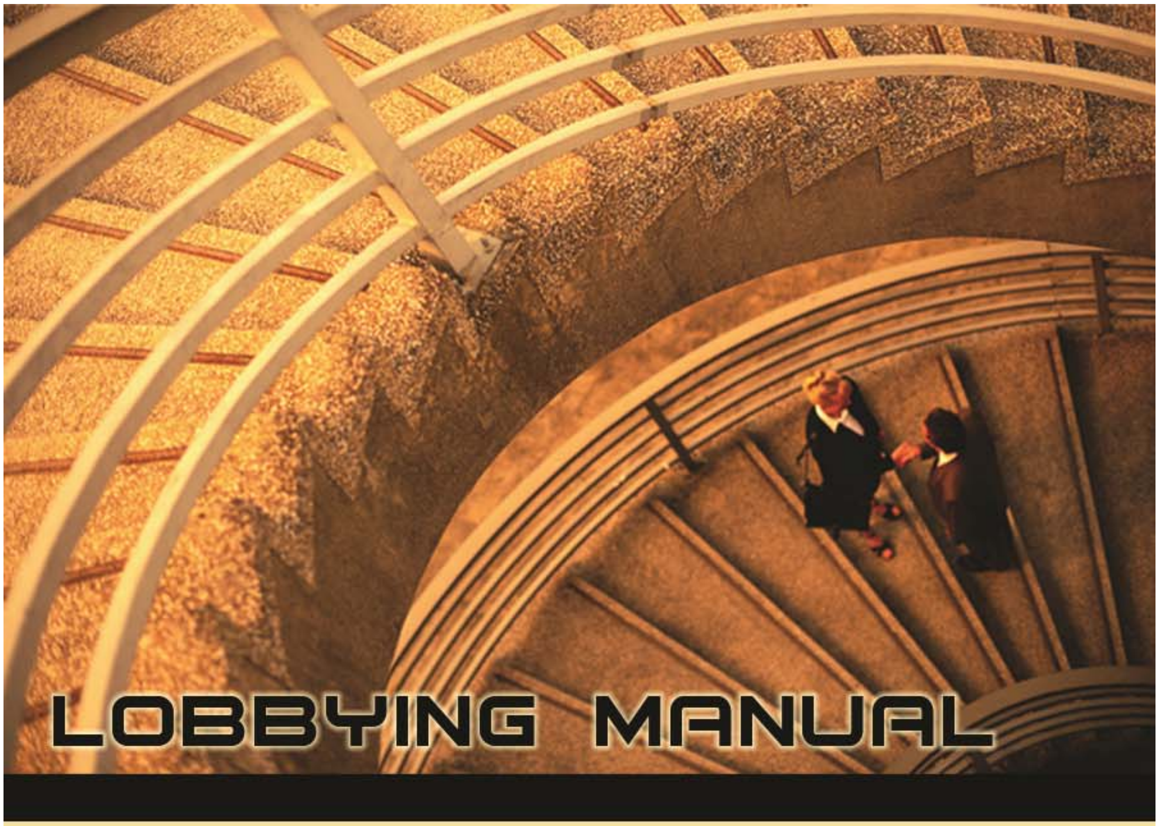

LOBBYING MANUAL

New Jersey Election Law Enforcement Commission

28 West State Street, Trenton, N.J. 08608

www.elec.state.nj.us

December 2015

NEW JERSEY Election Law Enforcement Commission ELEC 1973

Introduction

How to Use This Manual

The guidance provided in this Manual is applicable to Governmental Affairs Agents, Represented Entities, and Persons Communicating with the General Public (“Grassroots Lobbying”).

Throughout this Manual, the following abbreviations apply:

Commission	**The New Jersey Election Law Enforcement Commission**
The “Act”	Legislative and Governmental Process Activities Disclosure Act (P.L. 1971, c.183), as amended, N.J.S.A. 52:13C-18, et seq.
Regulations	The regulations promulgated under the “Act” (Citation: N.J.A.C 19:25-20.1 et seq.)

Help With Using This Manual

Any person who wishes to receive clarification concerning any item in this Manual should contact the Commission at (609) 292-8700, or toll free in New Jersey at 1 (888) 313-ELEC (3532). The Commission’s mailing address is: NJ Election Law Enforcement Commission, P.O. Box 185, Trenton, NJ 08625-0185.

This Manual is not intended to supersede the Act and regulations, and in the event of any inconsistency, the Act and regulations prevail. Accordingly, it is recommended that you obtain a copy of the regulations by contacting the Commission or by accessing them on the Commission’s website at *www.elec.state.nj.us*.

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Revised: July 24, 2015

Lobbying Manual

I. Lobbying Definitions

What is considered to be "lobbying" in New Jersey?

Lobbying occurs when there is an attempt to influence legislation, regulations, or governmental processes by communicating with, or providing a benefit to, a high level State official. Also, communication with the general public ("grassroots lobbying") is considered to be lobbying.

What does it mean to influence legislation, regulations, or governmental processes?

"Influence legislation" means to make any attempt, whether successful or not, to secure or prevent the initiation of any legislation, or to secure or prevent the passage, defeat, amendment, or modification of legislation. Included are efforts to influence the preparation, drafting, content, introduction, and consideration of any bill, resolution, amendment, report or nomination or the approval, amendment or disapproval thereof by the Governor.

"Influence regulation" means to make any attempt, whether successful or not, to secure or prevent the proposal of any regulation or to secure or prevent the consideration, amendment, issuance, promulgation, adoption, or rejection thereof by an officer or any authority, board, commission or other agency or instrumentality in or of a principal department of the Executive Branch of State Government empowered by law to issue, promulgate or adopt administrative rules and regulations.

"Influence a governmental process" means to make any attempt, whether successful or not, to assist a represented entity or group to engage in communication with, or to secure information from, an officer or staff member of the Executive Branch, or any authority, board, commission or other agency or instrumentality in or of a principal department of the Executive Branch of State Government, empowered by law to administer a governmental process or perform other functions that relate to the governmental process.

Lobbying activity that takes place before the introduction of a bill or the proposal of a regulation is reportable.

What is Governmental Process Lobbying?

A. Governmental Process Lobbying includes:

1. Promulgating executive orders;
2. Rate setting;
3. Public contracting;
4. Issuing, denying, modifying, renewing, revoking or suspending permits, licenses, or waivers;
5. Bidding procedures;
6. Imposing or modifying fines and penalties;

7. Purchasing procedures;
8. Award, denial, modification, renewal or termination of financial assistance, grant, and loan processing; and,
9. Rendering of administrative determinations

II. Lobbying Qualifications

Who is considered to be a Governmental Affairs Agent?

A Governmental Affairs Agent is defined as a person who is compensated to influence legislation, regulations, or governmental processes by communicating with (for more than 20 hours in a calendar year), or providing a benefit to, a high level State official.

The preparation and travel time of an Agent is reportable as lobbying activity and is part of the calculation in determining when 20 hours has been reached.

The definition of a Governmental Affairs Agent can be further examined by reviewing the component parts of the definition.

“Compensation” means money or other thing of value. This includes being paid a salary or fee, or receiving something of value to perform lobbying services. If a person lobbies on a voluntary basis and receives no compensation or reimbursement of expenses in excess of $100 in a three month period, that person does not meet the definition of a Governmental Affairs Agent. Uncompensated lobbying services are generally not reportable unless there is an "intangible" financial benefit being gained by the Governmental Affairs Agent (i.e., promise of future employment). See Advisory Opinion No. 4-1992 in this Manual for further clarification.

“Communicating with” means any communication, oral or in writing.

“Communicating” does not, in general, include a communication on a routine, ministerial matter. Routine, ministerial matters include scheduling a meeting, requesting the status of an administrative matter, requesting forms or procedures, applying for a permit or license as required by law, responding to an audit, and other similar types of activities.

“Providing a benefit to” means making any expenditure for entertainment, food and beverage, travel, lodging, honoraria, gifts, loans, or other things of value.

“High Level State Official” means the Governor, the Governor’s Chief of Staff, the Governor’s staff, the Lieutenant Governor, the Lieutenant Governor’s staff, the Legislature, and legislative staff, and high level Executive Branch officials such as a Commissioner, Deputy Commissioner, Assistant Commissioner, Division Director, Chief of Staff, and Executive Director. A “high level” State official also includes a policy advisor or a person in an analogous position to the titles listed as high level State officials, or to a person empowered by law to issue, adopt, or promulgate administrative rules. For example, if a person’s name or title is listed in the “Fitzgerald’s Legislative Manual,” that person or the person holding that title is likely to be a high level State official. In general, it is a rebuttable presumption that a communication made to a high level State official is a lobbying communication.

Note that all committees and commissions established by the Legislature or by either House are included as part of the Legislature. Similarly, all authorities, boards, commissions, or other agencies or instrumentalities in or of a principal department of the Executive Branch of State government are included as part of the Executive Branch.

Communications made to lower level State officials are considered to be routine and ministerial, and therefore are not lobbying communications. In general, “routine and ministerial” means communications that are not seeking preferential treatment or the alteration of a decision. Where the communication is intended to obtain service, information, or assistance, and where no discretion is being exercised, no lobbying has occurred.

NOTE: Experts or employees making communications in the company of a Governmental Affairs Agent for the sole purpose of providing technical or expert advice are not Governmental Affairs Agents. Rather, these persons are considered to be supporting the activities of the Governmental Affairs Agent as support personnel. These support persons do not have to register; if, however, their individual activities supporting the Governmental Affairs Agent equal 450 or more hours in a calendar year, the support personnel costs must be reported in the annual report of financial activity filed by the Governmental Affairs Agent.

III. Exemptions

What activities are not considered to be lobbying?

The provisions of the Lobbying Law (with regard to influencing legislation, regulations, and governmental processes) do not apply to the following activities:

1. Publication of a news item or editorial in the ordinary course of business;
2. Acts of a federal, state or local government employee in carrying out his or her official duties;
3. Acts of bona fide religious groups acting for the purpose of protecting the public’s right to practice religion;
4. Acts of a political party;
5. Acts of a person testifying on legislation or regulations who is uncompensated and makes no other communication in connections with his/her testimony;
6. Communicating with or providing a benefit to a high level State official if it constitutes a “personal expression” (paid for out of his/her own funds, not to be reimbursed in any way, and not incident to his/her employment); and
7. Communicating on a routine, ministerial matter.

   Communicating with any State official on a routine, ministerial matter is **not** considered to be lobbying. “Routine, ministerial” matters include:

   - Scheduling a meeting;
   - Requesting the status of an administrative matter;
   - Requesting forms or procedures;

- Requesting information concerning requirements to comply with existing laws or regulations;
- Applying for a permit or license as required by law;
- Participating in an inspection as required by law;
- Responding to an audit conducted pursuant to law;
- Sales communications for the sole purpose of selling goods or services;
- Inquiries about the delivery of services or materials pursuant to an existing contract;
- Providing advice or performing services pursuant to an existing contract;
- Preparing documents and materials in response to a request for proposal or to participate at a bid conference after bid specifications have been established;
- Responding to a subpoena;
- Responding to a public emergency or condition involving public health or safety; and,
- Providing a response to a detailed request for specific information.

8. Participation in a task force, advisory board, or working group that is specifically established pursuant to statute or established by the head of a principal department in State government who has statutory authority to convene the group and where the following conditions have been met:

   a) The individual has been nominated or invited to participate; and

   b) The individual receives no separate compensation for his or her services.

What is not a Governmental Process?

1. Any communications, matters, or acts of an attorney falling within the attorney-client privilege while engaging in the practice of law to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
2. Any communications by an attorney representing a client in the regular course of a routine litigation or administrative proceeding with the State or in the course of a quasi-judicial civil or administrative proceeding with the State; or
3. Any communications, matters, or acts involving collective negotiations, or the interpretation or violation of collective negotiation agreements, of a labor organization of any kind which exists or is constituted for the purpose, in whole or in part, of collective bargaining, or of dealing with employers concerning the grievances, terms or conditions of employment, or of other mutual aid or protection in connection with employment.

An “administrative proceeding with the State” does not include attempts to influence legislation or regulation.

IV. Lobbying Restrictions

1. **Contingent Fees-** A Governmental Affairs Agent may not enter into an agreement whereby his/her compensation is based upon the success of any attempt to influence any legislation, regulation, or governmental process.

2. **Gift Limits-** No Governmental Affairs Agent or Represented Entity may give gifts totaling more than $250 per year to a legislator or to a legislative staff member or to an officer or staff member of the Executive Branch. The $250 limit includes gifts to a spouse, child, parent, or sibling residing in the same household of the public official. Exceptions to the $250 limit are gifts received by the public official or immediate family member in the course of employment from an employer other than the State. There are other exemptions and restrictions to the gift ban that are not under the Commission's jurisdiction (See N.J.S.A. 52:13D-24 and 52:13D-24.1). Note: the Commission recommends contacting the ethics office that has jurisdiction over the State official prior to any gift giving.

3. **Unregistered Governmental Affairs Agent-** No person is permitted to employ another person to serve as a Governmental Affairs Agent who is not registered according to the Act or continue to employ a person who is not registered within the time required by the Act.

4. **Representation of Adverse Interest-** No Governmental Affairs Agent may knowingly represent an interest adverse to any Represented Entity before disclosing to the Represented Entity the adverse interest and receiving written consent from the Represented Entity.

5. **Introduction of Legislation for Purposes of Later Employment-** No Governmental Affairs Agent may knowingly cause, influence, or otherwise secure the introduction or amendment of any legislation for the purpose of the Agent later securing employment to prevent the passage of said legislation.

6. **One Year Post- Employment Restriction-** No person that is/was a member of the Legislature, the Governor, the Lieutenant Governor, or the head of a principal department of the Executive Branch may register as a Governmental Affairs Agent within one year after the termination of his/her office or employment.

7. **Executive Order No.15-** No State Authority may hire, enter into, or renew a contract with a Governmental Affairs Agent unless it is authorized in advance and in writing by the Governor's office.

8. **Willful Falsification-** No person may knowingly or willfully falsify all or any part of any statement, notice or report.

9. **False Communication Relative to Legislation-** No person shall transmit, utter or publish to the Legislature or the Governor or his staff any communication relating to any legislation or be a party to the preparation knowing that such communication or any signature is false, forged, counterfeit, or fictitious.

V. Reporting

Notice of Representation (Form NR)

- The Form NR is filed prior to making any communication with, or providing a benefit to a high level State official or within 30 days of being employed, retained or engaged as a Governmental Affairs Agent, whichever is earlier.
- After filing the Form NR, a Governmental Affairs Agent must notify the Commission within 15 days of any changes in the information on the form or not later than the filing date of the next quarterly report whichever, comes first. Changes in information include changes in the agent's or client's name, address or phone number but do not include the addition of a client. To add a client, a new Notice of Representation must be filed with the Commission.
- If a Governmental Affairs Agent intends to represent more than one Represented Entity, a separate Form NR must be filed for each Represented Entity.
- If a Represented Entity is a membership organization or a corporation whose name or occupation does not clearly identify the interest for employing the services of the Governmental Affairs Agent, a description of the primary economic, social, political, or other interest of the Represented Entity must be disclosed along with the name, business address and occupation of the person or persons having financial control of the organization or corporation. Also, if the Agent is not representing the interest of the entity from which he/she receives compensation, the Agent should clearly identify both the entity providing the compensation and the entity whose interest will be represented. For example, a parent company paying for an Agent's services on behalf of its subsidiary.
- When submitting the initial Form NR, a fee of $575 is due. Thereafter, the fee must be paid on or before November 15th of each year. The badge is valid for 12 months commencing on January 1st. The fee must be paid by check payable to the "State of New Jersey, Election Law Enforcement Commission."
- Voluntary filers and tax exempt organizations, which submit a copy of the Form ST-5 to the Commission, do not have to pay the fee but must file the requisite reporting forms required by the Commission. A voluntary filer must mark the filings with "voluntary filing."
- Along with the fee, two identical color photographs must be submitted. The photographs must be 2" by 2" in size, showing a full-face, front view of the agent on a white or off-white background. One photograph will be laminated on the Governmental Affairs Agent's name tag and the other will be kept on file at the Commission.
- The Governmental Affairs Agent name tag will be sent to the Agent after the registration fee and photographs are processed. The name tag must be worn at all times the Agent is in the State House, the State House Annex, or any other State building or other location when or where an authorized meeting of a legislative committee is being held for the purpose of influencing legislation or regulation. The Agent must also wear the name tag at any location when or where a meeting is being held at which there may be an attempt to influence a governmental process.

- The Governmental Affairs Agent must renew the name tag on or before November 15th of each year. The renewal process includes the following:
  (1) payment of the $575 fee (unless exemption applies);
  (2) two 2”x 2” color photographs must be submitted; and
  (3) all Notices of Representation and Quarterly Reports must have been filed for the prior 12-month period.
- Any Governmental Affairs Agent or Represented Entity not a resident of the State of New Jersey, or not a corporation of the State of New Jersey or authorized to do business in New Jersey must file a Consent to Service of Process (Form L-3) prior to any attempt to influence legislation, regulation or governmental process.

Quarterly Filing (Form Q-4)

Agents must file a quarterly report of their lobbying activity with the Commission on the Quarterly Report of Activities (Form Q-4). The filing dates are as follows:

1st Quarter	April 10th	January 1 to March 31
2nd Quarter	July 10th	April 1 to June 30
3rd Quarter	October 10th	July 1 to September 30
4th Quarter	January 10th	October 1 to December 31

Reporting of Legislation or Regulation (Form Q-4)

- For reporting of legislation, the Commission provides in this Manual and on its website, “Listing of Subject Headings.” Report the subject heading which best represents the subject area of lobbying. The committee assignment may also be helpful in selecting a heading.
- For reporting of regulations, use the categories listed in the New Jersey Register which are provided in this Manual and on the Commission’s website, “Listing of Subject Headings.”
- Provide the Senate or Assembly bill number or the proposed rule number. If you are lobbying on a matter that has not been introduced as a bill or proposed as a regulation, list “none.”
- Indicate next to the bill number or proposed rule number if the legislation or regulation was promoted or opposed. If, after indicating “Promoted” or “Opposed” you wish to report your position in more detail, you may add supplementary information.
- Provide the bill’s primary sponsor or the rule’s agency. “Agency” includes a State agency, or authority, board or commission or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.

- Describe the bill in general. Regarding the appropriation bill or any supplemental appropriation bill, report the particular items within the appropriation bill lobbied on during the quarter. For a regulation, provide the New Jersey Register title of the rule.
- Provide the full name of the Represented Entity on whose behalf this activity was performed.

Reporting of Governmental Process (Form Q-4)

- List the type of governmental process from the list provided on page 4 and 5 of this Manual.
- Provide, if applicable the identifier of the governmental process. An identifier could consist of an executive order number, contract number, purchase order, docket number, or similar identifier. Enter “none” if no identifier exists. Indicate if the governmental process was “Promoted” or “Opposed.” Provide any additional information necessary to describe the action taken by the Governmental Affairs Agent.
- Enter the name of the agency associated with the governmental process. “Agency” includes a State Agency, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.
- Describe the governmental process. Provide as much detail as possible. Note that lobbying that involves a trade secret does not need to be reported in detail. Simply report that activity regarding a trade secret occurred during the quarter.
- Provide the full name of the Represented Entity on whose behalf this activity was performed.

Annual Financial Reporting Definition

A Governmental Affairs Agent or Represented Entity who or which receives receipts in excess of $2,500 or makes expenditures of more than $2,500 in any calendar year for the purpose of communication with, or providing a benefit to, a State official covered by the "Legislative and Governmental Process Activities Disclosure Act" for the purpose of influencing legislation, regulations, or governmental processes, or for the purpose of communication with the general public ("grassroots lobbying") must file an Annual Report with the Commission. Also, a person other than a Governmental Affairs Agent or Represented Entity who makes expenditures or receives contributions in excess of $2,500 for the purpose of communication with the general public ("grassroots lobbying") must file an Annual Report. In general, communication costs of lobbying as well as the costs of benefit passing are reportable on the Annual Report.

Communication costs cover: salary and other compensation of Agents; costs of support personnel such as legal, technical, and clerical staff; travel and lodging costs for Agents; contributions, membership fees and dues; and, costs such as printed materials, postage, telephone, fax, receptions, direct mail pieces, newspaper ads, and TV/radio broadcasts.

Benefit passing covers: food and beverages, entertainment, gifts, travel and lodging, honoraria, and loans for public officials. There is a record-keeping exemption for passing a benefit of $5 or less.

There is a personal expression exemption that permits an Agent to pass benefits without reporting provided that the Agent uses his or her own personal funds which can not be reimbursed or incident to his/her employment.

There is also an “invited speaker” exemption. If a State official covered by the Act is invited to speak at an event and receives the same food and beverages provided to the other attendees, no benefit has been passed. The invited speaker must be announced as a speaker in advance of the event and the exemption does not include a person who is merely identified and introduced to persons attending the event.

A benefit recipient can make a full reimbursement of a benefit to a Represented Entity or Governmental Affairs Agent within 90 days of accepting the benefit. The full benefit and the reimbursement must be reported on the annual report.

Agents must provide “a written benefit notice” to all public officials that have received a benefit from them; the notice must be given no later than February 1st.

The Annual Reports must be filed electronically. The forms can be found on the Commission’s website and filed electronically by clicking on “Lobbying” and following the instructions under “Electronic Filing.”

The Annual Report is filed on February 15th of each year. Lobbying activity must be reported for the calendar year in which it was performed regardless of when it was billed.

Annual Report Forms (Forms L1-L, L1-A, L1-G, L-2, L-3)

1. **Form L1-L** is used by a Represented Entity. The Represented Entity is the client or employer of the Governmental Affairs Agent. A Represented Entity can be any person, partnership, committee, association, trade association, corporation, labor union, or any other organization that employees, retains, designates, engages, or otherwise uses the services of a Governmental Affairs Agent to influence legislation, regulations, governmental processes, or to communicate with the general public (“grassroots lobbying”).

   Examples of Form L1-L Filing:

   a) Widget Corporation employs two in-house Agents. The Form L1-L would be filed by Widget Corporation listing the two in-house Agents. The Agents would not file the Form L1-A.

   b) Widget Corporation employs one in-house Agent and one outside Agent Firm. Widget Corporation would file the Form L1-L listing the in-house Agent and the outside Agent Firm. In this scenario, a Form L-2 could not be filed by Widget Corporation. The Agent Firm when filing the Form L1-A would list Widget Corporation as a Represented Entity filing on its own behalf.

   c) Widget Corporation employs two outside Agent Firms. Widget Corporation would file the Form L1-L listing the two outside Agent Firms. A Form L-2 could not be filed by Widget Corporation. The Agent Firms would each report on their Form L1-A that Widget Corporation is filing on its own behalf.

2. **Form L1-A** is used by the Governmental Affairs Agent. The Governmental Affairs Agent is the individual(s) who communicates with, or provides a benefit to the State officials covered by the Act. The Form L1-A is used by a lobbying firm, law firm, or other business that employs or engages a Governmental Affairs Agent(s).

   Examples of Form L1-A Filing:

   a) ABC Lobbying Firm employs three Agents. ABC Lobbying Firm would file the Form L1-A listing the three Agents and their Represented Entities on the Form L1-A. The three Agents would not file separate Form L1-A. All lobbying activity for ABC Lobbying Firm should appear on one Form L1-A.

   b) ABC Lobbying Firm is retained by Widget Corporation as its only Governmental Affairs Agent. ABC Lobbying Firm would file the Form L1-A and check the box that indicates all of Widget Corporation's activity is included in the Form L1-A. Widget Corporation would file the Form L-2 listing the ABC Lobbying Firm as reporting on Widget Corporation's behalf.

   c) ABC Lobbying Firm is retained by Widget Corporation as its only Governmental Affairs Agent to conduct communications with the general public ("grassroots lobbying"). ABC Lobbying Firm would file the Form L1-A and check the box that communication with the general public ("grassroots lobbying") was the only activity for Widget Corporation. Widget Corporation would file the Form L-2 listing ABC Lobbying Firm as reporting on Widget Corporation's behalf.

3. **Form L1-G** is used by a person whose only lobbying activity is communication with the general public ("grassroots lobbying"). "Person" includes an individual, partnership, committee, association, corporation, and any other organization or group of persons.

   Example of Form L1-G Filing:

   a) Widget Corporation communicates with the general public ("grassroots lobbying") and does not retain a Governmental Affairs Agent. Widget Corporation would file the Form L1-G.

4. **Form L-2** is used by a Represented Entity or a person who communicates with general public ("grassroots lobbying") to designate a Governmental Affairs Agent to file the Annual Report on its behalf. The Form L-2 may be filed if the Entity employs only one outside Agent or Agent Firm and does not employ any in-house Agents.

5. **Form L-3** is used by an out-of-state person or entity for the purpose of consenting to service of process.

Notice of Termination (Form NT)

The Notice of Termination (Form NT) must be filed within 30 days of ceasing activities as a Governmental Affairs Agent. Form NT is used to terminate all your activities as a Governmental Affairs Agent, in which case you must surrender your badge at the time Form NT is filed. Any person who has engaged the Governmental Affairs Agent may file and sign the Notice of Termination on behalf of the terminated Agent.

If you are simply terminating your representation of a particular entity, Form NT is filed to terminate that entity and you may keep your badge.

You must also file Form NT when you change employment and you cease being an Agent for a particular employer and become an Agent for another employer. If your registration fee of $575 has been paid for the year, a new badge with a new number will be issued to you. No additional fee is charged during that year for the change in employer.

VI. Communication with the General Public – Grassroots Lobbying

What activities constitute communication with the general public?

Communications disseminated to the general public through direct mail or in the form of a paid advertisement in the media (newspaper, magazine, or other printed publication of general circulation or aired on radio, television, or other broadcast medium, including the Internet) that explicitly supports or opposes a particular item or items of legislation or regulation, or the content of which can reasonably be understood, irrespective of whether the communication is addressed to the general public or to persons in public office or employment, as intended to influence legislation or to influence regulation.

A communication with the general public **does not** include:

1. A communication by a partnership, committee, association, corporation, labor union, or charitable organizations made only to its members, partners, employees, and stockholders;
2. A communication in a newspaper, magazine, or other printed publication of general circulation, or aired on radio, television, or other broadcast media, including the Internet, which communication is required by law.

A communication with the general public (“grassroots lobbying”) is subject only to annual financial reporting. Accordingly, a Represented Entity or Governmental Affairs Agent that engages in communication with the general pubic (“grassroots lobbying”) must include these costs in their Annual Reports. If communicating with the general public (“ grassroots lobbying”) is the only type of lobbying engaged in by a person or group, no Notice of Representation, Quarterly Report, or Notice of Termination is required; rather, only the Annual Report of Communication with the General Public (Form L1-G) must be filed if the person or group makes expenditures or receives contributions for the purpose of communicating with the general public (“grassroots lobbying”) in excess of $2,500 in a calendar year.

