeting with elected officials, legislative employees, agency officials, and other state employees with decision-making authority for legislative or administrative action, as well as speaking at public hearings. This category does not include letter-writing.
- Other lobbying-related activities

This category includes time spent monitoring legislative and state agency activities; writing letters; meeting with members or employees of the organization, colleagues, and others to discuss lobbying issues and strategy; collecting, compiling, or analyzing facts, data, or other information; preparing to communicate with elected officials, legislative employees, agency officials, and other state employees with decision-making authority for legislative or administrative action; preparing correspondence; and preparing others to lobby.

DO NOT record time spent:

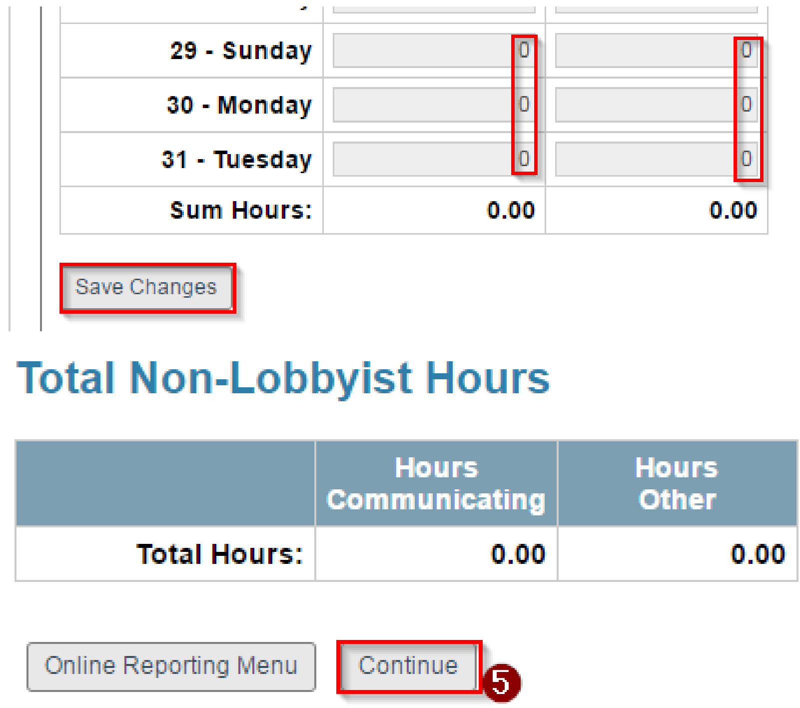
- by the organization’s licensed Lobbyist(s). That time should be recorded in each Lobbyist's Time Report.
- by clerical staff.
- by unpaid volunteers.
- by employees who have spent no more than 10 hours in lobbying-related activities.
- furnishing information in response to the request of an agency official (but include time furnishing information requested by legislators or legislative employees).
- traveling that does not include any lobbying-related activity.

1. Log into the user account and click **Enter Reports For Principals** on the left navigation bar. This screen can also be accessed by clicking **Submit 6 Month Report** then **Reports For Principals** (not pictured).
2. Choose the reporting period and principal, and click **Report Lobbying Activities and Expenditures**.



3. Click **2. Non-Lobbyist Time Report** (not pictured).

4. Enter information for each day of that month, making sure to differentiate between direct communication and “other,” such as preparation for a meeting, or a phone call. Click **Save Changes**. Do not proceed to the next month without saving changes. There is no limit to how frequently hours can be submitted.
5. Once all non-lobbyist time has been entered for the reporting period, verify the Total Non-Lobbyist Hours and click **Continue. This** will bring up the **Time and Expenditure Summary** page.



Time and Expenditure Summary

Hours:
For each Lobbyist, hours will automatically be transferred to the organization's report once the Lobbyist has "certified" the Lobbyist's time report.

Dollars:
For contract Lobbyists, enter payments and obligations the organization made or incurred during the reporting period to each contract Lobbyist for lobbying and lobbying-related activities (including retainers, fees, other compensation, and reimbursement of expenses that were charged separately). If two or more contract Lobbyists were retained from the same lobbying firm and are unable to allocate the portion of the total lobbying payment attributable to each, payment to the lobbying firm can be listed instead of to an individual Lobbyist.

For in-house Lobbyists, enter the portion of salaries the organization paid each officer-director and employee-lobbyist for lobbying-related activities during the reporting period.