VII. Recordkeeping

A Governmental Affairs Agent, Represented Entity, and persons or entities communicating with the general public (“grassroots lobbying”) required to file an annual report must make or obtain records and documents supporting the information on the annual report and the records must be maintained for three years. The records and documents supporting the annual report must also provide an adequate basis for auditing by the Commission. Items that must be maintained include but are not limited to checks, bank statements, contracts and receipts. A record or document of any single expenditure in an amount of $5.00 or less may be excluded from the requirement.

VIII. Public Inspection of Documents

Any person who completes an “Open Public Records Act” form may request to receive or examine a photocopy of a public document filed with the Commission. A photocopier is available for use by the public in the Commission’s public records room. A reasonable fee will be charged for photocopying or computer-generated data. The fee must be paid in advance of the receipt of documents. The public records room is open Monday through Friday from 9:15 a.m. to 4:45 p.m.

IX. Filing and Other Information

The following forms are Adobe fill-able and save-able and can be found by visiting the Commission’s website at *www.elec.state.nj.us.* These forms cannot be filed electronically:

- The Notice of Representation (Form NR)
- The Quarterly Report of Activities (Form Q-4)
- The Notice of Termination (Form NT)
- *The Consent to Service of Process (Form L-3)

*The Form L-3 is available in the fill-able format to be filed, if required, along with the Notice of Representation. The Form L-3 is also available electronically as part of the Annual Lobbying filing. The Form L-3 should **only** be filed electronically if it is part of the Annual Lobbying filing.

The Annual Lobbying Reports (L1-A, L1-L, L1-G, L-2 and *L-3) must now be filed electronically. The forms can be found on the Commission’s website and filed electronically by clicking on “Lobbying” and following the instructions under “Electronic Filing.”

In order for a report to be filed “on time,” the report must be received by the Commission by 5:00 p.m. on the filing date. If the reporting date falls on a weekend or a holiday the next business day would become the filing date. Postmarks are not relevant to the consideration of the date a hard copy report is filed. Hard copy forms may not be faxed. Hard copy reports filed with the Commission must have an original signature, must be in black ink (no pencil), and legible. Reports or forms must be printed, and no cursive writing is permitted, except for the signature. If you choose to type a report or form, the lettering can be no smaller than 9-point type. An example of 9-point type follows: **Here is 9-point type**. The original hard copy report must be filed with the Commission. It is recommended that the filer keep a copy (hard copy or electronic) for his/her records. If you wish that the Commission return a “stamped filed copy” of a hard copy report, please enclose an extra report, along with a stamped, self-addressed envelope large enough for this purpose.

When using the United States Postal Service (regular mail) to deliver reports, the following address must be used: **New Jersey Election Law Enforcement Commission, P.O. Box 185, Trenton, New Jersey 08625-0185.**

For a commercial delivery service (FedEx, UPS, etc.) or walk-in, the following address must be used: **New Jersey Election Law Enforcement Commission, 28 West State Street, 13th Floor, Trenton, NJ 08608.**

Commercial delivery services usually provide a shipping or mailing receipt with a tracking or reference number. Keep the receipt as part of your records.

Additional copies of this Manual and the forms are available at the Commission's office in Trenton. You may also obtain the manual, forms, instructions and other important information by visiting the Commission's website.

If you are a new Agent and would like to attend a seminar on the lobbying law please contact the Compliance staff from 9:00 a.m. to 5:00 p.m. at (609) 292-8700 or toll free within NJ at 1 (888) 313-ELEC. Also contact the Compliance staff or visit our website if you have any questions regarding this Manual or about the requirements of the Lobbying Act.

X. Relevant Lobbying Advisory Opinions

Advisory Opinion Index

A.O. No. 01-2006	Lobbying Exemptions
A.O. No. 01-2002	Lobbying on a Grant Resolution
A.O. No. 01-1997	Standards for Determining Salary and Other Compensation
A.O. No. 07-1992	Gift bags provided to a State Official Covered by the Act
A.O. No. 04-1992	Pro Bono Services
A.O. No. 03-1992	Trade Association Sponsored Event
A.O. No. 12-1990	Trade Association Annual Reporting

State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: http://www.elec.state.nj.us/

March 21, 2006

Thaddaeus Diggs
Special Assistant to the Vice President of Governmental Affairs
University of Medicine and Dentistry of New Jersey
65 Bergen Street, Room 1314
P.O. Box 1709
Newark, New Jersey 07101-1709

Advisory Opinion No. 01-2006

Dear Mr. Diggs:

The Commission considered your request for an advisory opinion at its meeting today and directed me to issue this response. Your request is made on behalf of the University of Medicine and Dentistry of New Jersey (UMDNJ), which you have described as a "State Authority," created by N.J.S.A. 18A:64G-1. You have further advised that the UMDNJ has, in the past, "employed several outside state lobbyist/governmental affairs agents to represent the University."

Question Presented

You have asked whether or not the UMDNJ is subject to the requirements of the Legislative and Governmental Process Activities Disclosure Act, N.J.S.A. 52:13C-18 *et seq.* (hereafter, the Lobbying Act), which requires a lobbyist organization to file the Annual Report of Lobbyist Organization (Form L1-L) and a governmental affairs agent to file the Annual Report of Legislative Agent (Form L1-A).

Commission Response

The Commission concludes that the UMDNJ is an instrumentality of New Jersey State government, and, as such, is exempt from the reporting requirements of the Lobbying Act. Because it is an instrumentality of State government, individuals who lobby on behalf of the UMDNJ, including "in-house agents" and "outside agents," as described below, are not required to file quarterly lobbying activity reports, and the UMDNJ is not required to file the annual lobbying financial report.

Please be advised that application of this response is limited to the UMDNJ, and that the Commission makes no determination regarding other organizations, hospitals, foundations, or ventures that may be associated or affiliated with the UMDNJ since the status of these entities is not the subject matter of this Advisory Opinion.

Discussion

The Commission notes that the amendments to the Lobbying Act in 2004 changed the terminology used to refer to those who engage in lobbying activity. The term "governmental affairs agent" (hereafter, agent) replaced the term "legislative agent" to refer to individuals who conduct lobbying activity. The Commission notes further that the term used in your inquiry, "outside ... agent," refers to those who are retained or engaged by a client, such as the UMDNJ, to lobby on its behalf, while the term "in-house" agent refers to a person who is an employee of an organization, such as the UMDNJ, and who conducts lobbying activity as all or part of his or her job responsibilities.

The Commission believes that the specific text of the legislation creating the UMDNJ supports the conclusion that the UMDNJ is an instrumentality or unit of New Jersey government. The Medical and Dental Education Act of 1970, N.J.S.A. 18A:64G-l, *et seq.* (L. 1970, c.102), created the College of Medicine and Dentistry of New Jersey, the predecessor to the current UMDNJ. The 1970 legislation was amended in 1981, creating the UMDNJ and giving it university status. The legislation stated that "it is the responsibility of the State to provide funds necessary to establish and operate such programs of [medical] education . . . ." (Emphasis added.) N.J.S.A. 18A:64G-2. The law further stated that "[t]he exercise by the university of the powers conferred by this act in the ... operation of programs of medical, dental, nursing and health related professions and health sciences education shall be deemed to be public and essential governmental functions necessary for the welfare of the State and the people of New Jersey." (Emphasis added) N.J.S.A. 18A:64G-3.

Among the powers and duties conferred on the Board of Trustees of the UMDNJ are the following, which the Commission believes are indicia that the UMDNJ is a government entity: to appoint staff "in accordance with the salary schedules of the Civil Service Commission wherever possible"; to exercise the right of eminent domain; to promulgate rules "as are necessary and proper for the administration and operation of the university ..."; and to [f]unction as a public employer . . . ." The law also permits the UMDNJ to be represented by the Attorney General. See N.J.S.A. l8A:64G-6. Financial information available on the UMDNJ website indicates that the State supports the operation of the UMDNJ and provided an appropriation of more than $350 million in 2003.

While the UMDNJ is authorized by N.J.S.A. l8A: 64G-6(v)(l) to create and participate with other entities in partnerships and joint ventures, the law specifically states that "[a] joint venture, subsidiary corporation, partnership or other jural entity entered into or owned wholly or in part by the university shall not be deemed an instrumentality of the State of New Jersey." N.J.S.A. 18A:64G-6(v)(7). The Commission reads the plain language of this section to distinguish between the UMDNJ itself, which is an instrumentality of the State, and its affiliates, which are not.

The Commission wishes to bring to your attention N.J.S.A. 52:13C-35 and N.J.A.C. 19:25-20.8, which permit the voluntary filing of lobbying reports by persons who are not required by law to file such reports.

Thank you for submitting your request and for your interest in the work of the Commission.

Very truly yours,

ELECTION LAW ENFORCEMENT
COMMISSION

By: ______________________________
NEDDA G. MASSAR, ESQ.

State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700

Website: http://www.elec.state.nj.us/

May 21, 2002

Thomas V. O'Neil
Executive Vice President
The Marcus Group, Inc.
300 Lighting Way, Third Floor
Secaucus, New Jersey 07094

Advisory Opinion No. 01-2002

Dear Mr. O'Neil:

Your request for an advisory opinion, submitted on behalf of The Marcus Group, Inc. (hereafter, TMG), has been considered by the Commission (hereafter, the Commission or ELEC), which has directed me to issue this response. TMG is a firm that is registered with the Commission as a legislative agent under the Legislative Activities Disclosure Act, N.J.S.A. 52:13C-18 *et seq.* (hereafter, the Lobbying Act), and you have asked whether or not "lobbying activity" to support or oppose a "grant resolution" before the State House Commission (hereafter, SHC), which reviews the "sale and leasing of state owned properties," or before the New Jersey Department of Environmental Protection (hereafter, NJDEP) is activity that is subject to reporting pursuant to the Lobbying Act.

Submitted Facts

You write that the SHC was created by the Legislature in 1953, pursuant to N.J.S.A. 52:20-1 *et seq.*, and that "the majority of the Commission's membership comes from the legislative branch of government" and is comprised of two members of the Senate, two members of the Assembly, the State Treasurer, the Director of the Division of Budget and Accounting, and "the Governor or his designee as the presiding officer." You indicate that the SHC might be asked to approve "Green Acres property for private use." ELEC understands that as used in your request "Green Acres property" refers to State-owned or otherwise controlled property that has been dedicated to public use, or preserved from development. However, prior to consideration by the SHC and prior to its approval of a "grant resolution," presumably a resolution to authorize the private use of Green Acres property, the proposal would be reviewed by the NJDEP.

In your request, you indicate that TMG might conduct "lobbying activity" to support or oppose a "grant resolution" before the SHC or the NJDEP. For the purpose of this response, ELEC understands that by use of the term "lobbying activity," you mean that legislative agents employed by TMG or their clients will communicate with members or staff of the SHC or with members or staff of NJDEP to influence the approval or disapproval of the "grant resolutions."

ELEC notes that TMG filed its most recent "Annual Report of Legislative Agent" (Form L1-A) on February 15, 2002, and that you are registered with ELEC as a legislative agent and filed your most recent Quarterly Report of Legislative Agent (Form Q-4) on April 5, 2002.

Question Presented

Are communications undertaken by a legislative agent to support or oppose a "grant resolution'' before the SHC or the NJDEP subject to reporting pursuant to the Lobbying Act and ELEC regulations promulgated pursuant to that Act?

Commission Response

You are hereby advised that communications undertaken by a legislative agent before either the SHC or NJDEP to support or oppose a "grant resolution" for State-owned property are activities to influence legislation and are subject to the requirements of the Lobbying Act and ELEC regulations.

The term "legislature" is defined by the Lobbying Act to include "the Senate and General Assembly of the State of New Jersey and all committees and commissions established by the Legislature or by either House thereof." See N.J.S.A. 52:l3C-20c and N.J.A.C. 19:25-20.2. As you indicated in your request, the SHC was created in 1953 by the Legislature (N.J.S.A. 52:20-1 et seq.), and therefore the SHC as a commission established by the Legislature is an entity that comes within the plain language of the definition.

The Lobbying Act defines the term "legislation" to include "...all bills, resolutions, amendments, nominations and appointments pending or proposed in either House of the Legislature, and all bills and resolutions which, having passed both Houses, are pending approval by the Governor." (Emphasis added) See N.J.S.A. 52:13C-20b and N.J.A.C. 19:25-20.2. The definition of "legislation" includes "all...resolutions", and does not distinguish or otherwise exclude specific categories of resolutions, such as the "grant resolutions" you have described. Therefore, there is no basis to exclude "grant resolutions" from the scope of the definition.

The definition of "legislation" quoted above contains the qualifier, "pending or proposed in either House of the Legislature." The SHC is not a House of the Legislature in the sense that it is not one of the two bodies that constitute the Legislative Branch of our State government. However, the SHC is a body created by the Legislature, is constituted as having a majority of its seats assigned to sitting members of the Legislature, and is assigned to administer a function of the Legislature. For the salutary purposes of lobbying disclosure, excluding lobbying activities before the SHC would frustrate the intent of the Lobbying Act to provide information about expenditures to influence legislative decisions. Furthermore, if ELEC were to narrowly construe "legislation" to include only those resolutions that were pending or proposed before the General Assembly or Senate, the inclusion of the word "commissions" in the definition of "Legislature" would serve no purpose in the context of legislative lobbying. There could never be a scenario under which lobbying undertaken before a commission could be subject to lobbying reporting because under the definition of "legislation" a commission is not the General Assembly or the Senate. In order to give vitality to the inclusion of legislative bodies such as "commissions" within the definition of "Legislature," ELEC must construe the phrase "pending or proposed in either House of the Legislature" to include those "commissions" that are established by the Legislature to carry out legislative functions, such as the SHC.

The SHC is specifically authorized to "establish from its membership a subcommittee on Green Acres Properties" that constitutes "an instrumentality of the State exercising public and essential governmental functions, and the exercise by the subcommittee of the powers conferred by this or any other act shall be deemed and held to be an essential governmental function of the State." See N.J.S.A. 52:20-18.2. Among the essential governmental functions of the SHC is the power to review and grant approval of proposals for the "alteration, expansion, exchanges, or improvement" of property purchased with Green Acres funds. See N.J.S.A. 52:20-18.5. ELEC finds that the statutory authority to undertake an essential governmental function to determine matters concerning property purchased with Green Acres funds, including the "grant resolutions" you described in your request, is the functional equivalent of the power to make legislative decisions within the circumscribed authority conferred by the Legislature on the SHC, and therefore confers quasi-legislative decision-making power upon the SHC. As such, ELEC construes SHC "grant resolutions" as the functional equivalent of legislation pending before the Legislature, and lobbying activities pertinent to such "grant resolutions" are subject to the Lobbying Act.

The term "influence legislation" is defined at N.J.S.A. 52:l3C-20h and N.J.A.C. 19:25-20.2 to mean "any attempt, successful or not, to secure or prevent the initiation of any legislation. . . ." The activities described in your request are intended to affect the decision by the SHC on a quasi-legislative resolution and to achieve a particular outcome. ELEC therefore concludes that activity by TMG to support or oppose a "grant resolution" before the SHC is activity to influence legislation because it is the equivalent of an attempt to "secure or prevent the initiation" of legislation.

You have indicated that TMG might conduct lobbying activity before the NJDEP in favor of or opposition to a "grant resolution." As ELEC understands the quasi-legislative "grant resolution" process, the approval of the Commissioner of the NJDEP is required, in addition to approval of the SHC, for any decision concerning Green Acres property. ELEC therefore finds that if a TMG legislative agent makes a communication concerning a "grant resolution" to an officer or member of the NJDEP, the communication has been made to "secure or prevent the initiation" of legislation to an "officer or staff member of the Executive Branch," as that term is defined at N.J.S.A. 52:13C-20n and N.J.A.C. 19:25-20.2. Therefore, the communication is subject to disclosure by TMG on its annual and quarterly lobbying reports as a communication with a member of the Executive Branch; see N.J.S.A. 52:l3C-20f, 52:13C-22, and 52:13C-22.l.

Conclusion

ELEC therefore advises you that all communications with the SHC or NJDEP by a legislative agent to secure or prevent a "grant resolution" are subject to the requirements of the Lobbying Act and ELEC regulations as attempts to influence legislation.

Very truly yours,

ELECTION LAW ENFORCEMENT COMMISSION

By: ______________________________
NEDDA G. MASSAR, ESQ.
Deputy Legal Director

State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

RALPH V. MARTIN
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Commissioner

Respond to:
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(609) 292-8700

FREDERICK M. HERRMANN, Ph.D.
Executive Director

JEFFREY M. BRINDLE
Deputy Director

GREGORY E. NAGY
Legal Director

JAMES P. WYSE
Counsel

March 27, 1997

William G. Dressel, Jr., Executive Director
New Jersey League of Municipalities
407 West State Street
Trenton, NJ 08618

Advisory Opinion No. 01-1997

Dear Mr. Dressel:

The Commission has considered your request for an advisory opinion submitted on behalf of the New Jersey League of Municipalities (hereafter, the League), and has directed me to issue this response. You have asked whether or not the employer contributions for medical insurance, Social Security, Medicare, disability insurance and pension and life insurance must be included in calculating the amount that must be reported by a lobbyist organization as wages and other compensation paid to its employee legislative agents.

Submitted Facts

The League is a lobbyist organization that employs legislative agents and files annual reports (Form Ll-L) with the Commission pursuant to the Legislative Activities Disclosure Act, N.J.S.A. 52:13C-19 et seq. Its most recent annual report was filed on February 13, 1997 for the 1996 calendar year, and reported on Schedule B as salary and other compensation paid for its legislative agents the sum of $234,081.70. You write that in calculating that sum, the League has included the employer's contributions for medical insurance, Social Security, Medicare, disability insurance, and pension and life insurance.

Response

The Act requires a lobbyist organization to include in its annual report costs for "...salary, fees, allowances or other compensation paid to a legislative agent..."; see N.J.S.A. 52:13C-22.1. The Commission believes that the disclosure purposes of the Act to set forth the salary and compensation paid to employee legislative agents can be met without imposing undue accounting burdens on employers. Accordingly, the Commission concludes that in a typical employer-employee compensation arrangement, the amount reported by the employer as wages for the purposes of the standard Internal Revenue Service (IRS) W-2 Form is acceptable for annual lobbying reporting purposes, with some exceptions as set forth below.

The Commission is aware that an employee may voluntarily defer compensation, or dedicate it to special pre-tax funds, such as child care or medical care. Such employee-selected deferrals from federal income tax must be included in the calculation of the figure reported for salary on annual lobbying reports.

The amount reported as wages for IRS purposes does not include the employer's share of Social Security, or Medicare, or health insurance premiums, and the Commission does not believe there is sufficient public disclosure interest to justify requiring employers to ascertain those figures for each employee legislative agent. In regard to employer payments for life or disability insurance premiums, or pension benefits, the Commission is advised that these costs are generally subject to inclusion on the W-2 Form. However, to the extent they are not included on the W-2 Form, those employer costs should be included in the calculation of salary for annual lobbying reporting purposes if any such cost exceeds $1,000 in a calendar year for an employee legislative agent. Nothing contained in this letter is intended to express any opinion as to fees or other compensation paid to a legislative agent working on a consulting rather than employee basis because the Commission understands this inquiry to be limited to employer-paid wages and benefits.

Thank you for submitting this inquiry.

Very truly yours,

ELECTION LAW ENFORCEMENT
COMMISSION

By: ______________________________
GREGORY E. NAGY

N E W JERSEY
Election Law Enforcement Commission
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State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

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GREGORY E. NAGY
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EDWARD J. FARRELL
Counsel

June 18, 1992

James C. Morford, President
New Jersey Food Council
30 W. Lafayette Street
Trenton, New Jersey 08608

Re: Advisory Opinion Request No. 07-1992

Dear Mr. Morford:

The Commission has directed me to issue this response to your recent request for an advisory opinion. You have asked the Commission to describe the reporting requirements that would arise in the event the New Jersey Food Council provides small gift bags with sample-sized food products from member companies to the New Jersey delegates attending the national political party nominating conventions to be conducted this summer.

Elections for candidates for political party office are not subject to the provisions of the New Jersey Campaign Contributions and Expenditures Reporting Act (hereafter, the Reporting Act); see N.J.S.A. 19:44A-4(d). Therefore, contributions made to delegates to the national political party conventions, whether appointed or elected, are not subject to disclosure under the Reporting Act. However, the Federal Election Campaign Act, 2 U.S.C.A. 431, et seq. and the regulations promulgated under it, contain provisions governing contributions to and expenditures by delegates to national political party conventions; see specifically 11 C.F.R. 110.14. The Commission has no jurisdiction to offer any opinion concerning the provisions of the Federal Election Campaign Act, or regulations promulgated under it, and therefore suggests that you contact the Federal Election Commission at 999 E Street, N.W., Washington, D.C. 20463, or telephone 1-800-424-9530, for guidance in regard to possible federal reporting requirements.

The Commission notes that the New Jersey Food Council (NJFC) filed an annual report of lobbying activity for calendar year 1991 as a "lobbyist," as that term is defined in the "Legislative

Activities Disclosure Act of 1971" (hereafter, the Lobbying Act). Assuming that the NJFC will again meet the statutory requirements of a "lobbyist" in calendar year 1992, reporting requirements may be generated under the Lobbying Act if any of the delegates receiving benefits provided by the NJFC are public officials covered by the Lobbying Act. Such officials include the Governor, the Governor's staff, members of the Legislature, legislative staff, and officers or staff members of the Executive Branch, as those terms are defined in Commission Regulation N.J.A.C. 19:25-20.2.

You have asked what reporting would be required of NJFC, or its member companies, if the gift bags are distributed. In regard to NJFC, expenditures of a lobbyist providing benefits to officials covered under the Lobbying Act must be reported in its Annual Report in the aggregate by category. Further, if the aggregate expenditures on behalf of any individual covered by the Lobbying Act exceed $25.00 per day, or exceed $200.00 for the calendar year, the expenditures together with the name of the intended recipient of the benefit must be reported along with the date and type of each expenditure, the amount of each expenditure and the name of the person on whose behalf it was made; see N.J.A.C. 19:25-20.11(b). The goods provided to such officials must be valued at their reasonable commercial value to the recipient; see N.J.A.C. 19:25-20.12. Finally, in regard to any cost incurred by the NJFC to prepare or distribute these goods, or for personnel time incurred in preparing such goods, expenditures for such purposes must be reported in the aggregate by category; see N.J.A.C.19:25-20.11(a).

You have also asked whether any member company of the NJFC would incur reporting obligations under the Lobbying Act. The individual member companies that belong to NJFC are each subject to the requirement to file lobbying disclosure reports if any such company is conducting lobbying activity that is not reflected in the report filed on behalf of the NJFC, and if that unreflected activity exceeds the $2,500.00 calendar year threshold set forth in N.J.S.A. 52:l3C-22.1; see response to question number two in Advisory Opinion 12-1990 (copy enclosed). Therefore, in the absence of such circumstances, a member company would not be required to file an annual lobbying report solely on the basis of having contributed products or goods to NJFC. However, since the products are being contributed to NJFC with the express intent that NJFC give them to public officials covered by the Lobbying Act, NJFC must in its Annual Report identify any member who provides products which in the aggregate have a value of more than $100.00 in a calendar year; see N.J.A.C. 19:25-20.10(a)2.

Although not of direct concern to the NJFC, the Commission notes that candidates for Governor or State Legislature in the 1993 primary and general elections will be required to file with the Commission financial disclosure statements for calendar year 1992; see N.J.S.A. 19:44B-l et seq., requiring the filing of 1992 calendar year statements before the 1993 primary election. Therefore, if the value of any gift provided by the NJFC during 1992 to such a candidate is more than $250.00, the source of the gift must be reported by that candidate on the candidate's financial disclosure statement; see N.J.S.A. 19:44B-4.

Thank you for your inquiry.

Very truly yours,

ELECTION LAW ENFORCEMENT
COMMISSION

By: ______________________
GREGORY E. NAGY
Legal Director

GEN/jah

Attachment to A.O. 07-92

State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

OWEN V. McNANY, III
CHAIRMAN

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GREGORY E. NAGY
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EDWARD J. FARRELL
Counsel

December 20, 1990

Ms. Maureen Lopes
Vice President, NJBIA
Co-Chair, HEAL
102 West State Street
Trenton, New Jersey 08608-7371

Advisory Opinion No. 12-1990

Dear Ms. Lopes:

The Commission has directed me to issue this response to your request for an advisory opinion received November 21, 1990, concerning a lobbying coalition under the name "HEAL" (Help Establish Affordable Health Care Laws). You have asked several questions concerning the applicability of the Legislative Activities Disclosure Act, N.J.S.A. 52:l3C-18 et seq., (hereafter, the Act) to the activities of HEAL, and the Commission responses are set forth below in the order presented in your request:

Question #1

> Since no HEAL funds are used for political contribution purposes, is HEAL, in fact, required to file the Annual Lobbying Report of Activities to the Election Law Enforcement Commission?

Response: The fact that none of the funds of HEAL are to be used for political contributions has no relevance to the question of whether or not HEAL is required to file annual financial disclosure reports of lobbying contributions and expenditures pursuant to N.J.S.A. 52:l3C-22.l. Political contributions are subject to the reporting requirements of the Campaign Contributions and Expenditures Reporting Act, N.J.S.A. 19:44A-l. What determines whether or not HEAL has an obligation to file an annual lobbying report (Form L-1) is whether this associational entity can be viewed as a lobbyist receiving contributions or making expenditures for the purpose of direct, express or intentional communication with legislators or their staffs or the Governor or his staff undertaken for the specific purpose of effecting legislation, and whether those expenditures in the aggregate exceed $2,500 in any calendar year; see N.J.S.A. 52:13C-22.l. In calculating whether the contributions received or expenditures made by HEAL exceed

$2,500 in a calendar year, amounts raised and spent for the purpose of making political contributions subject to disclosure under the Campaign Reporting Act need not be included.

Question #2

If HEAL is subject to reporting, is each individual member association required to file or would one report from HEAL (completed by Alan Marcus) be satisfactory?

Response: The individual member associations that comprise HEAL are each subject to the requirement to file lobbying disclosure reports if any such member association is conducting lobbying activity that is not reflected in the lobbying reports filed on behalf of HEAL, and if that unreflected activity exceeds the $2,500 calendar year threshold described above. Most of the organizations that you list in your letter as members of HEAL are currently filing annual reports with the Commission.

Question #3

> If each member association and/or HEAL is required to file a report, is it important to identify the member companies that contributed to its association's payment to the Marcus Group?

Response: A lobbyist who receives contributions to influence legislation is required to report the source of any such contribution if the major purpose of the lobbyist is to engage in direct, express and intentional communication with legislators or the Governor or his staff for the specific purpose of effecting legislation; see N.J.A.C. 19:25-20.2 defining "Direct Communication," and see N.J.A.C. l9:25-20.6(a)(2) (copies enclosed). From the facts you have submitted, it appears that HEAL has retained a legislative agent, the Marcus Group, Inc., and that the member associations are providing contributions to HEAL to pay for the legislative agent services. To the extent these revenues are attributable to lobbying activities of HEAL's legislative agent, they are subject to disclosure on Form L-l (1991), Part C: Summary of Lobbying Receipts. HEAL must determine what percentage of the amounts it collects are attributable specifically to lobbying, and the aggregate total must be reported on line 16. Further, if any member association's payment attributable to lobbying exceeds $100.00 for the calendar year, the name, address and date of receipt of the payment must be reported on the schedule provided at line 18.

Very truly yours,

ELECTION LAW ENFORCEMENT
COMMISSION

BY: GREGORY E. NAGY
Legal Director

GEN/ls
Enclosures

State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

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EDWARD J. FARRELL
Counsel

April 15, 1992

Edward A. Hogan, Esq.
Porzio, Bromberg & Newman
Counsellors at Law
163 Madison Avenue
Morristown, New Jersey 07962-1997

Advisory Opinion No. 04-1992

Dear Mr. Hogan:

The Commission has directed me to issue this response to your recent request for an advisory opinion. You have asked two questions concerning reporting under the "Legislative Activities Disclosure Act of 1971," N.J.S.A. 52:13C-19 et seq., as amended by chapters 243 and 244 of the Laws of 1991 (hereafter, the "Lobbying Act").

You write that Porzio, Bromberg & Newman (hereafter, "the law firm"), and yourself as an attorney in that firm, represent clients in environmental matters. For the purpose of this opinion, the Commission infers from your inquiry that you specifically undertake and are compensated for activities in regard to influencing environmental regulations on behalf of your clients, but for some trade association clients your lobbying activity is undertaken on a pro bono basis.

Question No. 1

You have asked whether you must file a Notice of Representation pursuant to N.J.S.A. 52:13C-21 for those trade association clients for whom you serve as a legislative agent on a pro bono basis.

The Latin term "pro bono" is used to describe legal services performed free of charge; see Black's Law Dictionary, p. 1082 (5th ed. 1979). Therefore, the Commission infers from your use of the term "pro bono" that no fees or expense reimbursements are being billed or generated for lobbying representation of these trade association clients. However, no information has been provided on whether the trade association clients, or their member entities, are billed for or paying any fees or reimbursements to the firm for any other legal services, or whether the firm has any financial interest in any of the trade association clients, or member entity.

The Lobbying Act prescribes at N.J.S.A. 52:l3C-2la, as amended by Chapters 243 and 244 of the Laws of 1991, which persons must file Notices of Representation, and what information the Notices must contain. There is some ambiguity in the statutory language concerning the filing obligation of a legislative agent-attorney who is not receiving a fee. Arguably, an attorney not receiving a fee "engages himself" to conduct lobbying within the meaning of those words as they appear in the above-cited statute. However, an examination of the actual information that the statute requires to be disclosed on the Notice itself leads to the conclusion that in the absence of some "compensation" from the client to the agent, no information needs to be provided. For example, the agent reports the name "... of the person from whom he receives compensation for acting as a legislative agent;" see paragraph (2) of Section 2la. No parallel requirement to list the name of the person engaging the agent without a fee appears. Similarly, all other information about the client that must be provided is predicated on the element of "compensation;" see paragraphs (3), (4), (5), (6), and (7) of Section 2la.

The term "compensation" is defined in Commission Regulations N.J.A.C. 19:25-20.2 as a "receipt," which in turn is defined as follows:

> "Receipt" includes every loan, gift, contribution, fee, subscription, salary, advance or transfer of money or other thing of value, including any item of real property or personal property, tangible or intangible, and paid personal services (but not including voluntary services provided without compensation) made to any legislative agent or lobbyist and any pledge or other commitment or assumption of liability to make such transfer. Any such commitment or assumption shall be deemed to have been a receipt upon the date when such commitment is made or liability assumed.
>
> 1. For the purposes of this subchapter, the term "receipt" shall include, but not be limited to, compensation by way of salary, fees, allowances, retainers, reimbursement of expenses, or other similar compensation, when received by a legislative agent. For purposes of this subchapter, the term "receipt" shall also include, but not be limited to, contributions by way of fees, dues, gifts or other similar contributions when received by a lobbyist.

The above-quoted regulation contemplates that an intangible thing of value can be viewed as "compensation" to a legislative agent. The Commission submits that an opportunity to provide legal services to a fee-paying client could be viewed as such an intangible thing of value to an attorney. Therefore, before the Commission could conclude that an attorney received no "compensation" for providing pro bono lobbying services to a trade association client, the Commission would have to be advised whether the trade association, or any of its member entities, were being billed or paying fees to the attorney for legal services other than lobbying, or if there was some other financial interest of the attorney or firm that might constitute an intangible thing of value. However, if no "compensation" as described herein is received, a legislative agent is not required to file a Notice of Representation pursuant to N.J.S.A. 52:l3C-2la.

Question No. 2

You have also asked whether an attorney who prepares comments on proposed or existing regulations for a client must file a Notice of Representation as a legislative agent for that client if the attorney makes no oral testimony.

The statutory definition of the term "legislative agent" contemplates a person who undertakes for compensation activities ". . . to influence legislation, or to influence regulation, or both, by direct or indirect communication with ... (a State legislative or regulatory official covered under the 'Lobbying Act');" see N.J.S.A. 52:l3C-20(g), as amended by Section 3 of chapter 243, of the Laws of 1991. Therefore, even if an attorney receives compensation for consulting with a client in regard to a potential lobbying communication, that attorney does not become a "legislative agent" on behalf of that client within the meaning of the above-cited statutory definition unless the attorney also undertakes to make or deliver a lobbying communication for the client.

In the absence of any agreement or understanding that the attorney undertake some lobbying communication by written, oral, or other means, exclusive control over the delivery of the potential lobbying communication remains with the client alone. It is conceivable that after the consultation or preparation of testimony by the attorney, the client may choose never to deliver that communication. However, if the client authorizes the attorney to deliver any communication, or deliver any benefit, to a State official covered by the "Lobbying Act," the attorney would meet the statutory definition of a "legislative agent" and a Notice of Representation for that client would be required.

Thank you for this inquiry.

Very truly yours,

ELECTION LAW ENFORCEMENT COMMISSION

By: GREGORY E. NAGY
Legal Director

GEN/jah

State of New Jersey
ELECTION LAW ENFORCEMENT COMMISSION

OWEN V. McNANY, III
CHAIRMAN

STANLEY G. BEDFORD
COMMISSIONER

DAVID LINETT
COMMISSIONER

NATIONAL STATE BANK BLDG., 12th FLOOR
28 W. STATE STREET, CN-185
TRENTON, NEW JERSEY 08625-0185
(609) 292-8700

FREDERICK M. HERRMANN, Ph.D.
Executive Director

JEFFREY M. BRINDLE
Deputy Director

GREGORY E. NAGY
Legal Director

EDWARD J. FARRELL
Counsel

April 16, 1992

Jane F. Kelly, Executive Director
New Jersey Utilities Association
50 West State Street, Suite 1106
Trenton, New Jersey 08608

Advisory Opinion No. 03-1992

Dear Ms. Kelly:

The Commission has directed me to issue this response to your recent request for an advisory opinion. You have asked two questions concerning reporting under the "Legislative Activities Disclosure Act of 1971," N.J.S.A. 52:13C-19 et seq., as amended by chapters 243 and 244 of the Laws of 1991 (hereafter, the "Lobbying Act").

You write that the New Jersey Utilities Association (hereafter, the Association) is the trade association for the State's investor-owned electric, gas, water, telecommunications, and sewerage public utilities. The Association filed with the Commission an Annual Report of Lobbying Activity for 1991, indicating on that report that it is a lobbyist organization subject to the reporting requirements under the "Lobbying Act."

Initially, the Commission notes that the questions presented state that the members of the Association (rather than the Association itself) are the sponsors of the events you describe. However, since your inquiry does not identify any particular member, or group of members, as the sponsoring entity, and further since your inquiry has been submitted on behalf of the Association as an existing lobbyist organization, the Commission is treating this inquiry as if the Association is the sole sponsor. Individual members acting as co-sponsors may have lobbying filing requirements independent of the Association's requirements, but the reporting requirements of any individual member, or group of members, are not presented in this inquiry, and therefore the scope of this opinion is limited solely to the lobbying reporting requirements of the Association.

Question 1

You state that periodically the Association sponsors events intended "to showcase a particular issue" confronting the utility industry. You write that such events are not intended to influence legislation or regulations, and are attended by local officials, industry representatives, or other private citizens. The Commission infers that you are using the term "sponsor" to mean that the Association is paying expenses related to an Association event, such as a meeting or conference. Although you have not specified what expenses might be incurred, the Commission presumes that typical expenses for such an event might include a rental fee for a meeting room, speaker's fees, and other similar costs. You do specifically allude to an expense for food and beverage. You state the event is not intended to influence legislation or regulations. The Commission nevertheless infers that sponsorship of such a conference or meeting by the Association will result in communications promoting the policy or entrepreneurial interests of the Association.

You have asked whether the appearance of a legislator at such an event, whether invited by the Association or attending in the absence of any invitation, results in any reporting consequences to the Association under the "Lobbying Act" and, if so, what those reporting requirements are.

For the reasons set forth below, the Commission finds that if the Association has actual or constructive notice of the presence of an official covered by the Act, it must report on its Annual Report the cost of any benefits it provided to that official and a portion of the communication costs it incurred in sponsoring the event.

Initially, the Commission wishes to observe that the subject matter content of the conference or meeting is not the factor which determines whether or not an intent to lobby exists. The Lobbying Act was specifically amended on August 5, 1991, to bring within its reporting requirements expenditures undertaken by a lobbyist organization "... for the purpose of communication with or providing benefits to . . . (a State legislator or other official covered by the Act);" see N.J.S.A. 52:13C-22.l, as amended by L.l991, c. 243, section 5. These amendments removed the qualifying words "direct, express and intentional" that had previously modified the word "communication" to limit which communications were reportable, and the amendments also removed the word "expressly" which had previously excluded the reporting of expenditures that were unaccompanied by any communication on specific legislation. In other words, the 1991 amendments recognized that expenditures made for "good will" or promotional communications by a lobbyist organization to a legislator are subject to disclosure as a lobbying expense even in the absence of accompanying communications on specific legislative or regulatory objectives.

However, notwithstanding the statutory deletion of "expressly" accomplished by the 1991 amendments to the Lobbying Act, in the absence of any actual or constructive knowledge on the part of a lobbyist organization that it has made a communication to, or passed a benefit to, a legislator or other official covered by the Lobbying Act, the lobbyist organization is not subject to any lobbying reporting consequence.

In regard to the lack of a prior invitation to a legislator who attends such an event, the Commission is unable to judge without a more complete fact record whether or not the absence of a specific invitation compels the conclusion that no lobbying reporting obligation arose for the Association. There are fact scenarios under which the Association might quite reasonably be held responsible for lobbying reporting for expenditures pertinent to an uninvited legislator. For example, if the "sponsored event" is a meeting of a relatively small number of persons in a relatively confined area, and a legislator who is known to Association participants appears and remains to participate or observe, the Commission believes the Association should report expenses it incurred to communicate, or pass a benefit, to that legislator notwithstanding the fact the legislator was not specifically invited to attend prior to the commencement of the event. Conversely, if the "sponsored event" is a conference for a substantial number of persons, conducted in a meeting hall or arena open to the public, the facts surrounding the sponsorship of this event by the Association may support a reasonable conclusion that the Association had neither actual or constructive knowledge of the legislator's presence, and therefore no reporting obligation.

In the absence of a more specific factual setting, the Commission can only observe that the lack of a prior invitation to a legislator would be one indication of lack of actual or constructive knowledge on the part of the lobbyist organization, but would not in itself be conclusive.

Assuming that the Association acquired a reporting obligation under the Lobbying Act for expenses related to a conference, you have asked the Commission to explain how such expenses should be reported on an Annual Report (Form L-1). You have specifically inquired about food provided to the legislator.

Costs for food and beverages provided to an official are included within the definition of the phrase "expenditures providing a benefit" appearing at N.J.S.A. 52:13C-20(g), a definition added by Section 3 of chapter 243 of the Laws of 1991. An "expenditure providing a benefit" to a specific official covered by the Act that exceeds $25.00 in a day (or $200 in a calendar year when aggregated with other benefits provided to that official) must be reported in the Annual Report by providing the name of the official, the amount, and to whom the benefit is provided; see N.J.S.A. 52:13C-22.l. If the expenditure for the benefit is less than $25.00, the amount of the expenditure must be included in the total figure reported by the Association on its Annual Report for all food and beverage expenditures in the calendar year, but the name of the recipient and the other ancillary information is not required. The same requirements would exist for any other benefit provided to the official, such as a gift or souvenir.

The Commission also believes that some portion of the communication costs associated with the sponsorship of the event must be reported in the Annual Report. For example, assume such sponsorship resulted in expenditures for rental of a room or auditorium, speaker fees, and other overhead costs. While these costs are not "expenditures providing a benefit" to the attending official because they did not provide any tangible goods or services to that official as contemplated in the statutory definition cited above, the conference resulted in communications being delivered to the official, and the costs of sponsorship were to some extent incurred to effectuate those communications. Reasonable costs associated with making communications to officials at such an event are reportable lobbying expenditures, and therefore those costs, to the extent they can be identified, must be included in the total reported lobbying expenditures for the calendar year appearing in the Annual Report; Furthermore, if the lobbying expenditures for the event in the aggregate are in excess of $100.00, the Annual Report must disclose the date and type of expenditure, the amount of the expenditure, and the identity of the payee; see N.J.S.A. 52:l3C-22.l.

The Commission believes that inclusion of the entire cost of the conference described in your inquiry would overstate and inflate the Association's lobbying expenditures because the official would apparently be a small part of the audience that you described. Most of the audience in your fact submission consisted of local officials (not subject to lobbying disclosure), industry representatives, and other private citizens. Therefore, one methodology that suggests itself for identifying the lobbying portion of the rental, speaker, and other communication expenses (excluding food and beverage and other benefit-passing expenses) is to divide the aggregate communication expenses by the total number of all attendees, and multiply the resulting sum by the number of officials who attended. For example, if the aggregate cost was $10,000, and 100 persons in total attended, and there were five officials covered by the Lobbying Act participating, the reportable lobbying figure is $500.00 ($10,000 ÷ 100 x 5 = $500.00). Such a formula would isolate that portion of the total cost that was dedicated to lobbying communication with officials covered by the Lobbying Act. By suggesting this approach, the Commission does not mean to preclude other methodologies for identifying that portion of a total expense that can be reasonably attributed to lobbying communication, and therefore subject to reporting. If the Association wishes to submit more specific facts, the Commission will extend consideration to alternative methods for evaluation that might be more appropriate.

Question 2

You have also asked if the requirements of the Lobbying Act are affected if the State requests the Association to undertake the sponsorship of such an event as that described in Question 1 for an outside organization.

If a lobbyist organization incurs lobbying expenditures to conduct an event at which it makes communications, or provides benefits to officials covered under the Lobbying Act, the fact that the Association was encouraged to do so by an agency of State government is irrelevant to its reporting obligations. The Lobbying Act requires reporting of lobbying expenditures, regardless of the impetus for spending by the lobbyist organization.

The Commission notes that during the testimony it received on its proposed lobbying regulations, some commenters suggested that costs of lobbying communications that were made in response to a State suggestion or initiative should be exempted from reporting; see Summary of Comments and Agency Responses, 24 N.J.R. 289-290 (January 21, 1992). The Commission disagreed with that comment on the grounds that it is frequently difficult if not entirely elusive to determine which party initiates a lobbying dialogue. Further, the expenditure of substantial resources by a lobbyist organization resulting in communication or benefits to officials should be publicly disclosed if for no other reason than that such an expenditure would be beyond the resources of an average citizen communicating with the State. It is incontestable that underwriting the expense of a social event attended by State officials will have a beneficial "good will" impact on those officials, particularly if a State agency solicited the expenditure.

The facts you have provided, however, suggest that an outside organization, not the Association itself, will conduct the actual event. There is considerable ambiguity in your inquiry about the role the Association might therefore play. If the Association is providing funds to an outside organization without any specific expectation that those funds will be employed to assist the Association in communicating or providing benefits to officials, and in fact the outside organization does not communicate or provide benefits to officials on behalf of the Association, no reportable lobbying expenditure has been made. Conversely, if the Association receives identification as the provider or sponsor of some benefit, perhaps a buffet table, or the Association circulates literature or makes communications to attending officials covered under the Lobbying Act, lobbying reporting would be required. Since this inquiry does not contain enough submitted factual background for the Commission to assess the potential communication or benefit passing activity the Association may or may not undertake, it cannot express any determination on reporting consequences.

Thank you for this inquiry.

Very truly yours,

ELECTION LAW ENFORCEMENT
COMMISSION

By: GREGORY E. NAGY
Legal Director

GEN/jah

State of New Jersey

OWEN V. McNANY, III
CHAIRMAN

STANLEY G. BEDFORD
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ELECTION LAW ENFORCEMENT COMMISSION

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EDWARD J. FARRELL
Counsel

December 20, 1990

Ms. Maureen Lopes
Vice President, NJBIA
Co-Chair, HEAL
102 West State Street
Trenton, New Jersey 08608-7371

Advisory Opinion No. 12-1990

Dear Ms. Lopes:

The Commission has directed me to issue this response to your request for an advisory opinion received November 21, 1990, concerning a lobbying coalition under the name "HEAL" (Help Establish Affordable Health Care Laws). You have asked several questions concerning the applicability of the Legislative Activities Disclosure Act, N.J.S.A. 52:l3C-18 et seq., (hereafter, the Act) to the activities of HEAL, and the Commission responses are set forth below in the order presented in your request:

Question #1

> Since no HEAL funds are used for political contribution purposes, is HEAL, in fact, required to file the Annual Lobbying Report of Activities to the Election Law Enforcement Commission?

Response: The fact that none of the funds of HEAL are to be used for political contributions has no relevance to the question of whether or not HEAL is required to file annual financial disclosure reports of lobbying contributions and expenditures pursuant to N.J.S.A. 52:l3C-22.l. Political contributions are subject to the reporting requirements of the Campaign Contributions and Expenditures Reporting Act, N.J.S.A. 19:44A-l. What determines whether or not HEAL has an obligation to file an annual lobbying report (Form L-1) is whether this associational entity can be viewed as a lobbyist receiving contributions or making expenditures for the purpose of direct, express or intentional communication with legislators or their staffs or the Governor or his staff undertaken for the specific purpose of effecting legislation, and whether those expenditures in the aggregate exceed $2,500 in any calendar year; see N.J.S.A. 52:13C-22.l. In calculating whether the contributions received or expenditures made by HEAL exceed

$2,500 in a calendar year, amounts raised and spent for the purpose of making political contributions subject to disclosure under the Campaign Reporting Act need not be included.

Question #2

If HEAL is subject to reporting, is each individual member association required to file or would one report from HEAL (completed by Alan Marcus) be satisfactory?

Response: The individual member associations that comprise HEAL are each subject to the requirement to file lobbying disclosure reports if any such member association is conducting lobbying activity that is not reflected in the lobbying reports filed on behalf of HEAL, and if that unreflected activity exceeds the $2,500 calendar year threshold described above. Most of the organizations that you list in your letter as members of HEAL are currently filing annual reports with the Commission.

Question #3

> If each member association and/or HEAL is required to file a report, is it important to identify the member companies that contributed to its association's payment to the Marcus Group?

Response: A lobbyist who receives contributions to influence legislation is required to report the source of any such contribution if the major purpose of the lobbyist is to engage in direct, express and intentional communication with legislators or the Governor or his staff for the specific purpose of effecting legislation; see N.J.A.C. 19:25-20.2 defining "Direct Communication," and see N.J.A.C. l9:25-20.6(a)(2) (copies enclosed). From the facts you have submitted, it appears that HEAL has retained a legislative agent, the Marcus Group, Inc., and that the member associations are providing contributions to HEAL to pay for the legislative agent services. To the extent these revenues are attributable to lobbying activities of HEAL's legislative agent, they are subject to disclosure on Form L-l (1991), Part C: Summary of Lobbying Receipts. HEAL must determine what percentage of the amounts it collects are attributable specifically to lobbying, and the aggregate total must be reported on line 16. Further, if any member association's payment attributable to lobbying exceeds $100.00 for the calendar year, the name, address and date of receipt of the payment must be reported on the schedule provided at line 18.

Very truly yours,

ELECTION LAW ENFORCEMENT COMMISSION

BY: GREGORY E. NAGY
Legal Director

GEN/ls
Enclosures

GUIDE TO LOBBYING FORMS

FORM	FOR USE BY	PURPOSE	FILING DATE
Form NR (Notice of Representation)	Governmental Affairs Agent and Represented Entities	Initially, to register as an Agent. Thereafter, to add Represented Entities.	Prior to lobbying or within 30 days of being retained as an Agent, whichever is earlier.
Form L-3 (Consent to Service of Process)	Out-of-State Governmental Affairs Agent	To consent to service of process within the state of New Jersey.	Prior to lobbying as an Agent.
Form Q-4 (Quarterly Report)	Governmental Affairs Agent	To report quarterly lobbying activity.	April 10 July 10 October 10 January 10
Form NT (Notice of Termination)	Governmental Affairs Agent	To terminate a Represented Entity and/or Governmental Affairs Agent.	Within 30 days of when lobbying activity as an Agent or Represented Entity ceases.
ANNUAL REPORTS			
Form L1-L	Represented Entities whose receipts or expenditures exceed $2,500 during a calendar year.	To report financial activity.	February 15
Form L1-A	Governmental Affairs Agent or Governmental Affairs Agent Firms whose receipts or expenditures exceed $2,500 during a calendar year.	To report financial activity.	February 15
Form L1-G	Person whose **only** lobbying activity is communication(s) with the general public (“grassroots lobbying”) whose receipts or expenditures exceed $2,500 during a calendar year. “Person” includes an individual, partnership, committee, association, corporation, and any other organization or group of persons.	To report financial activity.	February 15
Form L-2	Represented Entities	To designate a Governmental Affairs Agent or Governmental Affairs Agent Firm to file an annual report on its behalf.	February 15
Form L-3 (Consent to Service of Process)	Out-of-State Represented Entities	To consent to service of process within the state of New Jersey.	February 15

GOVERNMENTAL AFFAIRS AGENT NOTICE OF REPRESENTATION

FORM NR

FOR STATE USE ONLY

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

Name of Governmental Affairs Agent

First Name ______________________ Last Name ______________________

Registration # ______________ ☐ Amendment, Specify ______________________

Business Name ____

Business Address ____

____

City ______________________ State ________ Zip Code ________

*(Area Code) Telephone Number ______________________________

Action(s) ☐ New Agent Registration *(enclose fee)* ☐ New Represented Entity

Enter Name of Represented Entity ______________________________

(Part I)

The following questions pertain to the Governmental Affairs Agent named above:

1. State your occupation: ______________________________

2. Describe your proposed services as a Governmental Affairs Agent:

____

____

____

____

3. Are you: (please check)

☐ Employed solely as a Governmental Affairs Agent.

☐ Employed as a Governmental Affairs Agent in addition to having other duties. If so, please explain other duties:

____

____

____

____

4. Calendar period for which compensation as a Governmental Affairs Agent will be received:

____

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

(Part II)

The following questions pertain to the represented entity from whom the Governmental Affairs Agent receives compensation for acting as a Governmental Affairs Agent.

1. State the full name, business address, and occupation or principal business of the represented entity from whom the Governmental Affairs Agent receives compensation:

Name ______________________________

Business Address ______________________________

____

City ______________________________ State ________ Zip Code ____________

Occupation or Principal Business ______________________________

2. If the represented entity named above is a membership organization or corporation whose name or occupation does not clearly reveal the interest in which it seeks advancement through the services of its Governmental Affairs Agent, please complete the information below:

A. Describe the represented entity's primary economic, social, political, or other interest:

____

____

____

____

B. List the person(s) having organizational or financial control of the membership organization or corporation:

Name ______________________________

Address ______________________________

____

City ______________________________ State ________ Zip Code ____________

Occupation ______________________________

3. State the full name, business address, and occupation or principal business of any person or entity in whose interest the Governmental Affairs Agent acts in consideration of the compensation paid, if such person or entity is other than the represented entity listed above in Question #1 of Part II.

Name ______________________________

Business Address ______________________________

____

City ______________________________ State ________ Zip Code ____________

Occupation or Principal Business ______________________________

(Part III)

Please list the type(s) of legislation, regulation(s), or governmental process(es) concerning which compensation will be received and any specific legislation, regulation, or governmental process which will be promoted or opposed.

Signature of Governmental Affairs Agent

Date

Print Name

NOTICE OF REPRESENTATION
FORM NR
INSTRUCTIONS

Page One of the Notice of Representation (Form NR)

NAME OF GOVERNMENTAL AFFAIRS AGENT

Enter the name of the agent who is reporting. EACH AGENT SHALL FILE AN INDIVIDUAL NOTICE OF REPRESENTATION; PLEASE **DO NOT REPORT AS A GROUP.**

REGISTRATION NUMBER

If this is the initial registration, leave this field blank. If this is not the initial registration, enter the registration number assigned to the Governmental Affairs Agent by the Commission.

AMENDMENT

Check the "Amendment" box if amending a previously filed Notice of Representation (Form NR). Specify the nature of the amendment. Amend Form NR within 15 days of the effective date of the change or not later than the filing date of the next Quarterly Report, whichever date is earlier.

BUSINESS NAME AND BUSINESS ADDRESS

Enter the business name of the Governmental Affairs Agent and the business address.

TELEPHONE NUMBER

Enter the business telephone number of the Governmental Affairs Agent. Leave this field blank if the telephone number is unlisted.

ACTION(S)

***New Agent Registration*:** Check the "New Agent Registration" box if the Notice of Representation (Form NR) is being filed to add a new Governmental Affairs Agent. Enter the name of the Represented Entity. **When the initial Form NR is filed a $575 fee is due. For tax exempt organizations, the ST-5 Certificate can be submitted in lieu of the fee. Also, two identical 2" by 2" photographs must be submitted.**

> *$575 Fee or ST-5 Certificate*
>
> The $575 fee must be filed with the initial registration. Make the check payable to the "State of New Jersey, Election Law Enforcement Commission." The fee entitles the Governmental Affairs Agent to a badge and covers all Quarterly Reports, Notices of Representation, and Notices of Termination filed during the year commencing January 1st to December 31st.

Any Governmental Affairs Agent who has proof of having New Jersey State tax-exempt status (as evidenced by the ST-5 Certificate) is not required to pay the $575 fee. The Division of Taxation has exempt organization certificates (ST-5) pursuant to N.J.S.A. 54:32B-9(b). The contact number for the Division of Taxation is (609) 292-6400.

2" by 2" Photographs

The Governmental Affairs Agent must submit two identical 2" by 2" color photos. The photos must show a full-face front view of the Agent, with a plain white or off-white background. The Agent must sign his/her name on the back of each photo. One photo will be laminated onto the Agent's badge and the other will be maintained on file at the Commission.