If the organization compensated a Lobbyist, and the combined payments for lobbying represent 85% or more of the individual's total compensation, the entire amount of compensation paid to the lobbyist can be reported.

Section B: Non-lobbyist Employees: Hours, Compensation and Reimbursement
Hours: Hours will automatically be transferred from the daily itemized non-lobbyist time report to Section B.

Dollars: Enter the portion of salaries attributable to lobbying-related activities.

When making the computation disregard payments to an employee who devoted no more than 10 hours to lobbying-related activities during the reporting period. If the organization compensates an employee, and the combined payments for lobbying represent 85% or more of the individual's compensation, the entire amount of the compensation paid to the employee can be reported. Include salaries earned but not yet paid. Do not report amounts reported in a prior period.

Section C: Public Relations, Research, Volunteers' Expenses and Other Lobbying Costs
Identify all lobbying expenses and obligations the organization made or incurred during the reporting period not already reported and not included in overhead. Do not include fees paid to the Ethics Commission. Do not include in-house costs.
<u>Include the following items:</u>

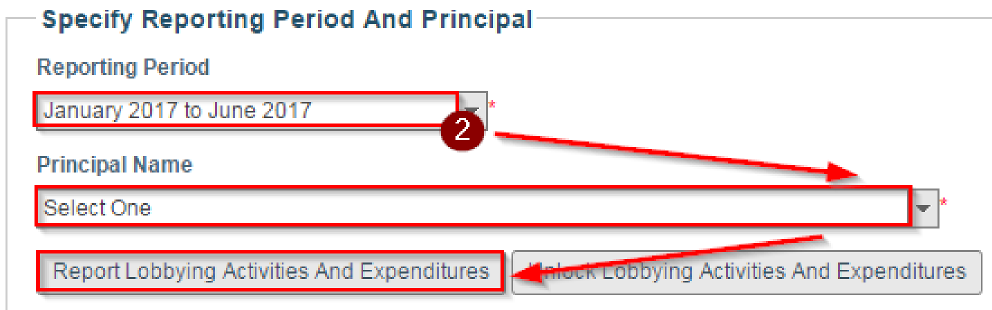
- Contract Research. Payments and obligations for conducting, compiling, or preparing research, information, statistics, or analyses that would not have been incurred but for lobbying and costs of providing it to state officials.
- Research undertaken and used solely for lobbying. Report total amount of expenditures if research is used within 3 years of completion.
- Research undertaken for lobbying and used for additional purposes. Report only that portion of expenditures allocated for lobbying research (if used within 3 years of completing the research).
- Research undertaken for non-lobbying purposes and used in lobbying. Do not report an expenditure for research that would have been undertaken regardless of its use in lobbying.
- Public Relations. Costs for advertising and activities to urge the public to attempt to influence state legislation or administrative rules (if payments and obligations exceed $500 for the reporting period).
- Volunteers' Expenses. Costs of persuading and assisting members or volunteers to attempt to influence state legislation or administrative rules and reimbursements of members and volunteers for activities that pertained to lobbying. Exclude travel-related expenses already reported for lobbyists and non-lobbyist employees.

Section D: Non-lobbyist employees who devoted time to lobbying communications
List the names of the organization's paid employees who, although not Lobbyists, spoke in person or by phone or wrote to a legislator, legislative employee, or agency official during the reporting period in order to influence legislative action or administrative rulemaking.

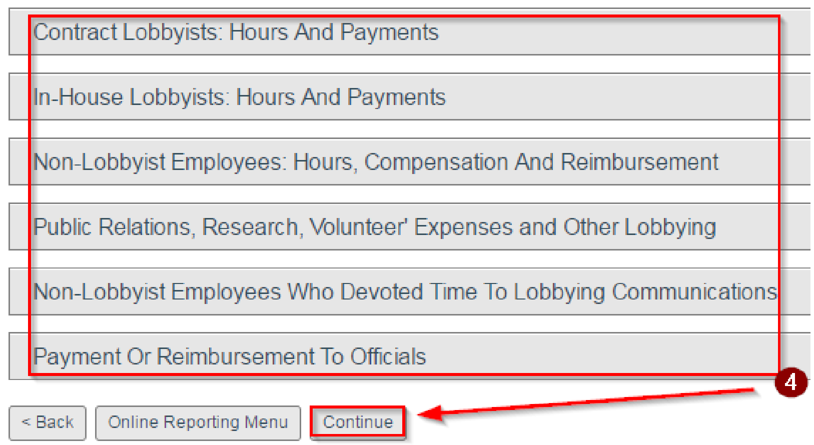
Section E: Payment or Reimbursement to Officials
If the organization or its lobbyist paid or reimbursed an elected state official, state agency official, legislative employee, or candidate for elective state office, provide the date, the name of the recipient, and the amount of each payment. The organization is responsible for obtaining this information from its lobbyists and reporting it. Note that many state officials report to the Ethics Commission their receipt of payments exceeding $50.