Badge Renewal

After a Governmental Affairs Agent has registered and received a badge, the badge must be renewed each November 15th. The process of renewal entails three steps: 1) The annual fee must be submitted; 2) two identical 2" by 2" color photos, as described above, must be submitted; and, 3) all Quarterly Reports and Notices of Representation must be filed for the prior 12-month period.

***New Represented Entity*:** Check the "New Represented Entity" box if the Governmental Affairs Agent is adding a new Represented Entity. Enter the name of the Represented Entity. Note: a separate Form NR must be filed for each entity the Governmental Affairs Agent represents.

Part I Part I pertains to the Governmental Affairs Agent.

1. State the occupation of the Governmental Affairs Agent.
2. Describe the proposed services of the Governmental Affairs Agent.
3. Indicate whether the Governmental Affairs Agent is employed solely as a Governmental Affairs Agent or has other duties; describe the other duties.
4. Enter the calendar year period for which compensation as a Governmental Affairs Agent will be received.

Page Two of the Notice of Representation (Form NR)

Part II Part II pertains to the client or "Represented Entity."

1. Enter the full name, business address, and occupation or principal business of the Represented Entity from whom or which the Governmental Affairs Agent receives compensation. Note: If the Governmental Affairs Agent receives compensation from an employer company or firm that engages in the business of lobbying, such as the "ABC Lobbying Group" or the "DEFG Law Firm" do not enter "ABC Lobbying Group" or "DEFG Law Firm". Rather, enter the name of the entity that is receiving the lobbying services. Note: a separate Form NR must be filed for each entity the Governmental Affairs Agent represents.

2. If the Represented Entity named is a membership organization or corporation whose name or occupation does not clearly reveal the interest for which it seeks advancement through the services of its Governmental Affairs Agent, describe the primary economic, social, political, or other interest of the Represented Entity in subsection (A). Enter the name, business address and occupation of the person or persons having financial control of the membership organization or corporation in subsection (B).

3. Enter the full name, business address, and occupation or principal business of any person or entity in whose interest the Governmental Affairs Agent acts in consideration of the compensation paid, if such person or entity is other than the Represented Entity listed in Part II, question #1. State "same" if the name is the same.

Page Three of the Notice of Representation (Form NR)

Part III

Part III pertains to the type of legislation, regulation(s), or governmental process(es) concerning which compensation will be received by the Governmental Affairs Agent and the particular items of legislation, regulations, and governmental processes that will be promoted or opposed.

Signature, Date

The Governmental Affairs Agent must sign and date the Notice of Representation and print his/her full name.

GENERAL INFORMATION

A Governmental Affairs Agent or a Represented Entity not a resident of the State of New Jersey, or not a corporation of this State or authorized to do business in this State, must file Form L-3.

FILING DATE INFORMATION

The Notice of Representation (Form NR) must be filed prior to making any communication with, or the making of any expenditures providing a benefit to a member of the Legislature, legislative staff, the Governor, the Lieutenant Governor, the Governor's staff, or with certain officers or members of the Executive Branch, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government or within 30 days of employment, retainer, or engagement as a Governmental Affairs Agent (whichever is earlier).

MAILING ADDRESS **Note:** Faxing of Form NR is not accepted.

Regular U.S. mail:

ELEC
P.O. Box 185
Trenton, NJ 08625-0185

Commercial Carrier: (FedEx, DHL, UPS, etc.)

ELEC
28 West State Street
13^{th} Floor
Trenton, NJ 08608

(609) 292-8700

Revised: 07.24.15

CERTIFICATION OF CONSENT TO SERVICE OF PROCESS AND SUBMISSION TO JURISDICTION IN THE STATE OF NEW JERSEY

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

FORM L-3
Reporting for Calendar Year ________

FOR STATE USE ONLY

Amendment ☐

1. ____, hereby

consents to service of process within the State of New Jersey and jurisdiction in the Courts of the State of New Jersey or in the Office of Administrative Law of the State of New Jersey for any case brought by the New Jersey Election Law Enforcement Commission to enforce the provisions of N.J.S.A. 52:13C-18 et seq., or the regulations promulgated thereunder.

2. The name and address of the person or entity within the State of New Jersey authorized to accept service:

____

____

____

____

\- or -

The out-of-state name and mailing address of the person or entity authorized to accept service:

____

____

____

____

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I may be subject to punishment.

To be signed by an authorized person of the entity listed in Item #1.

____
Authorized Signature

____
Name of Authorized Person (*please print*)

____
Title

____
Date

To be acknowledged by the person authorized to accept service listed in Item #2.

____
Signature of Person Authorized to Accept Service

____
Name of Authorized Person (*please print*)

____
Title

____
Date

INSTRUCTIONS FOR COMPLETION OF THE
FORM L-3
CONSENT TO SERVICE OF PROCESS

A Represented Entity, Governmental Affairs Agent, Governmental Affairs Agent Firm, or Reporting Entity engaging in grassroots lobbying, not a resident of the State of New Jersey, or not a corporation of this State or authorized to do business in this State, shall file a Consent to Service of Process at an address within New Jersey, or by regular mail at an address outside of New Jersey.

- Enter the calendar year on the Form L-3.

- Check the amendment box if this is an amended report.

- Item #1- Enter the name of the entity (Represented Entity, Governmental Affairs Agent, Governmental Affairs Agent Firm, or Reporting Entity engaging in grassroots lobbying) that consents to service of process.

- Item #2- Enter the name and address of the person or entity within the State of New Jersey authorized to accept service **or** enter the out-of-state name and mailing address of the person or entity authorized to accept service.

- An authorized person of the entity listed in Item #1 must sign and date the Form L-3. The authorized person may be a Governmental Affairs Agent employed by the Represented Entity or a responsible Financial or Government Affairs Officer of the Represented Entity; or, the Governmental Affairs Agent (the Governmental Affairs Agent or the Managing or Principal Partner, or the Chief Executive Officer of the Governmental Affairs Agent Firm), or any responsible person authorized by the entity.

- The person authorized to accept service listed in Item #2 must also sign and date the Form L-3.

MAILING ADRESS

Regular U.S. Mail
ELEC
P.O. Box 185
Trenton, NJ 08625-0185

Commercial Carrier: (FedEx, UPS, etc.)
28 West State Street
13th Floor
Trenton, NJ 08608

(609)-292-8700

FORM NT

FOR STATE USE ONLY

GOVERNMENTAL AFFAIRS AGENT NOTICE OF TERMINATION

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

Name of Governmental Affairs Agent

First Name ______________________ Last Name ______________________

Registration # ______________

Business Name ______________________

Business Address ______________________

____

City ______________________ State ______ Zip Code ________

*(Area Code) Telephone Number ______________________

CHECK ALL THAT APPLY

☐ Notice is hereby given that my activities as a Governmental Affairs Agent on behalf of the represented entity listed below have ceased.

Name ______________________

Business Address ______________________

____

City ______________________ State ______ Zip Code ________

Effective Date of Termination ______________

______________________ ______________
Signature of Governmental Affairs Agent Date

☐ Notice is hereby given that all my activities as a Governmental Affairs Agent are terminated and, therefore, my badge is enclosed.

Effective Date of Termination ______________

______________________ ______________
Signature of Governmental Affairs Agent Date

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

NOTICE OF TERMINATION
FORM NT
INSTRUCTIONS

NAME OF GOVERNMENTAL AFFAIRS AGENT

Enter the name of the Governmental Affairs Agent who is reporting.

REGISTRATION NUMBER

Enter the registration number assigned to the Governmental Affairs Agent by the Commission.

BUSINESS NAME AND BUSINESS ADDRESS

Enter the business name of the Governmental Affairs Agent and the business address.

TELEPHONE NUMBER

Enter the business telephone number of the Governmental Affairs Agent. Leave this field blank if the telephone number is unlisted.

CHECK ALL THAT APPLY

Check the first box if the activities of the Governmental Affairs Agent on behalf of a represented entity have ceased. Enter the name and business address of the represented entity. Enter the effective date of the termination. The Governmental Affairs Agent must sign and date the Notice of Termination.

Check the second box if a Governmental Affairs Agent is terminating his/her status as an Agent. This means that the Governmental Affairs Agent is ceasing all activities influencing legislation, regulations, or governmental processes. Enter the effective date of the termination. Please return the badge with Form NT if all activities of the Agent are being terminated. The Governmental Affairs Agent must sign and date the Notice of Termination.

Also check the second box if a Governmental Affairs Agent is terminating with his/her current employer. For example, if an Agent works for the ABC Public Affairs Group, and is terminating employment with ABC Public Affairs Group, but is commencing employment with DEF Public Affairs Group as a Governmental Affairs Agent, the second box must be checked and the current badge must be returned. The Governmental Affairs Agent will receive a new badge after filing the Notice of Representation naming the new employer (DEF Public Affairs Group). The Governmental Affairs Agent must sign and date the Notice of Termination.

FILING DATE INFORMATION

The Notice of Termination (Form NT) shall be filed by a governmental affairs agent within 30 days after lobbying activities cease. Also, any person who has engaged the Governmental Affairs Agent can file a Notice of Termination on behalf of the terminated Agent.

MAILING ADDRESS **Note:** Faxing of Form NT is not accepted.

Regular U.S. mail:

ELEC
P.O. Box 185
Trenton, NJ 08625-0185

Commercial Carrier: (FedEx, DHL, UPS, etc.)

ELEC
28 West State Street
13th Floor
Trenton, NJ 08608

(609) 292-8700

GOVERNMENTAL AFFAIRS AGENT QUARTERLY REPORT

FORM Q-4

FOR STATE USE ONLY

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

Name of Governmental Affairs Agent

First Name ________________ Last Name ________________

Business Name ________________

Business Address ________________

____

City ________________

State ______ Zip Code ________ *(Area Code) Telephone Number ________________

Registration #

Quarterly Report Period
(Check One and Specify Year)

- (1/1 to 3/31) ☐ April 10, ________
- (4/1 to 6/30) ☐ July 10, ________
- (7/1 to 9/30) ☐ October 10, ________
- (10/1 to 12/31) ☐ January 10, ________

☐ Amendment, Specify

____

REPORTING ACTIVITY: (CHECK ONE)

☐ **Check here if you engaged in lobbying activity; Schedules A and B are attached.**

☐ **Check here if you engaged in no activity during the quarter; no Schedules are attached.**

Please list any changes to the Notice of Representation presently on file. Do not add a represented entity or terminate a represented entity on this form; a separate Notice of Representation is required to add a represented entity and a Notice of Termination is required to terminate a represented entity.

____

____

____

____

____

________________ ________________
Signature of Governmental Affairs Agent Date

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

Schedule A - Legislation and Regulations

General Category of Legislation or Regulation	Bill Number or Proposed Rule Number; Promoted (P) or Opposed (O)	Sponsor or Agency	Description of Bill or New Jersey Register Title of Rule	Represented Entity

Schedule B - Governmental Processes

General Category of Governmental Process	Governmental Process Identifier and Action Taken to Promote (P) or Oppose (O)	Agency	Description of Governmental Process	Represented Entity

INSTRUCTIONS FOR FILING FORM Q-4

Page One

NAME OF GOVERNMENTAL AFFAIRS AGENT

Enter the name of the Governmental Affairs Agent who is reporting. EACH AGENT SHALL FILE AN INDIVIDUAL REPORT; **PLEASE DO NOT REPORT AS A GROUP.**

BUSINESS NAME AND BUSINESS ADDRESS

Enter the business name of the Governmental Affairs Agent and the business address**.**

TELEPHONE NUMBER

Leave this field blank if the telephone number of the Governmental Affairs Agent is unlisted.

REGISTRATION NUMBER

Please enter the registration number which has been assigned to the Governmental Affairs Agent by the Commission.

QUARTERLY REPORT DATE

Please place a check (√) next to the quarter covered by the report. Please enter the relevant calendar year. Note that the 4th quarter (January) report will indicate the subsequent calendar year. A separate Form Q-4 is required for each quarter; do not check more than one quarter. The filing dates are as follows:

April 10	1st Quarter	January 1 to March 31
July 10	2nd Quarter	April 1 to June 30
October 10	3rd Quarter	July 1 to September 30
January 10	4th Quarter	October 1 to December 31

Note: Postmarks are not used by the Commission for determining a timely filing. Form Q-4 must be physically received at the Commission's office on or before each date listed above. If any of these dates falls on a weekend or holiday, the next business day becomes the due date.

AMENDMENT

If the report is an amendment, check the date of the report and enter the calendar year of the amendment. Also be sure to check the amendment box. Please provide a short description of the purpose of the amendment. When filing an amendment always include the front page of the Form Q-4 along with an original signature, the date of the amendment, and any amended pages.

REPORTING ACTIVITY

Simply place a check (√) in the space on the Form Q-4 to indicate that you engaged in lobbying activity during that quarter and Schedules A and B are attached, or place a check (√) in the space on the Form Q-4 to indicate that you engaged in no activity during that quarter.

UPDATING THE NOTICE OF REPRESENTATION

Form Q-4 provides space on page one for the purpose of updating the Notice of Representation. Please review your Notice of Representation to assure that it is still accurate. Do not add a new represented entity or terminate a represented entity on the Form Q-4; a separate Notice of Representation is required to add a represented entity and a Notice of Termination is required to terminate a represented entity.

SIGNATURE/DATE

After completing Form Q-4, the governmental affairs agent named on the report must sign and date the bottom. See the last page of these instructions for mailing information.

Page Two-SCHEDULE A-LEGISLATION AND REGULATIONS

When completing Schedule A, please follow these guidelines.

GENERAL CATEGORY OF LEGISLATION OR REGULATION

LEGISLATION

Please use the subject headings provided on the Commission's website, "Listing of Subject Headings." Report the subject heading which best represents the subject area of lobbying. The committee assignment may prove useful as a guideline in selecting a heading. Please list the subject headings alphabetically. Next provide Senate bills, Assembly bills, and regulations within that category.

REGULATIONS

Please use the categories listed in the New Jersey Register. For your convenience, the Register categories are provided on the Commission's website, "Listing of Subject Headings."

BILL NUMBER OR PROPOSED RULE NUMBER

Please provide the Senate or Assembly bill number or the proposed rule number. If none exists, state "none". Such a situation will occur if you are lobbying on a matter that has not yet been introduced as a bill or proposed as a regulation.

Indicate next to the bill number or proposed rule number if the legislation or regulation was promoted or opposed. If, after indicating "Promoted" or "Opposed" you wish to report your position in more detail, you may add supplementary information.

SPONSOR OR AGENCY

Please provide the bill's primary sponsor or the rule's agency. "Agency" includes a State agency, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.

DESCRIPTION OF BILL OR NEW JERSEY REGISTER TITLE OF RULE

Describe the bill in general. Regarding the appropriation bill or any supplemental appropriation bill, report the particular items within the appropriation bill lobbied on during the quarter. For a regulation, provide the New Jersey Register title of the rule.

REPRESENTED ENTITY

Provide the name of the represented entity or client.

***Note:** The form is expandable. Click "Add Another Copy of This Page" to add additional Legislation and Regulation items. If you add a page in error, you can use the "Delete This Page" button to remove it. Please file both Schedule A and Schedule B if there is any activity to report. If there is no activity to report on Schedule B, please mark N/A on Schedule B.*

Page Three-SCHEDULE B-GOVERNMENTAL PROCESSES

When completing Schedule B, please follow these guidelines.

GENERAL CATEGORY OF GOVERNMENTAL PROCESS

Enter the type of governmental process:

- Executive Order
- Rate Setting
- Public Contract
- Permit/ License/Waiver
- Bidding Procedure
- Fine/ Penalty

- Purchasing Procedure
- Administrative Determination
- Financial Assistance/Grant/Loan
- Other (Please specify)

Note that a "public contract" means a contract that is paid with State funds or the funds of an independent authority created by the State or by the Legislature.

GOVERNMENTAL PROCESS IDENTIFIER/ACTION TAKEN

Provide, if applicable, the identifier of the governmental process. For example, if the governmental process pertains to an executive order, enter the number of the executive order as the identifier. Similarly, if there is a contract number, purchase order, docket number, or similar identifier, enter it in this column. If there is none, enter "none."

Indicate next to the governmental process identifier if the governmental process was "Promoted" or "Opposed" and provide other descriptive words necessary to adequately disclose the action taken by the governmental affairs agent.

AGENCY

Enter the name of the agency associated with the governmental process. "Agency" includes a State agency, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.

DESCRIPTION OF GOVERNMENTAL PROCESS

Adequately describe the governmental process by using more than one sentence, if necessary. A governmental affairs agent is not required to report the specific details of a trade secret in this field; it is sufficient to simply report that activity concerning a "trade secret" occurred during the quarter.

REPRESENTED ENTITY

Provide the full name of the represented entity or client.

Note: *The form is expandable. Click "Add Another Copy of This Page" to add additional Governmental Process items. If you add a page in error, you can use the "Delete This Page" button to remove it. Please file both Schedule A and Schedule B if there is any activity to report. If there is no activity to report on Schedule A, please mark N/A on Schedule A.*

MAILING ADDRESS

Faxing of Form Q-4 is not permitted.

To file Form Q-4, please use the addresses below:

U.S. Postal Service, regular mail

New Jersey Election Law Enforcement Commission
P.O. Box 185
Trenton, NJ 08625-0185

Commercial Couriers (FedEx, UPS, DHL, etc.)

New Jersey Election Law Enforcement Commission
28 West State Street
13th Floor
Trenton, NJ 08608

(609) 292-8700

Subject Heading	Heading Abbreviation	Subject Parent
ABORTION	ABORTION	
ADMINISTRATIVE REGULATIONS	ADMIN REGULA	REGULATIONS AND REGULATORY OVERSIGHT
ADOPTION	ADOPTION	HUMAN SERVICES - CHILDREN
ADVERTISING	ADVERTISING	CONSUMER AFFAIRS
ADVISORY COUNCILS	ADVIS COUNC	COMMISSIONS
AFDC	AFDC	HUMAN SERVICES - PUBLIC ASSISTANCE
AGED	AGED	SENIOR CITIZENS
AGRICULTURE	AGRICULTURE	
AIDS	AIDS	HEALTH - DISEASE
AIR POLLUTION	AIR POLLUTIO	ENVIRONMENT - POLLUTION
AIRCRAFT NOISE	AIRCRAFT NOI	AVIATION
AIRPLANES	AIRPLANES	AVIATION
AIRPORT NOISE	AIRPORT NOI	AVIATION
AIRPORTS	AIRPORTS	AVIATION
ALCOHOL	ALCOHOL	ALCOHOLIC BEVERAGES
ALCOHOL ABUSE TREATMENT	AL ABU TREAT	HEALTH - DRUG AND ALCOHOL ABUSE
ALCOHOL TAX	ALCOHOL TAX	TAXATION - ALCOHOL, GASOLINE AND TOBACCO TAXES
ALCOHOLIC BEVERAGES	ALCOHOLIC BE	
ALTERNATIVE ENERGY SOURCES	ALT ENERGY	ENERGY
ALZHEIMERS DISEASE	ALZHEIMERS D	HEALTH - DISEASE
AMBULANCES	AMBULANCES	PUBLIC SAFETY - EMERGENCY SERVICES
AMUSEMENTS	AMUSEMENTS	SPORTS AND RECREATION
ANIMALS	ANIMALS	
APPROPRIATIONS ACT	APPROP ACT	STATE BUDGET AND FINANCE
AQUIFERS	AQUIFERS	ENVIRONMENT - WATER SUPPLY
ART	ART	ARTS AND CULTURE
ARTS AND CULTURE	ARTS AND CUL	
ASBESTOS	ASBESTOS	ENVIRONMENT - HAZARDOUS SUBSTANCES
AUTHORITIES - INTERSTATE	AUTH - INTER	
AUTHORITIES - LOCAL	AUTH - LOCAL	
AUTHORITIES - STATE AND REGIONAL	AUTH - STATE	
AUTO INSURANCE	AUTO INSURAN	INSURANCE - AUTOMOBILE INSURANCE
AUTO THEFT	AUTO THEFT	CRIMES AND PENALTIES
AUTOMOBILES	AUTOMOBILES	MOTOR VEHICLES - (GENERAL AND MISCELLANEOUS)
AUTOS	AUTOS	MOTOR VEHICLES - (GENERAL AND MISCELLANEOUS)
AVIATION	AVIATION	
BAIL	BAIL	CRIMINAL PROCEDURES
BALLOTS	BALLOT	ELECTIONS
BANKING AND FINANCE	BANKING	

Subject Heading	Heading Abbreviation	Subject Parent
BANKRUPTCY	BANKRUPTCY	BANKING AND FINANCE
BANKS	BANKS	BANKING AND FINANCE
BEACH FEES	BEACH FEES	BEACHES AND SHORES
BEACHES AND SHORES	BEACHES	
BIAS CRIME	BIAS CRIME	CRIMES AND PENALTIES
BICYCLES	BICYCLES	SPORTS AND RECREATION
BINGO	BINGO	GAMBLING - (GENERAL AND MISCELLANEOUS)
BIOETHICS	BIOETHICS	HEALTH - (GENERAL AND MISCELLANEOUS)
BLIND	BLIND	HUMAN SERVICES - DISABLED
BLOOD DONORS	BLOOD DONORS	HEALTH - (GENERAL AND MISCELLANEOUS)
BOARDING HOMES	BOARDING HOM	HOUSING - (GENERAL AND MISCELLANEOUS)
BOAT SAFETY	BOAT SAFETY	BOATS AND VESSELS
BOATING	BOATING	BOATS AND VESSELS
BOATS AND VESSELS	BOATS	
BOND ISSUES	BOND ISSUES	BONDS
BONDS	BONDS	
BOOT CAMPS	BOOT CAMPS	CORRECTIONS
BOTTLED WATER	BOTTL WATER	ENVIRONMENT - WATER SUPPLY
BRIDGES	BRIDGES	TRANSPORTATION - HIGHWAYS, ROADS, AND BRIDGES
BROADCASTING	BROADCASTING	COMMUNICATIONS
BUS TRANSPORTATION	BUS TRANSPOR	TRANSPORTATION - MASS TRANSIT
BUSES	BUSES	TRANSPORTATION - MASS TRANSIT
BUSINESS	BUSINESS	COMMERCE AND ECONOMIC DEVELOPMENT
BUSINESS ASSISTANCE	BUSINESS AST	COMMERCE AND ECONOMIC DEVELOPMENT
BUSINESS TAX	BUS TAX	TAXATION - BUSINESS TAXES
CABLE TELEVISION	CABLE TV	COMMUNICATIONS
CAFRA	CAFRA	BEACHES AND SHORES
CAMPAIGN CONTRIBUTIONS	CAMP CONTRIB	ELECTIONS - CAMPAIGN FINANCE
CANCER	CANCER	HEALTH - DISEASE
CAPITAL FINANCE	CAPITAL FINA	BONDS
CAPITAL PUNISHMENT	CAPITAL PUNI	CRIMES AND PENALTIES
CARS	CARS	MOTOR VEHICLES - (GENERAL AND MISCELLANEOUS)
CASUALTY INSURANCE	CASUALTY INS	INSURANCE - (GENERAL AND MISCELLANEOUS)
CATS	CATS	ANIMALS
CERTIFICATE OF NEED	CERT OF NEED	HEALTH - FACILITIES
CHARITIES AND NON PROFIT ORGANIZATIONS	CHARITIES	
CHARITY ORGANIZATIONS	CHARITY ORGA	CHARITIES AND NON PROFIT ORGANIZATIONS
CHECKING	CHECKING	BANKING AND FINANCE
CHECKS	CHECKS	BANKING AND FINANCE

Subject Heading	Heading Abbreviation	Subject Parent
CHILD ABUSE	CHILD ABUSE	HUMAN SERVICES - CHILDREN
CHILD CARE	CHILD CARE	HUMAN SERVICES - CHILDREN
CHILD SUPPORT	CHILD SUPPOR	HUMAN SERVICES - CHILDREN
CHIROPRACTORS	CHIROPRACTOR	HEALTH - PROFESSIONALS
CIGARETTE TAX	CIGARETTE TA	TAXATION - ALCOHOL, GASOLINE AND TOBACCO TAXES
CITIES	CITIES	LOCAL GOVERNMENT - MUNICIPALITIES
CIVIL ACTIONS	CIVIL ACTION	
CIVIL ACTIONS - TORT LIABILITY	TORT LIABILI	
CIVIL IMMUNITY	CIV IMMUNITY	CIVIL ACTIONS - TORT LIABILITY
CIVIL JUSTICE	CIVIL JUSTIC	CIVIL ACTIONS
CIVIL RIGHTS	CIVIL RIGHTS	
CIVIL SERVICE	CIVIL SERVIC	PUBLIC EMPLOYEES - (GENERAL AND MISCELLANEOUS)
CIVIL SUITS	CIVIL SUITS	CIVIL ACTIONS
CLAMMING	CLAMMING	ENVIRONMENT - FISH, GAME AND WILDLIFE
CLAMS	CLAMS	ENVIRONMENT - FISH, GAME AND WILDLIFE
CLINICAL LABS	CLINICAL LAB	HEALTH - FACILITIES
COASTAL AREA	COASTAL AREA	BEACHES AND SHORES
COASTAL REGION	COASTAL REGI	BEACHES AND SHORES
COASTAL ZONE	COASTAL ZONE	BEACHES AND SHORES
COGENERATION	COGENERATION	ENERGY
COLLEGES	COLLEGES	HIGHER EDUCATION
COMMEMORATIONS	COMMEMORATIO	
COMMERCE AND ECONOMIC DEVELOPMENT	COMMERCE	
COMMISSIONS	COMMISSIONS	
COMMUNICATIONS	COMMUNICATIO	
COMPULSIVE GAMBLING	COMPULSIVE G	GAMBLING - (GENERAL AND MISCELLANEOUS)
CONFLICTS OF INTEREST	CONFLICTS OF	ETHICS
CONSERVATION OF LAND	CONSERV LAND	ENVIRONMENT - PARKS AND OPEN SPACE
CONSTITUTIONAL AMENDMENTS	CONSTITUTION	
CONSTRUCTION	CONSTRUCTION	HOUSING - (GENERAL AND MISCELLANEOUS)
CONSTRUCTION CODES	CONSTUCT CO	HOUSING - CONTRUCTION CODES
CONSUMER AFFAIRS	CONSUMER AFF	
CONSUMER CREDIT	CONSU CREDIT	BANKING AND FINANCE
CONSUMER FRAUD	CONSUMER FRA	CONSUMER AFFAIRS
CORPORATION TAX	CORP TAX	TAXATION - BUSINESS TAXES
CORPORATION TAXES	CORP TAXES	TAXATION - BUSINESS TAXES
CORPORATIONS	CORPORATIONS	
CORRECTIONS	CORRECTIONS	
CORRECTIONS - PROBATION AND PAROLE	PROBATION	

Subject Heading	Heading Abbreviation	Subject Parent
COUNTY AUTHORITIES	COUNTY AUTHO	AUTHORITIES - LOCAL
COUNTY UTILITIES AUTHORITIES	COUNTY UTILI	AUTHORITIES - LOCAL
COURT ADMINISTRATION	COURT ADMIN	JUDICIARY
COURTS	COURTS	JUDICIARY
CREDIT CARDS	CREDIT CARDS	BANKING AND FINANCE
CRIME VICTIMS	CRIME VICTIM	
CRIMES AND PENALTIES	CRIMES	
CRIMES INVOLVING JUVENILES	JUV CRIMES	JUVENILE JUSTICE
CRIMINAL CODE	CRIMINAL COD	CRIMES AND PENALTIES
CRIMINAL INVESTIGATION	INVESTIGATIO	CRIMINAL PROCEDURES
CRIMINAL PROCEDURES	CRIM PROCED	
CRIMINAL SENTENCING	CRIMINAL SEN	CRIMINAL PROCEDURES
CULTURAL CENTERS	CULTURAL CEN	ARTS AND CULTURE
DAM RESTORATION	DAM RESTOR	ENVIRONMENT - WATER SUPPLY
DAY CARE	DAY CARE	HUMAN SERVICES - CHILDREN
DEAF	DEAF	HUMAN SERVICES - DISABLED
DEATH PENALTY	DEATH PENAL	CRIMES AND PENALTIES
DEER	DEER	ENVIRONMENT - FISH, GAME AND WILDLIFE
DENTISTS	DENTISTS	HEALTH - PROFESSIONALS
DEVELOPMENT	DEVELOPMENT	LAND USE, PLANNING AND ZONING
DEVELOPMENTALLY DISABLED	DEV DISABLED	HUMAN SERVICES - DISABLED
DISCRIMINATION	DISCRIMINATI	CIVIL RIGHTS
DIVORCE	DIVORCE	DOMESTIC RELATIONS
DOCTORS	DOCTORS	HEALTH - PROFESSIONALS
DOGS	DOGS	ANIMALS
DOMESTIC RELATIONS	DOMESTIC REL	
DOMESTIC VIOLENCE	DOMESTIC VIO	DOMESTIC RELATIONS
DREDGING	DREDGING	BOATS AND VESSELS
DRINKING WATER	DRINKING WAT	ENVIRONMENT - WATER SUPPLY
DRIVING WHILE INTOXICATED	DRIVING WHIL	MOTOR VEHICLES - DRUNK DRIVING
DROUGHT CONTROL	DROUGHT CONT	ENVIRONMENT - WATER SUPPLY
DRUG ABUSE (CRIMES)	DRU ABU CRIM	CRIMES AND PENALTIES
DRUG ABUSE TREATMENT	DR ABU TREAT	HEALTH - DRUG AND ALCOHOL ABUSE
DRUG CRIMES	DRUG CRIMES	CRIMES AND PENALTIES
DRUG OFFENSES	DRUG OFFENSE	CRIMES AND PENALTIES
DRUGS (PHARMACEUTICALS)	DRUGS (PHAR)	HEALTH - PHARMACEUTICALS
DWI	DWI	MOTOR VEHICLES - DRUNK DRIVING
ECONOMIC DEVELOPMENT	ECONOMIC DEV	COMMERCE AND ECONOMIC DEVELOPMENT
ECRA ENVIRONMENTAL CLEANUP RESPONSIBILITY ACT	ECRA ENV	ENVIRONMENT - HAZARDOUS SUBSTANCES

Subject Heading	Heading Abbreviation	Subject Parent
EDUCATION (GENERAL AND MISCELLANEOUS)	EDUCATION	
EDUCATION - CURRICULA	CURRICULA	
EDUCATION - FINANCE	EDUC FINANCE	
EDUCATION - SCHOOL BOARDS AND DISTRICTS	SCH BOARDS	
EDUCATION - SCHOOL FACILITIES	SCH FACILITI	
EDUCATION - SCHOOL TRANSPORTATION	SCH TRANS	
EDUCATION - TEACHERS AND SCHOOL EMPLOYEES	TEACHERS	
ELDERLY	ELDERLY	SENIOR CITIZENS
ELECTION BOARDS	ELECT BDS	ELECTIONS
ELECTIONS	ELECTIONS	
ELECTIONS - CAMPAIGN FINANCE	CAMP FINANCE	
ELECTRICITY	ELECTRICITY	ENERGY
ELECTROMAGNETIC FIELDS	ELECTROMAGNE	ENERGY
EMISSIONS	EMISSIONS	ENVIRONMENT - POLLUTION
ENDANGERED SPECIES	ENDAGERED S	ENVIRONMENT - FISH, GAME AND WILDLIFE
ENERGY	ENERGY	
ENERGY CONSERVATION	ENERGY CONS	ENERGY
ENERGY EFFICIENCY	ENERGY EFF	ENERGY
ENTERPRISE ZONES	ENTERP ZONES	COMMERCE AND ECONOMIC DEVELOPMENT
ENVIRONMENT - (GENERAL AND MISCELLANEOUS)	ENVIRONMENT	
ENVIRONMENT - FISH, GAME AND WILDLIFE	FISH GAME	
ENVIRONMENT - HAZARDOUS SUBSTANCES	HAZ SUBSTANC	
ENVIRONMENT - NATURAL RESOURCES	NAT RESOURCE	
ENVIRONMENT - PARKS AND OPEN SPACE	OPEN SPACE	
ENVIRONMENT - POLLUTION	POLLUTION	
ENVIRONMENT - SOLID WASTE	SOLID WASTE	
ENVIRONMENT - WATER SUPPLY	WATER SUPPLY	
ETHICS	ETHICS	
EVICTION	EVICTION	HOUSING - LANDLORD AND TENANT
EXCISE TAX	EXCISE TAX	TAXATION - ALCOHOL, GASOLINE AND TOBACCO TAXES
EXPORT TRADE	EXPORT TRADE	COMMERCE AND ECONOMIC DEVELOPMENT
FACULTY	FACULTY	HIGHER EDUCATION
FAIR HOUSING	FAIR HOUSING	HOUSING - AFFORDABLE HOUSING
FAIR SHARE HOUSING	FAIR SHARE	HOUSING - AFFORDABLE HOUSING
FAMILY	FAMILY	DOMESTIC RELATIONS
FARMING	FARMING	AGRICULTURE
FARMLAND ASSESSMENT	FARM ASSESS	AGRICULTURE
FARMLAND PRESERVATION	FARMLAND	AGRICULTURE
FARMS	FARMS	AGRICULTURE

Subject Heading	Heading Abbreviation	Subject Parent
FEDERAL RELATIONS	FEDERAL REL	
FEDERAL RELATIONS - MEMORIALIZATIONS	MEMORIALIZAT	
FILM	FILM	ARTS AND CULTURE
FIRE SAFETY	FIRE SAFETY	HOUSING - CONSTRUCTION CODES
FIREARMS	FIREARMS	PUBLIC SAFETY - WEAPONS
FIREMEN	FIREMEN	PUBLIC SAFETY - FIREFIGHTERS
FIRST AID SQUADS	FIRST AID	PUBLIC SAFETY - EMERGENCY SERVICES
FISHING	FISHING	ENVIRONMENT - FISH, GAME AND WILDLIFE
FLOOD CONTROL	FLOOD CONTRO	ENVIRONMENT - WATER SUPPLY
FOOD	FOOD	
FOOD STAMPS	FOOD STAMPS	HUMAN SERVICES - PUBLIC ASSISTANCE
FORECLOSURE	FORECLOSURE	PROPERTY
FOREIGN AFFAIRS	FOREIGH AFFA	INTERNATIONAL AFFAIRS
FORESTS	FORESTS	ENVIRONMENT - PARKS AND OPEN SPACE
FOSTER CARE	FOSTER CARE	HUMAN SEVICES - CHILDREN
FUEL	FUEL	ENERGY
GAMBLING - (GENERAL AND MISCELLANEOUS)	GAMBLING	
GAMBLING - CASINOS	CASINOS	
GAMBLING - HORSE RACING	HORSE RACING	
GAMBLING - LOTTERIES	LOTTERIES	
GARBAGE	GARBAGE	ENVIRONMENT - SOLID WASTE
GARDEN STATE PARKWAY	PARKWAY	TRANSPORTATION - HIGHWAYS, ROADS, AND BRIDGES
GAS TAX	GAS TAX	TAXATION - ALCOHOL, GASOLINE AND TOBACCO TAXES
GASOLINE	GAS	ENERGY
GASOLINE TAX	GASOLINE TAX	TAXATION - ALCOHOL, GASOLINE AND TOBACCO TAXES
GOVERNOR	GOVERNOR	
GRANDPARENT VISITATION RIGHTS	GRAND VISIT	DOMESTIC RELATIONS
GREEN ACRES	GREEN ACRES	ENVIRONMENT - PARKS AND OPEN SPACE
GROSS RECEIPTS AND FRANCHISE TAX	GROSS RECEIP	TAXATION - PUBLIC UTILITIES TAX
GROUNDWATER	GROUNDWATER	ENVIRONMENT - WATER SUPPLY
GUNS	GUNS	PUBLIC SAFETY - WEAPONS
HACKENSACK MEADOWLANDS DEVELOPMENT COMMISSION	HMDC	AUTHORITIES - STATE AND REGIONAL
HANDGUNS	HANDGUNS	PUBLIC SAFETY - WEAPONS
HANDICAPPED	HANDICAPPED	HUMAN SERVICES - DISABLED
HAZARDOUS MATERIALS	HAZ MATERIAL	ENVIRONMENT - HAZARDOUS SUBSTANCES
HAZARDOUS WASTE	HAZ WASTE	ENVIRONMENT - HAZARDOUS SUBSTANCES
HEALTH - (GENERAL AND MISCELLANEOUS)	HEALTH	
HEALTH - DISEASE	DISEASE	

Subject Heading	Heading Abbreviation	Subject Parent
HEALTH - DRUG AND ALCOHOL ABUSE	DRUG ABUSE	
HEALTH - FACILITIES	HEALTH FAC	
HEALTH - FINANCE	HEALTH FINAN	
HEALTH - PHARMACEUTICALS	PHARMACEUTIC	
HEALTH - PROFESSIONALS	HEALTH PROF	
HEALTH COSTS	HEALTH COSTS	HEALTH - FINANCE
HEALTH MAINTENANCE ORGANIZATIONS	HEALTH MAINT	INSURANCE - LIFE AND HEALTH INSURANCE
HEATING OIL	HEATING OIL	ENERGY
HIGHER EDUCATION	HIGHER ED	
HIGHWAY NOISE	HIGHWAY NOIS	TRANSPORTATION - HIGHWAYS, ROADS AND BRIDGES
HISTORIC PRESERVATION	HISTORIC PRE	
HISTORIC SITES	HISTORIC SIT	HISTORIC PRESERVATION
HMO	HMO	INSURANCE - LIFE AND HEALTH INSURANCE
HOME HEALTH CARE	HOME HEALTH	HEALTH - (GENERAL AND MISCELLANEOUS)
HOMESTEAD REBATE	HOMESTEAD RE	TAXATION - PROPERTY TAX
HORSES	HORSES	ANIMALS
HOSPITALS	HOSPITALS	HEALTH - FACILITIES
HOUSING - (GENERAL AND MISCELLANEOUS)	HOUSING	
HOUSING - AFFORDABLE HOUSING	AFFORD HOUS	
HOUSING - CONDOMINIUMS, COOPERATIVES AND MOBILE HOMES	CONDOS	
HOUSING - CONSTRUCTION CODES	CONSTR CODES	
HOUSING - FINANCE	HOUSING FIN	
HOUSING - HOTELS AND MULTIPLE DWELLINGS	HOTELS	
HOUSING - LANDLORD AND TENANT	LANDLORD	
HOUSING AUTHORITIES	HOUSING AUTH	AUTHORITIES - LOCAL
HUMAN SERVICES - (GENERAL AND MISCELLANEOUS)	HUMAN SVCS	
HUMAN SERVICES - CHILDREN	CHILDREN	
HUMAN SERVICES - DISABLED	DISABLED	
HUMAN SERVICES - MEDICAID AND MEDICARE	MEDICAID	
HUMAN SERVICES - MENTAL HEALTH	MENTAL HEALTH	
HUMAN SERVICES - PAAD	PAAD	
HUMAN SERVICES - PUBLIC ASSISTANCE	PUB ASSIST	
HUNTING	HUNTING	ENVIRONMENT - FISH, GAME AND WILDLIFE
IMPAIRED DRIVERS	IMPAIRED DRI	MOTOR VEHICLES - DRUNK DRIVING
INCINERATION	INCINERATIO	ENVIRONMENT - SOLID WASTE
INDUSTRY	INDUSTRY	COMMERCE AND ECONOMIC DEVELOPMENT
INMATES	INMATES	CORRECTIONS
INSURANCE - (GENERAL AND MISCELLANEOUS)	INSURANCE	

Subject Heading	Heading Abbreviation	Subject Parent
INSURANCE - AUTOMOBILE INSURANCE	AUTO INSUR	
INSURANCE - LIFE AND HEALTH INSURANCE	HEALTH INSUR	
INTERNATIONAL AFFAIRS	INTERNAT AFF	
INTERSTATE RELATIONS	INTERSTATE	
INITIATIVE AND REFERENDUM	I & R	
ISDA INDUSTRIAL SITE RECOVERY ACT	ISDA	ENVIRONMENT - HAZARDOUS SUBSTANCES
JAILS	JAILS	CORRECTIONS
JOB TRAINING	JOB TRAINING	LABOR
JUDGES	JUDGES	JUDICIARY
JUDICIARY	JUDICIARY	
JURIES	JURIES	JUDICIARY
JUVENILE DELINQUENCY	JUVENILE DEL	JUVENILE JUSTICE
JUVENILE JUSTICE	JUVENILE JUS	
LABOR	LABOR	
LABOR - UNEMPLOYMENT COMPENSATION	UNEMPL COMP	
LABOR - WORKERS COMPENSATION	WORKERS COMP	
LABOR RELATIONS	LABOR RELATI	LABOR
LAND USE, PLANNING AND ZONING	LAND USE	
LANDFILLS	LANDFILLS	ENVIRONMENT - SOLID WASTE
LAW ENFORCEMENT	LAW ENFORCEM	PUBLIC SAFETY - POLICE
LAWSUITS	LAWSUITS	CIVIL ACTIONS
LEAD	LEAD	ENVIRONMENT - HAZARDOUS SUBSTANCES
LEGISLATURE	LEGISLATURE	
LIABILITY IMMUNITY	LIAB IMMUNIT	CIVIL ACTIONS - TORT LIABILITY
LIBRARIES	LIBRARIES	
LIQUOR	LIQUOR	ALCOHOLIC BEVERAGES
LITERACY	LITERACY	EDUCATION - (GENERAL AND MISCELLANEOUS)
LITTER	LITTER	ENVIRONMENT - SOLID WASTE
LOANS	LOANS	BANKING AND FINANCE
LOCAL AUTHORITIES	LOCAL AUTH	AUTHORITIES - LOCAL
LOCAL BUDGET AND FINANCE	LOCAL BUDGET	
LOCAL CONTRACTS	LOCAL CONTRA	PUBLIC CONTRACTS
LOCAL ELECTIONS	LOCAL ELECT	ELECTIONS
LOCAL GOVERNMENT - COUNTIES	COUNTIES	
LOCAL GOVERNMENT - MUNICIPALITIES	MUNICIPALITI	
LOCAL GOVERNMENT - STATE AID	STATE AID	
LOCAL OFFICERS AND EMPLOYEES	LOCAL OFFICE	
LYME DISEASE	LYME DISEASE	HEALTH - DISEASE
MALPRACTICE	MALPRACTICE	HEALTH - PROFESSIONALS

Subject Heading	Heading Abbreviation	Subject Parent
MANUFACTURING	MANUFACTURIN	COMMERCE AND ECONOMIC DEVELOPMENT
MARINE LIFE	MARINE LIFE	ENVIRONMENT - FISH, GAME AND WILDLIFE
MARRIAGE	MARRIAGE	DOMESTIC RELATIONS
MEDICAL WASTE	MED WASTE	ENVIRONMENT - SOLID WASTE
MEDICINE	MEDICINE	HEALTH - PHARMACEUTICALS
MENTAL ILLNESS	MENTAL ILLN	HUMAN SERVICES - MENTAL HEALTH
MUNICIPAL UTILITIES AUTHORITIES	MUNICIPAL UT	AUTHORITIES - LOCAL
MINORITIES	MINORITIES	MINORITY AND ETHNIC AFFAIRS
MINORITY AND ETHNIC AFFAIRS	MINORITY	
MORTGAGES	MORTGAGE	BANKING AND FINANCE
MORTGAGES	MORTGAGES	HOUSING - FINANCE
MOTION PICTURES	MOTION PICTU	ARTS AND CULTURE
MOTOR FUELS	MOTOR FUELS	ENERGY
MOTOR VEHICLE - OFFENSES	MV OFFENSES	
MOTOR VEHICLE LICENSES	MV LICENSES	MOTOR VEHICLES - REGULATION
MOTOR VEHICLES - (GENERAL AND MISCELLANEOUS)	MOTOR VEHICL	
MOTOR VEHICLES - COMMERCIAL	COM VEHICLES	
MOTOR VEHICLES - DRUNK DRIVING	DRUNK DRIV	
MOTOR VEHICLES - REGULATION	MV REGULATIO	
MOTOR VEHICLES - TRAFFIC SAFETY	TRAFFIC SAFE	
MOTORCYCLES	MOTORCYCLES	MOTOR VEHICLES - (GENERAL AND MISCELLANEOUS)
MOVIES	MOVIES	ARTS AND CULTURE
MUNICIPAL AUTHORITIES	MUNICIPAL AU	AUTHORITIES - LOCAL
MUSEUMS	MUSUEMS	ARTS AND CULTURE
MUSIC	MUSIC	ARTS AND CULTURE
MV INSPECTION	MV INSPECTIO	MOTOR VEHICLES - REGULATION
MV REGISTRATION	MV REGISTRAT	MOTOR VEHICLES - REGULATION
NARCOTICS	NARCOTICS	CRIMES AND PENALTIES
NATURAL GAS	NATURAL GAS	ENERGY
NEW JERSEY - HISTORY AND SYMBOLS	NJ HISTORY	
NEW JERSEY BUILDING AUTHORITY	BLDG AUTH	AUTHORITIES - STATE AND REGIONAL
NEW JERSEY CONSTITUTION	NJ CONSTITUT	CONSTITUTIONAL AMENDMENTS
NEW JERSEY HIGHWAY AUTHORITY	NJ HIGHWAY A	AUTHORITIES - STATE AND REGIONAL
NEW JERSEY PUBLIC BROADCASTING AUTHORITY	PUB BR AUTH	AUTHORITIES - STATE AND REGIONAL
NEW JERSEY TRANSIT	NJ TRANSIT	TRANSPORTATION - MASS TRANSIT
NEW JERSEY TURNPIKE	TURNPIKE	TRANSPORTATION - HIGHWAYS, ROADS, AND BRIDGES
NEW JERSEY TURNPIKE AUTHORITY	NJ TURNPIKE	AUTHORITIES - STATE AND REGIONAL
NEWSPAPERS (PUBLISHING OF LEGAL NOTICES)	NEWSPAPERS	PUBLIC RECORDS, NOTICE AND MEETINGS
NOISE BARRIERS	NOISE BARRIE	TRANSPORTATION - HIGHWAYS, ROADS AND BRIDGES

Subject Heading	Heading Abbreviation	Subject Parent
NONPROFIT ORGANIZATIONS	NONPROFIT OR	CHARITIES AND NON PROFIT ORGANIZATIONS
NUCLEAR ENERGY	NUCLEAR ENER	ENERGY
NURSES	NURSES	HEALTH - PROFESSIONALS
NURSING HOMES	NURSING HOME	HEALTH - FACILITIES
OBSCENITY AND PORNOGRAPHY	OBSCENITY	CRIMES AND PENALTIES
OCCUPATIONAL SAFETY	OCCUPAT SAFE	LABOR
OCEAN DUMPING	OCEAN DUMP	ENVIRONMENT - POLLUTION
OCEAN POLLUTION	OCEAN POLLUT	ENVIRONMENT - POLLUTION
OIL	OIL	ENERGY
OIL SPILLS	OIL SPILLS	ENVIRONMENT - POLLUTION
OPEN PUBLIC MEETINGS	OPEN PUBLIC	PUBLIC RECORDS, NOTICE AND MEETINGS
OPEN SPACE PRESERVATION	OPEN SPACE P	ENVIRONMENT - PARKS AND OPEN SPACE
ORGAN DONORS	ORGAN DONORS	HEALTH - (GENERAL AND MISCELLANEOUS)
PARENTAL RIGHTS	PARENTAL RIG	DOMESTIC RELATIONS
PARIMUTUEL TICKETS	PARIMUTUEL T	GAMBLING - HORSE RACING
PARKING	PARKING	MOTOR VEHICLES - REGULATION
PARKING AUTHORITIES	PARKING AUTH	AUTHORITIES - LOCAL
PARKS	PARKS	ENVIRONMENT - PARKS AND OPEN SPACE
PENAL CODE	PENAL CODE	CRIMES AND PENALTIES
PENSIONS - (GENERAL AND MISCELLANEOUS)	PENSIONS	
PENSIONS - POLICE AND FIREFIGHTERS	PENSIONS POL	
PENSIONS - PUBLIC EMPLOYEES	PENSIONS PUB	
PENSIONS - TEACHERS	PENSIONS TEA	
PERFORMING ARTS	PERFORMING A	ARTS AND CULTURE
PESTICIDES	PESTICIDES	ENVIRONMENT - HAZARDOUS SUBSTANCES
PETROLEUM	PETROLEUM	ENERGY
PETS	PETS	ANIMALS
PHARMACEUTICAL ASSISTANCE	PHARM ASST	HUMAN SERVICES - PAAD
PHARMACISTS	PHARMACISTS	HEALTH - PROFESSIONALS
PHEASANT	PHEASANT	ENVIRONMENT - FISH, GAME AND WILDLIFE
PHILANTHROPIES	PHILANTHROPI	CHARITIES AND NON PROFIT ORGANIZATIONS
PHYSICIANS	PHYSICIANS	HEALTH - PROFESSIONALS
PILOTAGE	PILOTAGE	BOATS AND VESSELS
PINELANDS	PINELANDS	ENVIRONMENT - PARKS AND OPEN SPACE
PLANNING	PLANNING	LAND USE, PLANNING AND ZONING
POLICEMEN	POLICEMEN	PUBLIC SAFETY - POLICE
PORT AUTHORITY	PORT AUTH	AUTHORITIES - INTERSTATE
PRISONERS	PRISONERS	CORRECTIONS
PRISONS	PRISONS	CORRECTIONS

Subject Heading	Heading Abbreviation	Subject Parent
PRIVATE EMPLOYEE BENEFITS	PRIV EMP BEN	LABOR
PRIVATE SCHOOLS	PRIVATE SCH	EDUCATION - (GENERAL AND MISCELLANEOUS)
PROBATE	PROBATE	WILLS, TRUSTS AND ESTATES
PROFESSIONS AND OCCUPATIONS	PROFESSIONS	
PROPERTY	PROPERTY	
PROPERTY INSURANCE	PROP INSUR	INSURANCE - (GENERAL AND MISCELLANEOUS)
PSYCHIATRIC INSTITUTIONS	PSYCHIATRIC	HUMAN SERVICES - MENTAL HEALTH
PSYCHIATRISTS	PSYCHIATRIST	HUMAN SERVICES - MENTAL HEALTH
PSYCHOLOGISTS	PSYCHOLOGIST	HUMAN SERVICES - MENTAL HEALTH
PUBLIC CONTRACTS	PUB CONTRACT	
PUBLIC EMPLOYEES - (GENERAL AND MISCELLANEOUS)	PUB EMPLOYEE	
PUBLIC EMPLOYEES - BENEFITS	PUB EMP BENE	
PUBLIC FEES	PUBLIC FEES	
PUBLIC HEARING	PUBLIC HEAR	PUBLIC RECORDS, NOTICE AND MEETINGS
PUBLIC MEETINGS	PUB MEETINGS	PUBLIC RECORDS, NOTICE AND MEETINGS
PUBLIC NOTICE	PUB NOTICE	PUBLIC RECORDS, NOTICE AND MEETINGS
PUBLIC QUESTIONS	PUB QUEST	ELECTIONS
PUBLIC RECORDS, NOTICE AND MEETINGS	PUB RECORDS	
PUBLIC SAFETY - (GENERAL AND MISCELLANEOUS)	PUB SAFETY	
PUBLIC SAFETY - EMERGENCY SERVICES	EMER SVCS	
PUBLIC SAFETY - POLICE	POLICE	
PUBLIC SAFETY - TERRORISM	TERRORISM	
PUBLIC SAFETY - WEAPONS	WEAPONS	
PUBLIC SAFETY FIREFIGHTERS	FIREFIGHTERS	
PUBLIC SCHOOLS	PUBLIC SCHOO	EDUCATION - (GENERAL AND MISCELLANEOUS)
PUBLIC TRANSPORTATION	PUBLIC TRANS	TRANSPORTATION - MASS TRANSIT
PUBLIC UTILITIES	PUBLIC UTIL	
QUAIL	QUAIL	ENVIRONMENT - FISH, GAME AND WILDLIFE
RADIO	RADIO	COMMUNICATIONS
RADON	RADON	ENVIRONMENT - HAZARDOUS SUBSTANCES
RAIL TRANSPORTATION	RAIL TRANSPO	TRANSPORTATION - MASS TRANSIT
REAL ESTATE	REAL ESTATE	PROPERTY
REAPPORTIONMENT	REAPPORTIONM	ELECTIONS
RECYCLING	RECYCLING	ENVIRONMENT - SOLID WASTE
REDISTRICTING	REDISTRICTIN	ELECTIONS
REFERENDA	REFERENDA	INITIATIVE AND REFERENDUM
REGIONAL AUTHORITIES	REGION AUTH	AUTHORITIES - STATE AND REGIONAL
REGIONAL SCHOOL DISTRICTS	REG SCH DIST	EDUCATION - SCHOOL BOARDS AND DISTRICTS
REGULATED PROFESSIONS	REGUL PROF	PROFESSIONS AND OCCUPATIONS