1. Log into the user account and click **Enter Reports For Principals** on the left navigation bar. This screen can also be accessed by clicking **Submit 6 Month Report** then **Reports For Principals** (not pictured).

2. Choose the reporting period and principal, and click **Report Lobbying Activities and Expenditures**.



3. Click **3. Time And Expenditure Summary** (not pictured).
4. Enter all expenditure information in the corresponding drop-down menus. Save changes before moving on to another drop-down menu. Click **Continue**, which will bring up the
5. **Allocation of Lobbying** Effort**.**



Allocation of Lobbying Effort

Under Wisconsin's lobbying law, every organization that employs a Lobbyist identifies to the Ethics Commission matters on which they make lobbying communications (15-Day Reports). These communications may concern a bill, budget bill subject, proposed administrative rule, or a topic not assigned a bill or clearinghouse rule number. For each matter they reported on a 15-Day Report, the organization is to provide a reasonable estimate of the percentage of the organization's total lobbying-related time during the reporting period that is associated with that item.

> NOTE: Matters reported in your SLAE that should have been reported earlier due to 15-Day reporting requirements may result in a late filing penalty. You will need to enter those matters as 15-Day Reports in order to include them in your SLAE.

When estimating the portion of the organization's lobbying-related time associated with an item, account for development, planning, research, in-house discussions, and communications with state officials and staff. If pertinent, include time spent developing or seeking introduction of a proposal and time that may have been spent prior to the organization's identification of an item. Account for the reported time of all Lobbyists as well as all time reported for non-lobbyist officers, directors, and employees. Express time as a whole percent from 1 to 100.

When estimating the portion of the organization's lobbying-related time associated with an item, treat each budget bill subject as a separate item. If the organization lobbied on two or more related items, use best judgment in assigning a reasonable estimate of the percentage of lobbying-related time associated with each item as a whole percent from 1 to 100.

Minor Efforts

If it is estimated that the organization spent less than 10% of its lobbying-related time on a specific bill, proposed rule, budget bill subject, or topic, the organization may choose to record that estimate next to the item as described above. The organization may also choose to record one or more matters under "Minor lobbying efforts," which documents the amount of time the organization spent on minor items which accounted for less than 10% of the organization's total lobbying-related time.

No Lobbying Communication

If the organization directed a portion of its total lobbying-related time toward matters on which the organization made no lobbying communication, record an estimate of the percentage of lobbying-related time the organization spent on those matters during this reporting period. Time estimates must total 100%.