Subject Heading	Heading Abbreviation	Subject Parent
REGULATIONS AND REGULATORY OVERSIGHT	REGULATIONS	
RENT	RENT	HOUSING LANDLORD AND TENANT
RENT CONTROL	RENT CONTROL	HOUSING LANDLORD AND TENANT
REORGANIZATION	REORGANIZATI	STATE GOVERNMENT - DEPARTMENTS AND AGENCIES
REORGANIZATION PLANS	REORG PLANS	STATE GOVERNMENT - DEPARTMENTS AND AGENCIES
RESOURCE RECOVERY	RESOURCE REC	ENVIRONMENT - SOLID WASTE
SALES	SALES	COMMERCE AND ECONOMIC DEVELOPMENT
SALES AND USE TAX	SALES AND US	TAXATION - SALES TAXES
SALES TAX	SALES TAX	TAXATION - SALES TAXES
SAVINGS AND LOAN	SAVINGS AND	BANKING AND FINANCE
SAVINGS BANKS	SAVINGS BANK	BANKING AND FINANCE
SCHOOL AID	SCHOOL AID	EDUCATION - FINANCE
SCHOOL ATTENDANCE	SCH ATTEND	EDUCATION - (GENERAL AND MISCELLANEOUS)
SCHOOL BOARDS	SCH BOARD	EDUCATION - SCHOOL BOARDS AND DISTRICTS
SCHOOL BUDGETS	SCHOOL BUDGE	EDUCATION - FINANCE
SCHOOL BUILDINGS	SCHOOL BUILD	EDUCATION - SCHOOL FACILITIES
SCHOOL BUSES	SCHOOL BUSES	EDUCATION - SCHOOL TRANSPORTATION
SCHOOL CURRICULA	SCHOOL CURRI	EDUCATION - CURRICULA
SCHOOL DISTRICTS	SCHOOL DIST	EDUCATION - SCHOOL BOARDS AND DISTRICTS
SCHOOL ELECTIONS	SCH ELECTION	EDUCATION - (GENERAL AND MISCELLANEOUS)
SCHOOL FINANCE	SCHOOL FINAN	EDUCATION - FINANCE
SCHOOL FUNDING	SCHOOL FUND	EDUCATION - FINANCE
SCHOOLS	SCHOOLS	EDUCATION - (GENERAL AND MISCELLANEOUS)
SCIENCE AND TECHNOLOGY	SCI AND TECH	
SEAT BELTS	SEAT BELTS	MOTOR VEHICLES - TRAFFIC SAFETY
SECURITIES	SECURITIES	BANKING AND FINANCE
SECURITY GUARDS	SECURITY GUA	PUBLIC SAFETY - POLICE
SENIOR CITIZENS	SR CITIZENS	
SENTENCES (CRIMINAL)	SENTENCES	CRIMINAL PROCEDURES
SET ASIDE PROGRAMS	SET ASIDE PR	COMMERCE AND ECONOMIC DEVELOPMENT
SEWAGE	SEWAGE	ENVIRONMENT - POLLUTION
SEWERAGE	SEWERAGE	
SEWERAGE AUTHORITIES	SEWERAGE AUT	AUTHORITIES - LOCAL
SEXUAL DISCRIMINATION	SEX DISCRIM	WOMEN
SEXUAL HARASSMENT	SEXUAL HARAS	WOMEN
SHELLFISH	SHELLFISH	ENVIRONMENT - FISH, GAME AND WILDLIFE
SHERIFFS	SHERIFFS	PUBLIC SAFETY - POLICE
SHIPS	SHIPS	BOATS AND VESSELS
SHOCK INCARCERATION	SHOCK INCARC	CORRECTIONS

Subject Heading	Heading Abbreviation	Subject Parent
SHORE PROTECTION	SHORE PROTEC	BEACHES AND SHORES
SLUDGE	SLUDGE	ENVIRONMENT - POLLUTION
SMALL BUSINESS	SMALL BUSINE	COMMERCE AND ECONOMIC DEVELOPMENT
SMOKING AND TOBACCO	SMOKING	
SOLID WASTE FACILITY SITING	FACIL SITING	ENVIRONMENT - SOLID WASTE
SPECIAL EDUCATION	SPECIAL ED	EDUCATION - (GENERAL AND MISCELLANEOUS)
SPECIAL LEGISLATION	SPEICIAL LEG	
SPEED LIMITS	SPEED LIMITS	MOTOR VEHICLE - TRAFFIC SAFETY
SPILL FUND	SPILL FUND	ENVIRONMENT - POLLUTION
SPORTS AND RECREATION	SPORTS	
SPOUSE ABUSE	SPOUSE ABUSE	DOMESTIC RELATIONS
STATE AGENCIES	ST AGENCIES	STATE GOVERNMENT - DEPARTMENTS AND AGENCIES
STATE AUTHORITIES	STATE AUTH	AUTHORITIES - STATE AND REGIONAL
STATE BUDGET AND FINANCE	STATE BUDGT	
STATE BUDGET AND FINANCE - SUPPLEMENTAL APPROPRIATIONS	SUPPL APPROP	
STATE CONTRACTS	STATE CONTRA	PUBLIC CONTRACTS
STATE DEPARTMENTS	ST DEPARTMEN	STATE GOVERNMENT - DEPARTMENTS AND AGENCIES
STATE EMPLOYEES	STATE EMPLOY	STATE GOVERNMENT - OFFICERS AND EMPLOYEES
STATE GOVERNMENT - (GENERAL AND MISCELLANEOUS)	STATE GOVT	
STATE GOVERNMENT - DEPARTMENTS AND AGENCIES	STATE DEPTS	
STATE GOVERNMENT - OFFICERS AND EMPLOYEES	STATE OFFICE	
STATE GOVERNMENT REORGANIZATION	ST GOV REORG	STATE GOVERNMENT - DEPARTMENTS AND AGENCIES
STATE OFFICERS	STATE OFFIC	STATE GOVERNMENT - OFFICERS AND EMPLOYEES
STATE SONG	STATE SONG	NEW JERSEY - HISTORY AND SYMBOLS
STREETS	STREETS	TRANSPORTATION - HIGHWAYS, ROADS, AND BRIDGES
STUDENT AID	STUDENT AID	HIGHER EDUCATION
STUDY COMMISSIONS	STUDY COMM	COMMISSIONS
SUBSTANCE ABUSE (CRIMES)	SUBST ABUSE	CRIMES AND PENALTIES
SUBSTANCE ABUSE TREATMENT	SUBSTANCE AB	HEALTH - DRUG AND ALCOHOL ABUSE
TASK FORCES	TASK FORCES	COMMISSIONS
TAX	TAX	TAXATION - (GENERAL AND MISCELLANEOUS)
TAXATION - (GENERAL AND MISCELLANEOUS)	TAXATION	
TAXATION - (MISCELLANEOUS)	TAX MISC	TAXATION - (GENERAL AND MISCELLANEOUS)
TAXATION - ALCOHOL, GASOLINE, AND TOBACCO TAXES	ALCO TAXES	
TAXATION - PERSONAL INCOME TAX	INCOME TAX	
TAXATION - PROPERTY TAX	PROPERTY TAX	
TAXATION - PUBLIC UTILITIES TAX	PUB UTIL TAX	
TAXATION - SALES TAXES	SALES TAXES	

Subject Heading	Heading Abbreviation	Subject Parent
TAXATION BUSINESS TAX	BUS TAXES	
TELECOMMUNICATIONS	TELECOMMUNIC	COMMUNICATIONS
TELEPHONES	TELEPHONES	COMMUNICATIONS
TELEVISION	TELEVISION	COMMUNICATIONS
TERM LIMITATIONS	TERM LIMITS	ELECTIONS
TOBACCO TAX	TOBACCO TAX	TAXATION - ALCOHOL, GASOLINE AND TOBACCO TAXES
TOLL ROAD AUTHORITIES	TOLL RD AUTH	AUTHORITIES - STATE AND REGIONAL
TOLL ROADS	TOLL ROADS	TRANSPORTATION - HIGHWAYS, ROADS AND BRIDGES
TOURISM	TOURISM	COMMERCE AND ECONOMIC DEVELOPMENT
TOXIC SUBSTANCES	TOXIC SUBSTA	ENVIRONMENT - HAZARDOUS SUBSTANCES
TRADE	TRADE	COMMERCE AND ECONOMIC DEVELOPMENT
TRAINS	TRAINS	TRANSPORTATION - MASS TRANSIT
TRANSPORTATION - (GENERAL AND MISCELLANEOUS)	TRANSPORT	
TRANSPORTATION - HIGHWAYS, ROADS AND BRIDGES	HIGHWAYS	
TRANSPORTATION - MASS TRANSIT	MASS TRANSIT	
TRANSPORTATION AUTHORITIES	TRANS AUTH	AUTHORITIES - STATE AND REGIONAL
TRAPPING	TRAPPING	ENVIRONMENT - FISH, GAME AND WILDLIFE
TRAPS	TRAPS	ENVIRONMENT - FISH, GAME AND WILDLIFE
TRUCKS	TRUCKS	MOTOR VEHICLES - COMMERCIAL
TUITION	TURNPIKE	HIGHER EDUCATION
TURNPIKE AUTHORITY	TPK AUTH	AUTHORITIES - STATE AND REGIONAL
TV	TV	COMMUNICATIONS
UNCOMPENSATED CARE	UNCOMPENSATE	HEALTH - FINANCE
UNDERGROUND STORAGE TANKS	UND STORAGE	ENVIRONMENT - HAZARDOUS SUBSTANCES
UNEMPLOYMENT INSURANCE	UNEMPL INSUR	LABOR - UNEMPLOYMENT COMPENSATION
UNITED STATES CONGRESS	UNIT ST CONG	FEDERAL RELATIONS
UNITED STATES CONSTITUTION	UNITED STATE	FEDERAL RELATIONS
UNIVERSITIES	UNIVERSITIES	HIGHER EDUCATION
URBAN ENTERPRISE ZONES	UEZ	COMMERCE AND ECONOMIC DEVELOPMENT
US CONGRESS	US CONGRESS	FEDERAL RELATIONS
US CONSTITUTION	US CONSTITUT	FEDERAL RELATIONS
VALIDATING ACTS	VALIDATING	
VETERANS AND MILITARY	VETERANS	
VICTIMS OF CRIME	VICTIMS OF C	CRIME VICTIMS
VOCATIONAL EDUCATION	VOCATION ED	EDUCATION - (GENERAL AND MISCELLANEOUS)
VOTER REGISTRATION	VOTER REGIS	ELECTIONS
VOTING PROCEDURES	VOTING PROC	ELECTIONS
WAGES	WAGES	LABOR
WASTEWATER	WASTEWATER	ENVIRONMENT - POLLUTION

Subject Heading	Heading Abbreviation	Subject Parent
WATER POLLUTION	**WATER POLLUT**	**ENVIRONMENT - POLLUTION**
WATERCRAFT	**WATERCRAFT**	**BOATS AND VESSELS**
WATERSHED LANDS	**WATESHED LA**	**ENVIRONMENT - WATER SUPPLY**
WATERSHED PROTECTION	**WATERSHED**	**ENVIRONMENT - NATURAL RESOURCES**
WATERWAYS	**WATERWAYS**	**BOATS AND VESSELS**
WEIGHTS AND MEASURES	**WEIGHTS AND**	**COMMERCE AND ECONOMIC DEVELOPMENT**
WELFARE	**WELFARE**	**HUMAN SERVICES - PUBLIC ASSISTANCE**
WELL WATER	**WELL WATER**	**ENVIRONMENT - WATER SUPPLY**
WELLS	**WELLS**	**ENVIRONMENT - WATER SUPPLY**
WETLANDS	**WETLANDS**	**ENVIRONMENT - NATURAL RESOURCES**
WILDLIFE	**WILDLIFE**	**ENVIRONMENT - FISH, GAME AND WILDLIFE**
WILLS, TRUSTS AND ESTATES	**WILLS**	
WOMEN	**WOMEN**	
WORKER SAFETY	**WORKER SAFE**	**LABOR**
YOUTH	**YOUTH**	**HUMAN SERVICES - CHILDREN**
ZONING	**ZONING**	**LAND USE, PLANNING AND ZONING**

SCHEDULE A ATTACHMENT ----- REGULATIONS

(These subject areas are not in alphabetical order, but are in order of the New Jersey Administative Code Titles.)

SUBJECT AREA

Administrative Law	Insurance
Agriculture	Labor
Banking	Commerce & Economic Growth
Personnel	Law & Public Safety
Community Affairs	Alcoholic Bev. Control; Amusement Games
Military & Veterans' Affairs	Public Utilities / Energy
Education	State
Environmental Protection	Transportation
NJPNES Program Rules Only	Treasury - General
Health & Senior Services	Treasury - Taxation
Higher Education	Other Agencies
Human Services	Casino Control Commission
Corrections	

ANNUAL REPORT OF REPRESENTED ENTITY

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

FORM L1-L
Reporting For Calendar Year 20___

FOR STATE USE ONLY

Amendment ☐

Name of Represented Entity: ______________________________

Business Address ______________________________
____

City ______________________________ State ________ Zip Code ________

*(Area Code) Telephone Number ______________________________

1. Provide the following information regarding the Governmental Affairs Agent(s) employed by the Represented Entity named above.

1. Name ______________________________

Registration Number ________________ Job Title ________________

Business Address ______________________________

City ______________________________ State ________ Zip Code ________

*(Area Code) Telephone Number ______________________________

2. Name ______________________________

Registration Number ________________ Job Title ________________

Business Address ______________________________

City ______________________________ State ________ Zip Code ________

*(Area Code) Telephone Number ______________________________

3. Name ______________________________

Registration Number ________________ Job Title ________________

Business Address ______________________________

City ______________________________ State ________ Zip Code ________

*(Area Code) Telephone Number ______________________________

4. Name ______________________________

Registration Number ________________ Job Title ________________

Business Address ______________________________

City ______________________________ State ________ Zip Code ________

*(Area Code) Telephone Number ______________________________

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

2. Provide the following information regarding the Governmental Affairs Agent(s) retained or otherwise engaged by the Represented Entity.

1. Name of Agent or Firm ______

Business Address ______

City ______ State ______ Zip Code ______

*(Area Code) Telephone Number ______ Occupation/Business ______

Lobbying Purpose ______

COMPENSATION ______

2. Name of Agent or Firm ______

Business Address ______

City ______ State ______ Zip Code ______

*(Area Code) Telephone Number ______ Occupation/Business ______

Lobbying Purpose ______

COMPENSATION ______

3. Name of Agent or Firm ______

Business Address ______

City ______ State ______ Zip Code ______

*(Area Code) Telephone Number ______ Occupation/Business ______

Lobbying Purpose ______

COMPENSATION ______

4. Name of Agent or Firm ______

Business Address ______

City ______ State ______ Zip Code ______

*(Area Code) Telephone Number ______ Occupation/Business ______

Lobbying Purpose ______

COMPENSATION ______

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

SCHEDULE A

1. Provide the following information for any Governmental Affairs Agent named on **page 1, question 1**, who served as a member of:

   - any independent State authority;
   - any county improvement authority;
   - any municipal utilities authority;
   - any inter-State or bi-State authority as a member from New Jersey; or,
   - any board or commission established by statute or resolution, or by executive order of the Governor, or by the Legislature, or by any Agency, Department or other instrumentality of the State.

(If this question does not apply, move on to question 2.)

Name of Governmental Affairs Agent ______________________

Name of Authority, Board, or Commission ______________________

Date When Term of Service Expires ______________________

Name of Governmental Affairs Agent ______________________

Name of Authority, Board, or Commission ______________________

Date When Term of Service Expires ______________________

Name of Governmental Affairs Agent ______________________

Name of Authority, Board, or Commission ______________________

Date When Term of Service Expires ______________________

Name of Governmental Affairs Agent ______________________

Name of Authority, Board, or Commission ______________________

Date When Term of Service Expires ______________________

2. Did the Governmental Affairs Agent(s) named on page 1, question 1 file all Notices of Representation and Quarterly Reports required during the calendar year covered by this Annual Report?

☐ Yes If "yes," continue on to Schedule B. ☐ No If "no," please file the necessary reports immediately.

SCHEDULE B - SALARY & COMPENSATION

PURPOSE: To report the salary and compensation paid by the Represented Entity to its Governmental Affairs Agent(s). Include the reimbursement of an Agent's expenses in amounts reported.

For the Governmental Affairs Agents who are employees of the Represented Entity named on page 1, question 1, please report the salary and other compensation paid. **NOTE:** Only the pro rata share of each employee's salary and compensation need be included if the employee spends only a portion of his/her time lobbying.

SCHEDULE B TOTAL $ ____________________

SCHEDULE C - SUPPORT PERSONNEL

PURPOSE: To report the costs of support personnel who, over the course of the reporting year, individually spend 450 or more hours supporting the activities of the Represented Entity or Governmental Affairs Agent(s).

After determining to which person(s) this applies, report the pro rata share of those costs which are attributable to supporting the activities of the Represented Entity or Governmental Affairs Agent(s) in influencing legislation, regulations, governmental processes, or communicating with the general public.

SCHEDULE C TOTAL $ ____________________

SCHEDULES D-1 & D-2 - ASSESSMENTS (A), MEMBERSHIP FEES (M), OR DUES (D)

Schedule D-1 - Specific Intent

PURPOSE: To report the amount of assessments, membership fees, or dues paid by the Represented Entity. If the assessments, membership fees, or dues were paid by the Represented Entity with the specific intent to influence legislation, regulations, governmental processes, or to communicate with the general public, please provide the information below:

PART I – For assessments, membership fees, or dues exceeding $100 for the calendar year:

DATE	PAYEE	DESCRIPTION (A,M, or D)	AMOUNT
			$
			$
			$
			$
			$

Part I TOTAL $ ____________

PART II – For assessments, membership fees, or dues $100 or less for the calendar year: Part II TOTAL $ ____________

(Part I and Part II) Schedule D-1 TOTAL $ ____________

Schedule D-2 - Major Purpose

PURPOSE: To report the pro rata amount of assessments, membership fees, or dues paid by the Represented Entity. If the assessments, membership fees, or dues were paid by the Represented Entity to an entity whose major purpose is to influence legislation, regulations, governmental processes, or to communicate with the general public, and, was not reported on Schedule D-1, "Specific Intent," please provide the information below:

PART I – For assessments, membership fees, or dues exceeding $100 for the calendar year:

DATE	PAYEE	DESCRIPTION (A,M, or D)	AMOUNT
			$
			$
			$
			$
			$

Part I TOTAL $ ____________

PART II – For assessments, membership fees, or dues $100 or less for the calendar year: Part II TOTAL $ ____________

(Part I and Part II) Schedule D-2 TOTAL $ ____________

Schedule D-1 AND Schedule D-2 TOTAL $ ____________

SCHEDULE E - COMMUNICATION EXPENSES

PURPOSE: To report the costs of the preparation and distribution of materials related to influencing legislation, regulations, governmental processes, and conducting communications with the general public.

EXPENSE	AMOUNT
Printed Materials	$
Postage	
Film, Slides, Video, Audio	
TV - Network	
TV - Cable	
Radio	
Other Broadcast Medium	
Internet	
Telephone, Facsimile	
Pro Rata Overhead Costs of Specific Events Over $100 (*please identify name and date of event*)	
Other (*please describe*):	

SCHEDULE E TOTAL $ ____________

SCHEDULE F - TRAVEL/LODGING

PURPOSE: To report the travel and lodging costs of the Governmental Affairs Agents who are employees of the Represented Entity named on page 1, question 1, related to influencing legislation, regulations, governmental processes, or communicating with the general public.

NAME OF GOVERNMENTAL AFFAIRS AGENT	AMOUNT
	$
	$
	$
	$
	$
	$

SCHEDULE F TOTAL $ ____________

SCHEDULE G-1

ITEMIZATION OF BENEFITS WHICH EXCEEDED $25 PER DAY OR $200 PER CALENDAR YEAR TO STATE OFFICIALS AND THEIR IMMEDIATE FAMILY MEMBERS

PURPOSE: To report detailed information concerning benefits passed to State officials covered by the Act, as well as the immediate family members of these officials. If the value of a benefit exceeded $25 per day or $200 per calendar year, report below.

(Select one description item for each entry from the drop down list. When selecting "O - Other", enter a description in the space provided.)

Name of Benefit Recipient ______________________

Date ____________ Description ____________ ____________ Amount $ ____________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ________ Zip Code ____________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date ____________ Amount $ ____________

Description ____________ ______________________

Name of Benefit Recipient ______________________

Date ____________ Description ____________ ____________ Amount $ ____________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ________ Zip Code ____________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date ____________ Amount $ ____________

Description ____________ ______________________

Name of Benefit Recipient ______________________

Date ____________ Description ____________ ____________ Amount $ ____________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ________ Zip Code ____________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date ____________ Amount $ ____________

Description ____________ ______________________

Name of Benefit Recipient ______________________

Date ____________ Description ____________ ____________ Amount $ ____________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ________ Zip Code ____________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date ____________ Amount $ ____________

Description ____________ ______________________

SUMMARY OF BENEFIT PASSING

PURPOSE: To report the total amount of providing benefits to State officials covered by the Act and their immediate family members.

	SCHEDULE G-1		SCHEDULE G-2*		AMOUNT
Entertainment	$ ______	+	$ ______	=	$ ______
Food and Beverage	______	+	______	=	______
Travel	______	+	______	=	______
Lodging	______	+	______	=	______
Honoraria	______	+	______	=	______
Loans	______	+	______	=	______
Gifts	______	+	______	=	______
Other (specify) ______	______	+	______	=	______
Total	$ ______	+	$ ______	=	$ ______
					SCHEDULE G-1 AND SCHEDULE G-2 TOTAL

* Enter, by category, the value of benefit passing where the expenditure did NOT exceed the $25/day or $200/calendar year thresholds.

TOTAL AMOUNT OF REIMBURSED BENEFITS, IF ANY.
DO NOT DEDUCT THIS AMOUNT FROM BENEFIT PASSING AMOUNTS. $ ______

SUMMARY OF LOBBYING EXPENDITURES

EXPENDITURES

1. Compensation	Total		______
2. Salary & Compensation	Schedule B Total	$	______
3. Support Personnel	Schedule C Total		______
4. Assessments, Membership Fees, or Dues	Schedule D-1 and Schedule D-2 Total		______
5. Communication Expenses	Schedule E Total		______
6. Travel and Lodging	Schedule F Total		______
7. Benefit Passing	Schedule G-1 and Schedule G-2 Total		______
	Total Lobbying Expenditures	**$**	______

RECEIPTS TABLES 1 AND 2

Receipts Table 1 - Specific Intent

PURPOSE: To report the amount of contributions, loans, membership fees, dues, or assessments received by the Represented Entity.

If the contributions, loans, membership fees, dues, or assessments were received by the Represented Entity with the specific intent to influence legislation, regulations, governmental processes, or to communicate with the general public, please provide the information below:

PART I - For contributions, loans, membership fees, dues, or assessments exceeding $100 for the calendar year:

DATE	SOURCE	ADDRESS	AMOUNT
			$
			$
			$

Part I Total $ ______

PART II - For contributions, loans, membership fees, dues, or assessments $100 or less for the calendar year:

Part II Total $ ______

Receipts Table 1 Total (Part I and II) $ ______

Receipts Table 2 - Major Purpose

PURPOSE: To report the pro rata amount of contributions, loans, membership fees, dues, or assessments received by the Represented Entity. **Note:** If a receipt was already reported on Receipts Table 1 as a "Specific Intent" receipt, DO NOT report again as a "Major Purpose" receipt. If the receipts were received by the Represented Entity whose major purpose is to influence legislation, regulations, governmental processes, or to communicate with the general public, please provide the information below:

Provide the percentage of activity which constituted lobbying (this figure must be more than 50%): ______ %

For each receipt, multiply the percentage indicated by the amount of the receipt to arrive at a net receipt amount.
Add together all net receipt amounts to arrive at the aggregate total.

Receipts Table 2 Total $ ______

Table 1 and Table 2 Receipts Total $ ______

Review each net receipt amount. Any net receipt in excess of $100 should be listed below:

DATE	SOURCE	ADDRESS	AMOUNT
			$
			$
			$

CERTIFICATION

This certification shall be signed by a Governmental Affairs Agent employed by the Represented Entity or a responsible Financial or Governmental Affairs Officer of the Represented Entity.

I, ____

(enter name)

hereby certify that I am duly authorized by

____

(enter name of Represented Entity)

to file and certify the accuracy and correctness of this Annual Report of Lobbying Activity for calendar year __________ .
I certify that the statements made herein are true and accurate. I am aware that if any of the foregoing statements are willfully false, I may be subject to punishment.

Registration Number ______________ PIN ____________________

______________________________ ______________________

Signature Date

* Your name must appear on the signature line *

INSTRUCTIONS FORM L1-L

ANNUAL REPORT OF REPRESENTED ENTITY

It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.

- To download, enter information, save and ELECTRONICALLY file the Form L1-L, you must have the latest version of Adobe Reader. The latest version is FREE at www.adobe.com.
- Once at the Adobe site, close all other Internet connections. Click on "Get Adobe Reader," and follow the instructions. After installing or upgrading to Adobe's latest version, return to the Commission's website at www.elec.state.nj.us to download, complete, save and electronically file the Form L1-L.
- A registration number and personal identification number (PIN) is also required to file electronically.
- Use of the TAB key to move between fields is recommended but the mouse can also be used to navigate the fields.
- The Form is **expandable** and will **automatically** calculate any amount(s) put on a schedule. Therefore, do not add dollar signs ($) or commas (,) to the amount(s).

GENERAL INFORMATION

Enter the calendar year of the activity covered in the report. This will be the year **prior** to the filing year of this Annual Report. The field for the year can be edited. The year entered will automatically be entered on the certification page.

Check the amendment box if this is an amended report.

Enter the name, full business address, and telephone number of the Represented Entity on whose behalf this report is filed. Do not report the telephone number if it is unlisted.

If the business address of the Represented Entity is not in New Jersey, file Form L-3, "Consent to Service of Process." The Form L-3 must be filed electronically when submitted as an annual report.

Question 1

Enter the name, registration number (badge number), and job title of all Governmental Affairs Agents who are employed by the Represented Entity. Enter the address and telephone number only if it is different than the address and telephone number of the Represented Entity. Do not report the telephone number if it is unlisted.

Click on 'Delete Item' to delete entries and click on 'Add Item' to add entries.

Question 2

Enter the name(s) of the Governmental Affairs Agent(s) or the Governmental Affairs Agent Firm(s) retained or otherwise engaged by the Represented Entity. Include the full business address, telephone number, and either the occupation of the Agent or the business of the firm. Do not report the telephone number if it is unlisted. Enter the lobbying purpose and the amount of compensation paid (fees, allowances, retainers, etc.). Note that all reimbursements of expenses incurred in rendering services must be included in the amount of compensation.

When entering the amount of compensation, do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The total amount of compensation will automatically be calculated. Click on 'Delete Item' to delete entries and click on 'Add Item' to add entries.

SCHEDULE A Question 1

Identify any Governmental Affairs Agent named on page 1, question 1 who is employed by the Represented Entity filing this Annual Report who, during the calendar year covered by the Annual Report, served as a member of:

- any independent State authority;
- any county improvement authority;
- any municipal utilities authority;
- any inter-State or bi-State authority (as a member from New Jersey); or,
- any board or commission established by statute or resolution, or executive order of the Governor, or by the Legislature, or by any Agency, Department, or other instrumentality of the State.

Click on 'Delete Item' to delete entries and click on 'Add Item' to add entries.

SCHEDULE A Question 2

If all required Notices of Representation and Quarterly Reports of Lobbying Activity for the four quarters covered by this report were filed by the Governmental Affairs Agents named on page 1, question 1, check the "Yes" box. Any Agents who were new during the calendar year covered by this report need only file the required Notices of Representation and the Quarterly Reports due as of the quarter that Agent status commenced. Check "No" if any required Notices of Representation and Quarterly Reports of Lobbying Activity for the four quarters covered by this report were not filed. File all necessary reports immediately.

REPORTING OF EXPENDITURES

SCHEDULES B through **G** are designed to assist with the reporting of expenditures. Expenditures which relate to communication with, or providing a benefit to, a State official covered by the Act, as well as expenditures made for the purpose of communication with the general public must be reported.

SCHEDULE B - SALARY AND COMPENSATION PAID BY THE REPRESENTED ENTITY TO ITS GOVERNMENTAL AFFAIRS AGENTS

SCHEDULE B

Enter the salary, other compensation and any amount(s) of reimbursed expenses paid to the Governmental Affairs Agents employed by the Represented Entity named on page 1, question 1 of the Annual Report in the **SCHEDULE B TOTAL box**. Do not enter dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. "Salary and other compensation paid" includes the amount reported by the employer as wages for the purposes of the Internal Revenue Service on the Form W-2. Note that the employer's share of Social Security, Medicare, or health insurance does not have to be included. "Salary and other compensation paid" also includes all amounts of voluntarily deferred compensation, and dedicated special pre-tax funds for child care, medical expenses, etc. Costs of employer payments for life or disability insurance premiums or pension benefits are also includable as "salary and other compensation paid" if any such insurance cost exceeds $1,000 in a calendar year for an employee Governmental Affairs Agent.

When computing the amount of salary and compensation paid to a Governmental Affairs Agent, include the reimbursement of an Agent's expenses. “Expenses” also include the cost of food, beverages, and entertainment for the Governmental Affairs Agent when in the company of a State official covered by the Act. “Expenses” do ***not*** include, however, the cost of providing a benefit (i.e., food, beverages, and entertainment) to a State official covered by the Act. The cost of providing a benefit to a State official covered by the Act is reportable on either Schedule G-1 or G-2. Only the pro rata share of the employee's salary, and other compensation, need be reported if the employee performs duties other than lobbying.

SCHEDULE C - SUPPORT PERSONNEL

Review the activities of those persons who supported the activities of the Represented Entity or Governmental Affairs Agent in influencing legislation, regulations, governmental processes, or communicating with the general public. Determine which persons **individually** spent 450 or more hours in support activities. Such persons qualify as "support personnel" and may be either clerical (secretaries, clerks, etc.) or professional (attorneys, engineers, chemists, etc.). The term “support personnel” also includes costs related to the communication by an expert or employee, when the communication is made in the company of a Governmental Affairs Agent for the sole purpose of providing technical or expert advice.

Report the pro rata share of the costs of support personnel attributable to supporting the activities of the Represented Entity or the Governmental Affairs Agent(s) in influencing legislation, regulations, governmental processes, or communicating with the general public.

SCHEDULE C TOTAL: Enter the total of all the pro rated support personnel costs.

Do not enter dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

SCHEDULES D-1 AND D-2 - ASSESSMENTS, MEMBERSHIP FEES, OR DUES

SCHEDULE D-1 - SPECIFIC INTENT

Assessments, membership fees, or dues are reportable in full on Schedule D-1 when they are **paid by the Represented Entity** with the specific intent to influence legislation, regulations, governmental processes, or for the purpose of communicating with the general public.

Part I

When the assessment, membership fee, or dues payment exceeds $100 for the calendar year, report the date (use the calendar provided in the date field to select the date), the payee, the description (A= assessment, M= membership fee, D=dues payment, use the drop down menu to select the description), and the full amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click on the X to delete entries and click on ‘Add Item’ to add entries.

Part II

When the assessment, membership fee, or dues payment is $100 or less there is no need to provide detailed information; simply report the total amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

The Total Amount of Part I and Part II will be automatically calculated to arrive at the **Schedule D-1 TOTAL**.

SCHEDULE D-2 - MAJOR PURPOSE

Assessments, membership fees, or dues (not reported on Schedule D-1, "Specific Intent") are reportable on Schedule D-2 when they are made to an organization whose "major purpose" is to engage in lobbying (influencing legislation, regulations, governmental processes, or communicating with the general public). An organization engages in lobbying as its major purpose when more than 50 percent of its total expenditures in a calendar year are for lobbying purposes. Only when the **receiving organization** meets the "major purpose" test are amounts reportable. Furthermore, the assessments, membership fees, or dues payments are reportable in the same proportion as the activities of the receiving organization.

Example:

Widget Corporation (Represented Entity filing the report) pays $1,000 in a calendar year in dues **to ABC Trade Association**. ABC Trade Association is the **receiving organization**. ABC Trade Association expends 75 percent of its total expenditures on lobbying. Widget Corporation reports $750 (75 percent of $1,000) on Schedule D-2.

Date	Payee	Description	Amount
1/1/XX	ABC Trade Association	D	$750

Part I

For transactions exceeding $100, report the date (use the calendar provided in the date field to select the date), the payee, the description (A= assessment, M= membership fee, D= dues payment, use the drop down menu to select the description), and the amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click on the X to delete entries and click on 'Add Item' to add entries.

Part II
For transactions of $100 or less, enter the amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

The Total Amount of Part I and Part II will automatically be calculated to arrive at the **Schedule D-2 TOTAL**.
The Total Amount of Schedules D-1 and D-2 will automatically be calculated to arrive at the grand **TOTAL.**

SCHEDULE E - COMMUNICATION EXPENSES

Costs of preparation and distribution of materials related to influencing legislation, regulations, governmental processes, or conducting communications with the general public are to be reported on Schedule E. Included in this category are the costs of printed materials, (i.e., correspondence, flyers, and publications), postage, films, slides, video, audio, and distribution via TV (network or cable), radio, other broadcast medium, the Internet, telephone, and facsimile. When entering an amount, do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The total amount will automatically calculated.

Pro Rata Overhead Costs of Specific Events

Report the pro rata portion of overhead costs of events such as a conference, reception, or industry seminar where a State official covered by the Act is in attendance. Overhead costs include speakers' fees, room rental, flowers, entertainment, and any other ancillary costs of the event that are not reportable as providing benefits to State officials covered by the Act on Schedules G-1 and G-2.

Click on the X to delete entries and click on 'Add Item' to add entries.

Example:

Widget Corporation sponsors a conference at a large hotel. There are ten State officials covered by the Act and 100 persons, total, in attendance. The cost of the conference overhead (hotel ballroom, speakers' fees, flowers, and invitations) is $10,000, not including the cost of any direct benefit to a State official covered by the Act.

The reportable amount would be calculated by dividing the cost by the number of persons in attendance and then multiplying by the number of covered officials. ($10,000 divided by 100 persons x 10 officials = $1,000). Any direct benefit (entertainment, food, beverages, etc.) in excess of $5 to a State official covered by the Act shall be reported separately and shall be included in the $25 per day, $200 per calendar year thresholds. See Schedules G-1 and G-2; also note exception for "invited speaker" in the instructions for Schedules G-1 and G-2.

Other

If there is a communication expense which does not fit any of the categories listed, report the expense in the "Other" category, with a brief description.

Click on the X to delete entries and click on 'Add Item' to add entries.

All communication expenses entered will automatically be calculated to arrive at the **Schedule E TOTAL**.

SCHEDULE F - TRAVEL AND LODGING

Report the costs of travel and lodging for the Governmental Affairs Agents named on page 1, question 1, who are employees of the Represented Entity, related to influencing legislation, regulations, governmental processes, or communicating with the general public.

- Enter the name of the Agent;
- Enter the amount of travel and lodging costs. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.
- Click the X to delete entries and click on 'Add Item' to add entries.
- The travel amounts listed will be automatically calculated and shown in the **Schedule F TOTAL**.

SCHEDULE G-1 - ITEMIZATION OF BENEFITS WHICH EXCEEDED $25 PER DAY OR $200 PER CALENDAR YEAR

Expenditures Providing a Benefit to a State Official Covered by the Act

If an expenditure providing a benefit to a State official covered by the Act or the State official's immediate family member exceeded $25 per day or $200 per calendar year, Schedule G-1 must be completed. Note that when calculating the $25 per day or $200 per calendar year thresholds, the cost of the entertainment or food and beverages for the Governmental Affairs Agent when in the company of the State official should not be included in the calculation for determining whether the threshold was reached.

Any expenditure in excess of $5 made to provide a benefit to a State official covered by the Act, attending or participating in a specific event, shall be included in the calculation of the $25 per day or $200 per calendar year thresholds. Note, however, that if a State official covered by the Act participates in part of an event at which no food, beverages, or other benefits are being passed, no reportable benefit is considered to have resulted from the official's attendance.

When a State official covered by the Act is an **invited speaker** to an event and the official receives the same food and beverages provided to the attendees, no food and beverages benefit has been passed. "Invited speaker" means a person who is announced as a speaker in advance of the event and does not include a person who is merely identified and introduced to persons attending the event.

Benefit Recipient
When reporting information concerning the benefit recipient, provide a full description of each recipient.

If the recipient is a member of the Senate or Assembly, report the full name and office. *Example: Ryan Jones, Senator*. If the recipient is a legislative staff person, report the full name of the recipient and the name of the State official or staff organization which employs the recipient. *Example: Tom Adams, aide to Senator Jones or Jane Smith, Senate/Assembly Republican/Democratic staff.* If the recipient is an immediate family member of a State official covered by the Act, report the name of the immediate family member recipient and the relationship to the State official covered by the Act, along with all the information required above. *Example: (Where the spouse of a State official receives a benefit) Susan Jones, spouse of Senator Ryan Jones.* An immediate family member includes a spouse, child, parent, or sibling residing in the same household. Group recipient names alphabetically and chronologically. For example, if *Senator Jones* received benefits six times during the year, his name would appear at "J" and the six times benefits were received would be listed chronologically.

Date - Use the calendar provided in the date field to select the date the benefit was received by the benefit recipient.

Description - Each benefit must be categorized by type by reporting **"E"** Entertainment, **"F"** Food and Beverages, **"T"** Travel, **"L"** Lodging, **"H"** Honoraria, **"Loan"** Loans, **"G"** Gifts, and **"O"** Other. A description of each of these categories of benefits follows.

Select one benefit passing item for each entry from the drop down box. When selecting "O" for Other, enter a description in the space provided next to the "O".

Entertainment "E" - Includes, but is not limited to, sporting, theatrical, and musical events paid for or provided to State officials covered by the Act and their immediate family members. The cost of the entertainment for a Governmental Affairs Agent when in the company of a State official covered by the Act is reportable on Schedule B as salary or the reimbursement of expenses.

Food and Beverages "F" - Includes food and beverages paid for or provided to State officials covered by the Act and their immediate family members. The cost of the food and beverages for a Governmental Affairs Agent when in the company of a State official covered by the Act is reportable on Schedule B as salary or the reimbursement of expenses. Also included is food and beverages for State officials covered by the Act and their immediate family members at conferences, conventions, banquets or other similar functions. Note: This section does not apply to the food and beverages provided to a State official covered by the Act who is an invited speaker when the food and beverages are provided to all persons who attend the event. "Invited speaker" is a person who is announced as a speaker in advance of the event and is not a person who is merely identified and introduced to persons attending the event.

Travel "T" - Includes travel paid for or provided by a Represented Entity or Governmental Affairs Agent on behalf of State officials covered by the Act and their immediate family members.

Lodging "L" - Includes lodging paid for or provided by a Governmental Affairs Agent on behalf of State officials covered by the Act and their immediate family members.

Honoraria "H" - Honoraria paid or provided to State officials covered by the Act and their immediate family members.

Loans "Loan" - Loans to State officials covered by the Act and their immediate family members from a Represented Entity or Governmental Affairs Agent except for loans from financial institutions made in the ordinary course of business on substantially the same terms as those prevailing for comparable transactions with other persons.

Gifts "G" - Gifts paid for or provided to State officials covered by the Act and their immediate family members, including, but not limited to, material goods or other things of value.

Other "O" - If there are benefits passed to State officials covered by the Act and their immediate family members which do not fit any of the description categories listed, report as "Other" and describe.

Amount - Enter the full amount of the benefit. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The amount(s) entered on Schedule G-1 will automatically appear on the Summary of Benefit Passing according to the category entered on Schedule G-1.

Name/Address of Payee/Vendor
Report the full name and address of any person or entity to whom or which the Represented Entity or Governmental Affairs Agent incurred any cost or obligation for providing a benefit. *For Example:*

ABC RESTAURANT 123 Main Street Trenton, NJ	or	ABC ORCHESTRA 2 Doe Lane Newark, NJ

Click on 'Delete Item' to delete entries and click on 'Add Item' to add entries.

Reporting of Reimbursements of Benefits
If a benefit is fully or partially reimbursed, report the reimbursement <u>directly below</u> the original itemization. When reporting a reimbursement, report the date of the reimbursement, the amount reimbursed, and the description. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. A reimbursed benefit, however, does not become reduced or eliminated for computational purposes when adding together the amount of benefits passed. Once a benefit has passed, it is includable in the total amount of benefits. The total amount of reimbursements will automatically be entered on the Total Amount Reimbursed Benefit Line on the Summary of Benefit Passing on the L1-L. This amount must <u>not</u> be <u>deducted</u> from the Summary of Benefit Passing.

Click on 'Delete Item' to delete entries and click on 'Add Item' to add entries.

NOTICE OF LOBBYING BENEFIT

A certified benefit notice shall be transmitted to all benefit recipients itemized on Schedule G-1 no later than **FEBRUARY 1ST** OF THE YEAR IN WHICH THE REPORT IS DUE TO BE FILED (the year following the year in which the benefit was received). Proof of service of the benefit notice shall be obtained and maintained for a period of at least three years.

A suggested manner of satisfying the requirement of providing certified notice of a benefit is to transmit the first and last page of the Annual Report (making sure that the last page is properly certified), along with the Schedule G-1, to the benefit recipients named on the Schedule G-1, no later than February 1st. A Represented Entity or Governmental Affairs Agent may choose another manner of satisfying the certified notice requirement, provided that the notice is in writing, certified as correct, contains all the information required on the Schedule G-1, and is transmitted to the benefit recipient no later than **FEBRUARY 1ST.**

SUMMARY OF BENEFIT PASSING

The Summary of Benefit Passing must reflect a complete picture of benefit passing. After itemizing on Schedule G-1 those benefits which exceeded $25/day or $200/calendar year, the total amount by each category (entertainment, food and beverages, etc.) will appear on the summary table.

Schedule G-2 requires reporting of the amount of benefits which **did not** exceed the $25/day or $200/calendar year thresholds. Enter the amount of benefit passed by category in the Schedule G-2 column. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. Note that there is no benefit notice required for a benefit which did not exceed the $25/day or $200/calendar year thresholds.

The sum of the Schedules G-1 and G-2 will automatically be entered in the "Schedule G-1 and G-2 Total."

SUMMARY OF LOBBYING EXPENDITURES

There are seven categories of lobbying expenditures. The **TOTAL** amount from each of the seven categories will automatically be transferred to the **SUMMARY**. The amounts from the seven categories will automatically be calculated to provide the **TOTAL LOBBYING EXPENDITURES**.

REPORTING OF RECEIPTS

Receipts Tables 1 and 2 are designed to assist a Represented Entity which is a trade association, or other reporting entity formed to represent a special interest, report its receipts. "Receipts" include:

- contributions,
- loans (except loans made in the ordinary course of business on substantially the same terms as those prevailing for comparable transactions with other persons),
- membership fees,
- dues payments, or
- assessments.

Receipts of a Represented Entity which relate to communication with, or providing a benefit to, a State official covered by the Act, for the purpose of influencing legislation, regulations, governmental processes, or for the purpose of communication with the general public are reportable if:

1. The receipts are provided to the Represented Entity with the specific intent to lobby (influence legislation, regulations, governmental processes, or communicating with the general public) or,

2. The Represented Entity influences legislation, regulations, governmental processes, or communicates with the general public as its major purpose.

RECEIPTS TABLE 1 - SPECIFIC INTENT

Part I

If contributions, loans, membership fees, dues or assessments are provided to the Represented Entity with the specific intent that they be used to lobby, they are reportable.

Part I requires that you provide the date (use the calendar provided in the date field to select the date), name and address of the source, and the amount of those receipts which are in excess of $100. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click on the X to delete entries and click on ‘Add Item’ to add entries.

Part II

Part II requires that you provide one lump sum figure for those receipts of $100 or less. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

The amount(s) entered for Part I and Part II will automatically be entered to arrive at the **Receipts Table 1 TOTAL**.

RECEIPTS TABLE 2 - MAJOR PURPOSE

A Represented Entity is deemed to be engaged in lobbying as its "major purpose" for any calendar year in which expenditures related to such activity constitute more than 50 percent of its total expenditures for all purposes.

To determine whether the Represented Entity meets the "major purpose" test, determine what percentage of its total expenditures for all purposes constitutes lobbying activity. If the percentage is 0 to 50 percent, no reporting of receipts is required. If the percentage equals more than 50 percent:

- Report the percentage of activities which constitute lobbying (this figure should be more than 50%).

- For each receipt, multiply the percentage indicated times the amount of the receipt to arrive at a **net receipt amount**. Add together all net receipt amounts to arrive at the aggregate figure. This aggregate figure will be the **Receipts Table 2 TOTAL**.

Review each individual net receipt amount. Any net receipt amount in excess of $100 must be reported in detail. Provide the date of receipt (use the calendar provided in the date field to select the date), name and address of the source, and amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The amount of receipts entered for each Table (1 and 2) will automatically be entered to arrive at the **RECEIPTS TOTAL**. **Note:** If a receipt was already reported on Receipts Table 1, it is not reported again on Receipts Table 2.

CERTIFICATION

The CERTIFICATION must be signed electronically by a Governmental Affairs Agent employed by the Represented Entity or a responsible Financial or Governmental Affairs Officer of the Represented Entity. The individual signing the report must have sufficient knowledge of, and access to, all information which formed the basis of the reported items and which concerns the Represented Entity's lobbying activity. To sign electronically, you must be connected to the Internet. Enter the registration number and PIN of the person signing the form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the signer's name will be retrieved from the Internet and appear on the signature line. ***It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.***

If you need further assistance to electronically file this report, please contact the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-3532 and ask for the electronic filing help desk.

ANNUAL REPORT
OF
GOVERNMENTAL AFFAIRS AGENT

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

FORM L1-A
Reporting For Calendar Year 20___

FOR STATE USE ONLY

Amendment ☐

Name of Governmental Affairs Agent or Governmental Affairs Agent Firm: ______________________

Business Address ______________________
____

City ______________________ State ________ Zip Code ____________

*(Area Code) Telephone Number ______________________

1. Provide the following information regarding the Governmental Affairs Agent(s) on whose behalf this report is filed.

1. Name ______________________

Registration Number ____________ Occupation or Business ______________________

Business Address ______________________

City ______________________ State ________ Zip Code ____________

*(Area Code) Telephone Number ______________________

2. Name ______________________

Registration Number ____________ Occupation or Business ______________________

Business Address ______________________

City ______________________ State ________ Zip Code ____________

*(Area Code) Telephone Number ______________________

3. Name ______________________

Registration Number ____________ Occupation or Business ______________________

Business Address ______________________

City ______________________ State ________ Zip Code ____________

*(Area Code) Telephone Number ______________________

4. Name ______________________

Registration Number ____________ Occupation or Business ______________________

Business Address ______________________

City ______________________ State ________ Zip Code ____________

*(Area Code) Telephone Number ______________________

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

2. Provide the following information concerning all Represented Entities.

NOTE: Represented Entities who designate this report to include all of their activity must file Form L-2.

RECEIPT AMOUNT

PURPOSE: To report all fees, retainers, allowances, reimbursement of expenses, or other compensation received from Represented Entities for the purpose of influencing legislation, regulations, governmental processes, or communicating with the general public.

NOTE: Report only the pro rata share of each receipt which is related to influencing legislation, regulations, governmental processes, or communicating with the general public.

1. Name of Represented Entity ______________________

Business Address ______________________

____

City ______________________ State ______ Zip Code ____________

RECEIPT AMOUNT

Type of Business ______________________

☐ Check if communication with the general public ("Grassroots Lobbying") was the **only** lobbying activity for this entity.
☐ Check if the Represented Entity is designating this report to indicate all of their activity.

2. Name of Represented Entity ______________________

Business Address ______________________

____

City ______________________ State ______ Zip Code ____________

RECEIPT AMOUNT

Type of Business ______________________

☐ Check if communication with the general public ("Grassroots Lobbying") was the **only** lobbying activity for this entity.
☐ Check if the Represented Entity is designating this report to indicate all of their activity.

3. Name of Represented Entity ______________________

Business Address ______________________

____

City ______________________ State ______ Zip Code ____________

RECEIPT AMOUNT

Type of Business ______________________

☐ Check if communication with the general public ("Grassroots Lobbying") was the **only** lobbying activity for this entity.
☐ Check if the Represented Entity is designating this report to indicate all of their activity.

4. Name of Represented Entity ______________________

Business Address ______________________

____

City ______________________ State ______ Zip Code ____________

RECEIPT AMOUNT

Type of Business ______________________

☐ Check if communication with the general public ("Grassroots Lobbying") was the **only** lobbying activity for this entity.
☐ Check if the Represented Entity is designating this report to indicate all of their activity.

SCHEDULE A

1. Provide the following information for any Governmental Affairs Agent named in this Annual Report who served as a member of:
   - any independent State authority;
   - any county improvement authority;
   - any municipal utilities authority;
   - any inter-State or bi-State authority as a member from New Jersey; or,
   - any board or commission established by statute or resolution, or by executive order of the Governor, or by the Legislature, or by any Agency, Department or other instrumentality of the State.

(If this question does not apply, move on to question 2.)

Name of Governmental Affairs Agent ____________________

Name of Authority, Board, or Commission ____________________

Date When Term of Service Expires ____________________

Name of Governmental Affairs Agent ____________________

Name of Authority, Board, or Commission ____________________

Date When Term of Service Expires ____________________

Name of Governmental Affairs Agent ____________________

Name of Authority, Board, or Commission ____________________

Date When Term of Service Expires ____________________

Name of Governmental Affairs Agent ____________________

Name of Authority, Board, or Commission ____________________

Date When Term of Service Expires ____________________

2. Did all Governmental Affairs Agent(s) named in this Annual Report file all Notices of Representation and Quarterly Reports required during the calendar year covered by this Annual Report?

☐ Yes If "yes," continue on to Schedule B. ☐ No If "no," please file the necessary reports immediately.

SCHEDULE B - SALARY & COMPENSATION

PURPOSE: To report the salary and compensation paid to the Governmental Affairs Agents on whose behalf this report is filed. Include the reimbursement of an Agent's expenses in amounts reported.

NOTE: Only the pro rata share of each Governmental Affairs Agent's salary and compensation need to be included if the Agent spends only a portion of his/her time on lobbying activity.

NAME OF GOVERNMENTAL AFFAIRS AGENT	AMOUNT
	$
	$
	$
	$

SCHEDULE B TOTAL $ ________________

SCHEDULE C - SUPPORT PERSONNEL

PURPOSE: To report the costs of support personnel who, over the course of the reporting year, individually spend 450 or more hours supporting the activities of the Governmental Affairs Agent(s).

After determining to which person(s) this applies, report the pro rata share of those costs which are attributable to supporting the activities of the Governmental Affairs Agent(s) in influencing legislation, regulations, governmental processes, or communicating with the general public.

SCHEDULE C TOTAL $ ________________

NO SCHEDULE D FOR GOVERNMENTAL AFFAIRS AGENTS

SCHEDULE E - COMMUNICATION EXPENSES

PURPOSE: To report the costs of the preparation and distribution of materials related to influencing legislation, regulations, governmental processes, and conducting communications with the general public.

EXPENSE	AMOUNT
Printed Materials	$
Postage	
Film, Slides, Video, Audio	
TV - Network	
TV - Cable	
Radio	
Other Broadcast Medium	
Internet	
Telephone, Facsimile	
Pro Rata Overhead Costs of Specific Events Over $100 (*please identify name and date of event*)	
Other (*please describe*):	

SCHEDULE E TOTAL $ ____________

SCHEDULE F - TRAVEL/LODGING

PURPOSE: To report the travel and lodging costs of the Governmental Affairs Agents on whose behalf this report is filed related to influencing legislation, regulations, governmental processes, or communicating with the general public.

NAME OF GOVERNMENTAL AFFAIRS AGENT	AMOUNT
	$
	$
	$
	$
	$
	$

SCHEDULE F TOTAL $ ____________

SCHEDULE G-1

ITEMIZATION OF BENEFITS WHICH EXCEEDED $25 PER DAY OR $200 PER CALENDAR YEAR TO STATE OFFICIALS AND THEIR IMMEDIATE FAMILY MEMBERS

PURPOSE: To report detailed information concerning benefits passed to State officials covered by the Act, as well as the immediate family members of these officials. If the value of a benefit exceeded $25 per day or $200 per calendar year, report below.

(Select one description item for each entry from the drop down list. When selecting "O - Other", enter a description in the space provided.)

Name of Benefit Recipient ______________________

Date __________ Description __________ __________ Amount $ __________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ______ Zip Code ________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date __________ Amount $ __________

Description __________ ______________________

Name of Benefit Recipient ______________________

Date __________ Description __________ __________ Amount $ __________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ______ Zip Code ________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date __________ Amount $ __________

Description __________ ______________________

Name of Benefit Recipient ______________________

Date __________ Description __________ __________ Amount $ __________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ______ Zip Code ________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date __________ Amount $ __________

Description __________ ______________________

Name of Benefit Recipient ______________________

Date __________ Description __________ __________ Amount $ __________

Name and Address of Payee/Vendor

Name ______________________

Address ______________________

City ______________________ State ______ Zip Code ________

If benefit was reimbursed, please report the date, the description, and the amount of the reimbursement.

Date __________ Amount $ __________

Description __________ ______________________

SUMMARY OF BENEFIT PASSING

PURPOSE: To report the total amount of providing benefits to State officials covered by the Act and their immediate family members.

	SCHEDULE G-1		SCHEDULE G-2*		AMOUNT
Entertainment	$ ____________	+	$ ____________	=	$ ____________
Food and Beverage	____________	+	____________	=	____________
Travel	____________	+	____________	=	____________
Lodging	____________	+	____________	=	____________
Honoraria	____________	+	____________	=	____________
Loans	____________	+	____________	=	____________
Gifts	____________	+	____________	=	____________
Other (specify) ____________	____________	+	____________	=	____________
Total	$ ____________	+	$ ____________	=	$ ____________
					SCHEDULE G-1 AND SCHEDULE G-2 TOTAL

* Enter, by category, the value of benefit passing where the expenditure did NOT exceed the $25/day or $200/calendar year thresholds.