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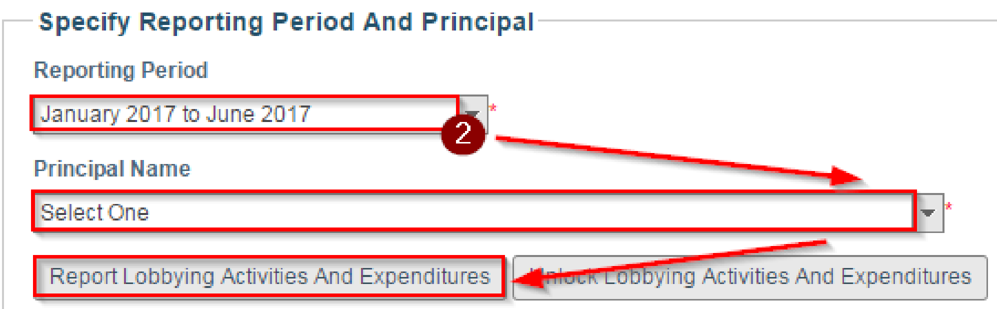
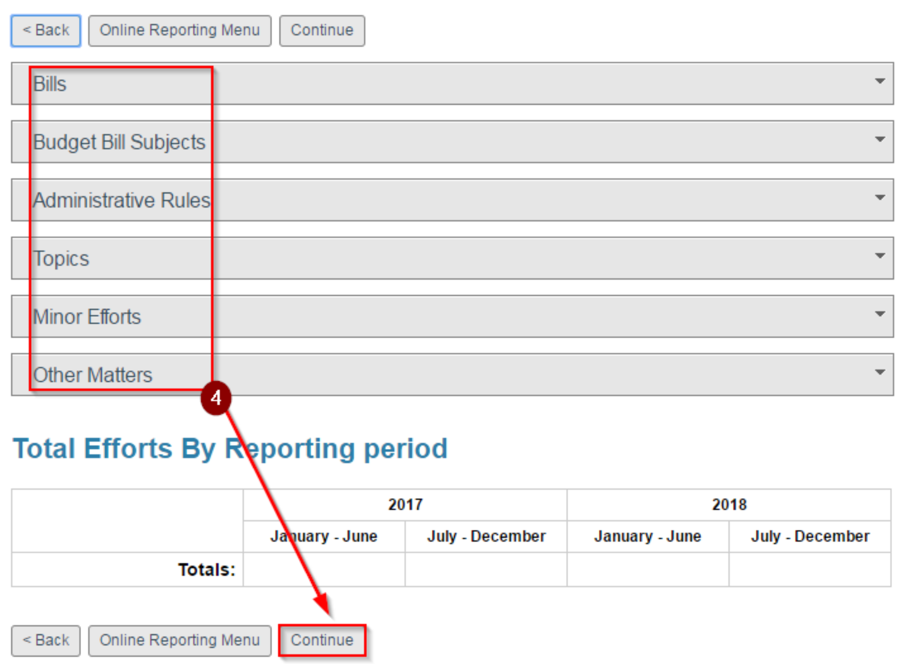
2. Choose the reporting period and principal, and click **Report Lobbying Activities and Expenditures**.

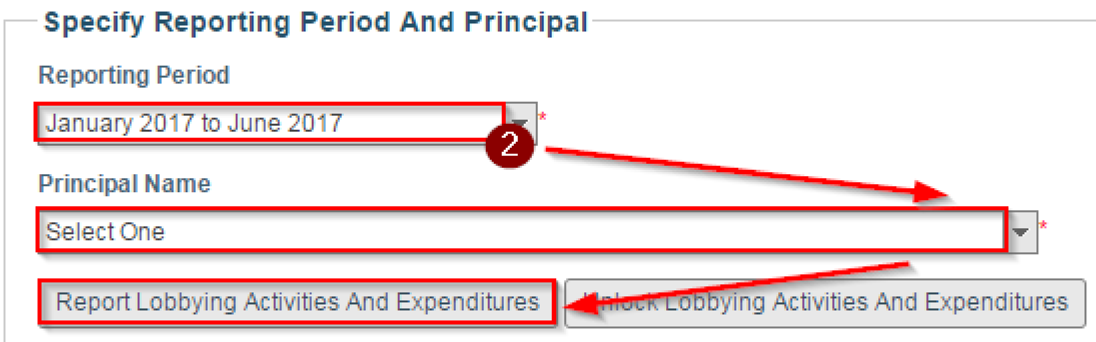


3. Click **4. Allocation of Lobbying Effort** (not pictured).
4. Enter interest in bills, subjects, rules, and topics *that have not already been submitted in a 15-Day Report*. Save changes before moving to another drop-down. One all efforts have been entered, verify the totals at the bottom of the page and click **Continue** which will bring up
5. **Verification of Totals and** Certification.



Verification of Totals and Certification

1. Log into the user account and click **Enter Reports For Principals** on the left navigation bar. This screen can also be accessed by clicking **Submit 6 Month Report** then **Reports For Principals** (not pictured).
2. Choose the reporting period and principal, and click **Report Lobbying Activities and Expenditures**.



3. Click **5. Verification of Totals and Certification** (not pictured).
4. Review all of the information displayed on the screen for validity.
5. To manually calculate fringe benefits and overhead costs, click **Calculate Fringe and Overhead**. If not, leave the default values that have auto-filled (not pictured).
6. Do not certify the report until all time, expenditures and effort have been entered for the reporting period. Click **Certify and Submit to the Ethics Commission** (not pictured). Retain a copy of the SLAE for 3 years from its due date.

NOTE: Please refrain from amending reports more than necessary. If you are experiencing issues with how to report or find yourself consistently amending information, please contact the Ethics Commission.