TOTAL AMOUNT OF REIMBURSED BENEFITS, IF ANY.
DO NOT DEDUCT THIS AMOUNT FROM BENEFIT PASSING AMOUNTS. $ ____________

SUMMARY OF LOBBYING EXPENDITURES

EXPENDITURES

1. Salary and Compensation	Schedule B Total	$ ____________
2. Support Personnel	Schedule C Total	____________
3. Communication Expenses	Schedule E Total	____________
4. Travel and Lodging	Schedule F Total	____________
5. Benefit Passing	Schedule G-1 and Schedule G-2 Total	____________
	Total Lobbying Expenditures	**$** ____________

SUMMARY OF TOTAL RECEIPTS FROM REPRESENTED ENTITIES $ ____________

CERTIFICATION

This certification shall be signed by either the Governmental Affairs Agent filing this Annual Report on his/her own behalf, or by the Managing or Principal Partner or Chief Executive Officer of the Governmental Affairs Agent Firm.

I, ____

(enter name)

hereby certify that I am duly authorized by

____

(enter name of firm)

to file and certify the accuracy and correctness of this Annual Report of Lobbying Activity for calendar year __________ .
I certify that the statements made herein are true and accurate. I am aware that if any of the foregoing statements are willfully false, I may be subject to punishment.

Registration Number ______________ PIN ____________________

______________________ ______________________

Signature Date

* Your name must appear on the signature line *

INSTRUCTIONS FOR FORM L1-A

ANNUAL REPORT OF GOVERNMENTAL AFFAIRS AGENT

It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.

- To download, enter information, save and ELECTRONICALLY file the Form L1-A, you must have the latest version of Adobe Reader. The latest version is FREE at www.adobe.com.
- Once at the Adobe site, close all other Internet connections. Click on "Get Adobe Reader," and follow the instructions. After installing or upgrading to Adobe's latest version return to the Commission's website at www.elec.state.nj.us to download, complete, save and electronically file the Form L1-A.
- A registration number and personal identification number (PIN) is also required to file electronically.
- Use of the TAB key to move between fields is recommended but the mouse can also be used to navigate the fields.
- The Form is **expandable** and will **automatically** calculate any amount(s) put on a schedule. Therefore, do not add dollar signs ($) or commas (,) to the amount(s).

GENERAL INFORMATION

Enter the calendar year of the activity covered in the report. This will be the year **prior** to the filing year of this Annual Report. The field for the year can be edited. The year entered will automatically be entered on the certification page.

Check the amendment box if this is an amended report.

Enter the name, full business address, and telephone number of the "Governmental Affairs Agent" or the "Governmental Affairs Agent Firm" on whose behalf this report is filed. Do not include the telephone number if that number is unlisted.

"Governmental Affairs Agent" or "Governmental Affairs Agent Firm" in this report can include, but is not limited to, the following:

- John Doe (individual Governmental Affairs Agent)
- Doe, Jones & Smith (law firm)
- ABC Government Advisors (firm, corporation, partnership, etc. engaging in lobbying activities for Represented Entities)
- XYZ Public Relations (public relations firm)

If the business address of the Agent or Firm is not in New Jersey, file Form L-3, "Consent to Service of Process." The Form L-3 must be filed electronically when submitted as an annual report.

Question 1 - Information regarding the Governmental Affairs Agent(s) on whose behalf this report is filed.

Enter the name, registration number (badge number), occupation or business, business address, and telephone number, of the Governmental Affairs Agent(s) on whose behalf this report is filed. Do not include the telephone number if that number is unlisted.

Note: Entering an Agent's name in this field will automatically place the Agent's name on Schedule B (Salary & Compensation). Click on 'Delete Item' to delete entries. Utilizing the delete button will also delete the entry from Schedule B. Click on 'Add Item' to add entries.

Question 2 - Information concerning all Represented Entities.

Enter the name, business address, type of business, and receipt amount concerning **all** Entities. If an Entity **only** engaged in communication with the general public ("grassroots lobbying"), place a check mark in the appropriate box. If an Entity is designating this report to include all of their activity, place a check mark in the appropriate box. For each Entity who designates this report to include all of their activity, a separate Form L-2 must be filed in addition to this report. The Form L-2 must also be filed electronically. Click on 'Delete Item' to delete entries and click on 'Add Item' to add entries.

Note: A Represented Entity or a person or Entity that engages in communication with the general public ("grassroots lobbying") can designate a Governmental Affairs Agent or Governmental Affairs Agent Firm to file a report (L1-A) on its behalf provided that:

1. All lobbying activity was performed by the Governmental Affairs Agent or Governmental Affairs Agent Firm; and,

2. All lobbying expenditures consisted of the payment of a fee, retainer, or other compensation to the Governmental Affairs Agent or Governmental Affairs Agent Firm; and

3. Form L-2 is filed.

ADDITIONAL INFORMATION ON REPORTING OF RECEIPTS

Receipts of a Governmental Affairs Agent or Governmental Affairs Agent Firm which relate to communication with, or providing a benefit to, a State official covered by the Act, for the purpose of influencing legislation, regulations, governmental processes, or for the purpose of communication with the general public are reportable in the **Receipt Amount boxes**. "Receipt" includes compensation by way of fees, retainers, allowances, reimbursement of expenses, or other similar compensation.

When entering a receipt amount(s), do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The receipt total will automatically be calculated.

A law firm, contract lobbyist firm, advertising agency, public relations firm, or a similar business or organization which spends only a portion of its time lobbying on behalf of a Represented Entity must report only that portion of its fees, retainers, allowances, etc. as are related to influencing legislation, regulations, governmental processes, or for the purpose of communication with the general public.

SCHEDULE A Question 1

Identify any Governmental Affairs Agent named on page 1, Question 1 who is employed by the Governmental Affairs Agent or Agent Firm filing this Annual Report who, during the calendar year covered by the Annual Report, served as a member of:

- any independent State authority;
- any county improvement authority;
- any municipal utilities authority;
- any inter-State or bi-State authority (as a member from New Jersey); or,
- any board or commission established by statute or resolution, or by executive order of the Governor, or by the Legislature, or by any Agency, Department, or other instrumentality of the State.

Click on ‘Delete Item’ to delete entries and click on ‘Add Item’ to add entries.

SCHEDULE A Question 2

If all required Notices of Representation and Quarterly Reports of Lobbying Activity for the four quarters covered by this report were filed by the Governmental Affairs Agents named on this report, check the "Yes" box. Any Agents who were new during the calendar year covered by this report need only file the required Notices of Representation and the Quarterly Reports due as of the quarter that Agent status commenced. Check “No” if any required Notices of Representation and Quarterly Reports of Lobbying Activity for the four quarters covered by this report were not filed. File all necessary reports immediately.

REPORTING OF EXPENDITURES

SCHEDULES B through **G** are designed to assist with the reporting of expenditures. Expenditures which relate to communication with, or providing a benefit to, a State official covered by the Act, as well as expenditures made to communicate with the general public must be reported.

SCHEDULE B - SALARY & COMPENSATION

All Governmental Affairs Agents listed on Question 1, page 1 will automatically be listed on this schedule.

Enter the salary, compensation and any amount(s) of reimbursed expenses paid to each Governmental Affairs Agent, in the **"Amount"** column. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The total will automatically be calculated. "Salary and other compensation paid" includes the amount reported by the employer as wages for the purposes of the Internal Revenue Service on the Form W-2. Note that the employer's share of Social Security, Medicare or health insurance does <u>not</u> have to be included. "Salary and other compensation paid" also includes <u>all</u> amounts of voluntarily deferred compensation, and dedicated special pre-tax funds for child care, medical expenses, etc. Costs of employer payments for life or disability insurance premiums or pension benefits are also includable as "salary and other compensation paid" if any such insurance cost exceeds $1,000 in a calendar year for an employee Governmental Affairs Agent. "Expenses" include the cost of food, beverages and entertainment for the Governmental Affairs Agent when in the company of a State official covered by the Act. "Expenses" do <u>not</u> include, however, the cost of providing a benefit (i.e., food, beverages, and entertainment) to a State official covered by the Act. (The cost of providing a benefit to a State official covered by the Act is reportable on either Schedule G-1 or G-2.) Only the pro rata share of each Agent's salary need be included if an Agent spends only a portion of his/her time lobbying. For example, if an Agent is a practicing attorney earning $100,000 per year and spends 50% of his/her time lobbying, $50,000 is the amount of salary reported. The amount of reimbursed expenses for lobbying must be added to the total reportable amount.

SCHEDULE C - SUPPORT PERSONNEL

Review the activities of those persons who supported the activities of the Governmental Affairs Agent(s) in influencing legislation, regulations, governmental processes, or communicating with the general public. Determine which persons **individually** spent 450 or more hours in support activities. Such persons qualify as "support personnel" and may be either clerical (secretaries, clerks, etc.) or professional (attorneys, engineers, chemists, etc.). The term “support personnel” also includes costs related to the communication by an expert or employee, when the communication is made in the company of a Governmental Affairs Agent for the sole purpose of providing technical or expert advice.

Report the pro rata share of the costs of support personnel attributable to supporting the activities of the Governmental Affairs Agent(s) in influencing legislation, regulations, governmental processes, or communicating with the general public.

SCHEDULE C TOTAL: Enter the total of all the pro rated support personnel costs. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

SCHEDULE D

THERE IS NO SCHEDULE D FOR GOVERNMENTAL AFFAIRS AGENTS FILING FORM L1-A.

SCHEDULE E - COMMUNICATION EXPENSES

Costs of preparation and distribution of materials related to influencing legislation, regulations, governmental processes, or conducting communications with the general public are to be reported on Schedule E. Included in this category are the costs of printed materials, (i.e., correspondence, flyers, and publications), postage, films, slides, video, audio, and distribution via TV (network or cable), radio, other broadcast medium, the Internet, telephone, and facsimile. When entering an amount, do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The total will automatically be calculated.

Pro Rata Overhead Costs of Specific Events

Report the pro rata portion of overhead costs of events such as a conference, reception, or industry seminar where a State official covered by the Act is in attendance. Overhead costs include speakers' fees, room rental, flowers, entertainment, and any other ancillary costs of the event that are not reportable as providing benefits to State officials covered by the Act on Schedules G-1 and G-2.

> Example: The Governmental Advisors Group, a Governmental Affairs Agent Firm specializing in the representation of entities whose interests concern environmental issues, sponsors a conference at a large hotel. There are ten State officials covered by the Act and 100 persons, total, in attendance. The cost of the conference overhead (hotel ballroom, speakers' fees, flowers, and invitations) is $10,000, not including the cost of any direct benefit to a State official covered by the Act. The reportable amount would be calculated by dividing the cost by the number of persons in attendance and then multiplying by the number of covered officials. ($10,000 ÷100 persons x 10 officials = $1,000). Any direct benefit (entertainment, food, beverages, etc.) in excess of $5 to a State official covered by the Act shall be reported separately and shall be included in the $25 per day, $200 per calendar year thresholds. See Schedules G-1 and G-2; also, note exception for “invited speaker” in the instructions for Schedules G-1 and G-2.

Click on the X to delete entries and click on ‘Add Item’ to add entries.

Other

If there is a communication expense which does not fit any of the categories listed, report the expense in the "Other" category, with a brief description.

Click on the X to delete entries and click on ‘Add Item’ to add entries.

All the communication expenses listed in each category will be calculated and shown in the **Schedule E TOTAL**.

SCHEDULE F - TRAVEL AND LODGING

Report the costs of travel and lodging for the Governmental Affairs Agent(s) named in this report related to influencing legislation, regulations, governmental processes, or communicating with the general public.

- Enter the name of the Agent;
- Enter the amount of travel and lodging costs; do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.
- Click on the X to delete entries and click on 'Add Item' to add entries.
- The travel amounts listed will be automatically calculated and shown in the **Schedule F TOTAL.**

SCHEDULE G-1 - ITEMIZATION OF BENEFITS WHICH EXCEEDED $25 PER DAY OR $200 PER CALENDAR YEAR

Expenditures Providing a Benefit to a State Official Covered by the Act

If an expenditure providing a benefit to a State official covered by the Act or the State official's immediate family member exceeded $25 per day or $200 per calendar year, Schedule G-1 must be completed. Note that when calculating the $25 per day or $200 per calendar year thresholds, the cost of the entertainment or food and beverages for the Governmental Affairs Agent when in the company of the State official should not be included in the calculation for determining whether the threshold was reached.

Any expenditure in excess of $5 made to provide a benefit to a State official covered by the Act, attending or participating in a specific event, shall be included in the calculation of the $25 per day or $200 per calendar year thresholds. Note, however, that if a State official covered by the Act participates in part of an event at which no food, beverages, or other benefits are being passed, no reportable benefit is considered to have resulted from the official's attendance.

When a State official covered by the Act is an **invited speaker** to an event and the official receives the same food and beverages provided to the attendees, no food and beverages benefit has been passed. "Invited speaker" means a person who is announced as a speaker in advance of the event and does not include a person who is merely identified and introduced to persons attending the event.

Benefit Recipient

When reporting information concerning the benefit recipient, provide a full description of each recipient.

If the recipient is a member of the Senate or Assembly, report the full name and office. *Example: Ryan Jones, Senator*. If the recipient is a legislative staff person, report the full name of the recipient and the name of the State official or staff organization which employs the recipient. *Example: Tom Adams, aide to Senator Jones or Jane Smith, Senate/Assembly Republican/Democratic staff.* If the recipient is an immediate family member of a State official covered by the Act, report the name of the immediate family member recipient and the relationship to the State official covered by the Act, along with all the information required above. *Example: (Where the spouse of a State official receives a benefit) Susan Jones, spouse of Senator Ryan Jones.* An immediate family member includes a spouse, child, parent, or sibling residing in the same household. Group recipient names alphabetically and chronologically. For example, if *Senator Jones* received benefits six times during the year, his name would appear at "J" and the six times benefits were received would be listed chronologically.

Date - Use the calendar provided in the date field to select the date the benefit was received by the benefit recipient.

Description - Each benefit must be categorized by type by reporting **"E"** Entertainment, **"F"** Food and Beverages, **"T"** Travel, **"L"** Lodging, **"H"** Honoraria, **"Loan"** Loans, **"G"** Gifts, and **"O"** Other. A description of each of these categories of benefits follows.

Select one benefit passing item for each entry from the drop down box. When selecting "O" for Other, enter a description in the space provided next to the "O".

Entertainment "E" - Includes, but is not limited to, sporting, theatrical and musical events paid for or provided to State officials covered by the Act and their immediate family members. The cost of the entertainment for a Governmental Affairs Agent when in the company of a State official covered by the Act is reportable on Schedule B as salary or the reimbursement of expenses.

Food and Beverages "F" - Includes food and beverages paid for or provided to State officials covered by the Act and their immediate family members. The cost of the food and beverages for a Governmental Affairs Agent when in the company of a State official covered by the Act is reportable on Schedule B as salary or the reimbursement of expenses. Also included is food and beverages for State officials covered by the Act and their immediate family members at conferences, conventions, banquets or other similar functions. Note: This section does not apply to the food and beverages provided to State officials covered by the Act who is an invited speaker when the food and beverages are provided to all persons who attend the event. "Invited speaker" is a person who is announced as a speaker in advance of the event and is not a person who is merely identified and introduced to persons attending the event.

Travel "T" - Includes travel paid for or provided by a Governmental Affairs Agent on behalf of State officials covered by the Act and their immediate family members.

Lodging "L" - Includes lodging paid for or provided by a Governmental Affairs Agent on behalf of State officials covered by the Act and their immediate family members.

Honoraria "H" - Honoraria paid or provided to State officials covered by the Act and their immediate family members.

Loans "Loan" - Loans to State officials covered by the Act and their immediate family members from a Represented Entity or Governmental Affairs Agent except for loans from financial institutions made in the ordinary course of business on substantially the same terms as those prevailing for comparable transactions with other persons.

Gifts "G" - Gifts paid for or provided to State officials covered by the Act and their immediate family members, including, but not limited to, material goods or other things of value.

Other "O" - If there are benefits passed to State officials covered by the Act and their immediate family members which do not fit any of the description categories listed, report as "Other" and describe.

Amount- Enter the full amount of the benefit. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. The amount(s) entered on Schedule G-1 will automatically appear on the Summary of Benefit Passing according to the category entered on Schedule G-1.

Name/Address of Payee/Vendor
Report the full name and address of any person or entity to whom or which the Represented Entity or Governmental Affairs Agent incurred any cost or obligation for providing a benefit. *For Example:*

ABC RESTAURANT 123 Main Street Trenton, NJ	or	ABC ORCHESTRA 2 Doe Lane Newark, NJ

Click on 'Delete Item' to delete entries and click on 'Add Item' to add entries.

Reporting of Reimbursements of Benefits

If a benefit is fully or partially reimbursed, report the reimbursement <u>directly below</u> the original itemization. When reporting a reimbursement, report the date of the reimbursement, the amount reimbursed, and the description. Do not use dollar signs ($) or commas (,). A reimbursed benefit, however, does not become reduced or eliminated for computational purposes when adding together the amount of benefits passed. Once a benefit has passed, it is includable in the total amount of benefits. The total amount of reimbursements will automatically be reported on the **Total Amount of Reimbursed Benefits Line** on the Summary of Benefit Passing on the L1-A. This amount will <u>not</u> be <u>deducted</u> from the Summary of Benefit Passing.

NOTICE OF LOBBYING BENEFIT

A certified benefit notice shall be transmitted to all benefit recipients itemized on Schedule G-1 no later than **<u>FEBRUARY 1ST</u>** OF THE YEAR IN WHICH THE REPORT IS DUE TO BE FILED (the year following the year in which the benefit was received). Proof of service of the benefit notice shall be obtained and maintained for a period of at least three years.

A suggested manner of satisfying the requirement of providing certified notice of a benefit is to transmit the first and last page of the Annual Report (making sure that the last page is properly certified), along with the Schedule G-1, to the benefit recipients named on the Schedule G-1, no later than February 1st. A Governmental Affairs Agent may choose another manner of satisfying the certified notice requirement, provided that the notice is in writing, certified as correct, contains all the information required on the Schedule G-1, and is transmitted to the benefit recipient no later than **<u>February 1st.</u>**

SUMMARY OF BENEFIT PASSING

The Summary of Benefit Passing must reflect a complete picture of benefit passing. After itemizing on Schedule G-1 those benefits which exceeded $25/day or $200/calendar year, the total amount by each category (entertainment, food and beverages, etc.) will appear on the summary table.

Schedule G-2 requires reporting of the amount of benefits which **did not** exceed the $25/day or $200/calendar year thresholds. Enter the amount of benefit passed by category in the Schedule G-2 column. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50. Note that there is no benefit notice required for a benefit which did not exceed the $25/day or $200/calendar year thresholds.

The sum of the Schedules G-1 and G-2 will automatically be entered in the "Schedule G-1 and G-2 Total."

SUMMARY OF LOBBYING EXPENDITURES

There are five categories of lobbying expenditures. The **TOTAL** amount from each of the five schedules will automatically be transferred to the **SUMMARY**. The amounts from the five categories will automatically be calculated to provide the **TOTAL LOBBYING EXPENDITURES**.

SUMMARY OF TOTAL RECEIPTS FROM REPRESENTED ENTITIES

The receipt amount(s) entered under question 2 will automatically be totaled and transferred to the Summary of Total Receipts.

CERTIFICATION

The CERTIFICATION must be signed electronically by the Governmental Affairs Agent filing this report, or the Managing or Principal Partner, or the Chief Executive Officer, of the Governmental Affairs Agent Firm. The individual signing this report must have sufficient knowledge of, and access to, all information which formed the basis of the reported items and which concerns the lobbying activity of all Governmental Affairs Agents on whose behalf this report is filed. To sign electronically, you must be connected to the Internet. Enter the registration number and PIN of the person signing the form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the signer's name will be retrieved from the Internet and appear on the signature line. ***It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.***

If you need further assistance to electronically file this report, please contact the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-3532 and ask for the electronic filing help desk.

FORM L1-G
Reporting For Calendar Year 20 ___

ANNUAL REPORT OF COMMUNICATION WITH THE GENERAL PUBLIC

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

FOR STATE USE ONLY

Amendment ☐

Name of Reporting Entity ______________________________

Business Address ______________________________

____

City ______________________________ State ________ Zip Code ____________

*(Area Code) Telephone Number ______________________________

*Any person who receives contributions or makes expenditures in excess of $2,500 in any year for the purpose of communication with the general public ("grassroots lobbying"), shall be required to file and certify the correctness of an Annual Report. Throughout this Annual Report, "person" will be referred to as **"Reporting Entity."** Note that "Reporting Entity" means an individual, partnership, committee, association, corporation, and any other organization or group of persons.*

SUMMARY OF LOBBYING EXPENDITURES

EXPENDITURES

1. Support Personnel — Schedule C Total $ ____________
2. Assessments, Membership Fees, or Dues — Schedule D-1 and Schedule D-2 Total ____________
3. Communication Expenses — Schedule E Total ____________
4. Travel and Lodging — Schedule F Total ____________

Total Expenditures $ ____________

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

FORM L1-G HAS NO SCHEDULE A OR B

SCHEDULE C - SUPPORT PERSONNEL

PURPOSE: To report the costs of support personnel who, over the course of the reporting year, individually spend 450 or more hours supporting the activities of the Reporting Entity which relate to communication with the general public. After determining to which person(s) this applies, report the pro rata share of those costs which are attributable to supporting the activities of the Reporting Entity related to communicating with the general public.

SCHEDULE C TOTAL $ ____________________

SCHEDULES D-1 & D-2 - ASSESSMENTS (A), MEMBERSHIP FEES (M), OR DUES (D)

Schedule D-1 - Specific Intent

PURPOSE: To report the amount of assessments, membership fees, or dues paid by the Reporting Entity. If the assessments, membership fees, or dues were paid by the Reporting Entity with the specific intent to influence legislation, regulations, governmental processes, or to communicate with the general public, please provide the information below:

PART I – For assessments, membership fees, or dues exceeding $100 for the calendar year:

DATE	PAYEE	DESCRIPTION (A,M, or D)	AMOUNT
			$
			$
			$

Part I TOTAL $ ____________________

PART II – For assessments, membership fees, or dues $100 or less for the calendar year: Part II TOTAL $ ____________________

(Part I and Part II) Schedule D-1 TOTAL $ ____________________

Schedule D-2 - Major Purpose

PURPOSE: To report the pro rata amount of assessments, membership fees, or dues paid by the Reporting Entity. If the assessments, membership fees, or dues were paid by the Reporting Entity to an entity whose major purpose is to influence legislation, regulations, governmental processes, or to communicate with the general public, and, was not reported on Schedule D-1, "Specific Intent," please provide the information below:

PART I – For assessments, membership fees, or dues exceeding $100 for the calendar year:

DATE	PAYEE	DESCRIPTION (A,M, or D)	AMOUNT
			$
			$
			$

Part I TOTAL $ ____________________

PART II – For assessments, membership fees, or dues $100 or less for the calendar year: Part II TOTAL $ ____________________

(Part I and Part II) Schedule D-2 TOTAL $ ____________________

Schedule D-1 AND Schedule D-2 TOTAL $ ____________________

SCHEDULE E - COMMUNICATION EXPENSES

PURPOSE: To report the costs of communicating with the general public.

EXPENSE	AMOUNT
Printed Materials	$
Postage	
Film, Slides, Video, Audio	
TV - Network	
TV - Cable	
Radio	
Other Broadcast Medium	
Internet	
Telephone, Facsimile	
Other (*please describe*):	

SCHEDULE E TOTAL $ ______________

SCHEDULE F - TRAVEL/LODGING

PURPOSE: To report the travel and lodging costs related to communicating with the general public.

NAME	AMOUNT
	$
	$
	$
	$
	$
	$

SCHEDULE F TOTAL $ ______________

RECEIPTS TABLES 1 AND 2

Receipts Table 1 - Specific Intent

PURPOSE: To report the amount of contributions, loans, membership fees, dues, or assessments received by the Reporting Entity.

If the contributions, loans, membership fees, dues, or assessments were received by the Reporting Entity with the specific intent to communicate with the general public, please provide the information below:

PART I - For contributions, loans, membership fees, dues, or assessments exceeding $100 for the calendar year:

DATE	SOURCE	ADDRESS	AMOUNT
			$
			$
			$

Part I Total $ ______

PART II - For contributions, loans, membership fees, dues, or assessments $100 or less for the calendar year:

Part II Total $ ______

Receipts Table 1 Total (Part I and II) $ ______

Receipts Table 2 - Major Purpose

PURPOSE: To report the pro rata amount of contributions, loans, membership fees, dues, or assessments received by the Reporting Entity. **Note:** If a receipt was already reported on Receipts Table 1 as a "Specific Intent" receipt, DO NOT report again as a "Major Purpose" receipt. If the receipts were received by the Reporting Entity whose major purpose is to communicate with the general public, please provide the information below:

Provide the percentage of activity which constituted lobbying (this figure must be more than 50%): ______ %

For each receipt, multiply the percentage indicated by the amount of the receipt to arrive at a net receipt amount. Add together all net receipt amounts to arrive at the aggregate total.

Receipts Table 2 Total $ ______

Table 1 and Table 2 Receipts Total $ ______

Review each net receipt amount. Any net receipt in excess of $100 should be listed below:

DATE	SOURCE	ADDRESS	AMOUNT
			$
			$
			$

CERTIFICATION

This certification must be signed by a responsible representative of the Reporting Entity filing this report.

I, ____

(enter name)

hereby certify that I am duly authorized by

____

(enter name of Reporting Entity)

to file and certify the accuracy and correctness of this Annual Report for calendar year ______ .
I certify that the statements made herein are true and accurate. I am aware that if any of the foregoing statements are willfully false, I may be subject to punishment.

Registration Number ________________ PIN ____________________

______________________________ ______________________
Signature Date

* Your name must appear on the signature line *

INSTRUCTIONS FOR FORM L1-G

ANNUAL REPORT OF COMMUNICATION WITH THE GENERAL PUBLIC

It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.

- To download, enter information, save and ELECTRONICALLY file the Form L1-G, you must have the latest version of Adobe Reader. The latest version is FREE at www.adobe.com.
- Once at the Adobe site, close all other Internet connections. Click on "Get Adobe Reader," and follow the instructions. After installing or upgrading to Adobe's latest version return to the Commission's website at www.elec.state.nj.us to download, complete, save and electronically file the Form L1-G.
- A registration number and personal identification number (PIN) is also required to file electronically.
- Use of the TAB key to move between fields is recommended but the mouse can also be used to navigate the fields.
- The Form is **expandable** and will **automatically** calculate any amount(s) put on a schedule. Therefore, do not add dollar signs ($) or commas (,) to the amount(s).

Form L1-G is to be filed by an individual, partnership, committee, association, corporation, and any other organization or group of persons that receives contributions or makes expenditures in excess of $2,500 in a calendar year for the purpose of communication with the general public (also known as "grassroots lobbying"). The entity filing the report is referred to as the "Reporting Entity." If communicating with the general public was the only lobbying activity engaged in by the Reporting Entity, Form L1-G is filed. If the Reporting Entity engaged in lobbying related to legislation, regulations, or governmental processes, and communication with the general public, Form L1-L, L1-A, or L-2 is to be filed. Only those entities having **no registered Governmental Affairs Agent should use this Form**.

Enter the calendar year of the activity covered in the report. This will be the year **prior** to the filing year of this Annual Report. The field for the year can be edited. The year entered will automatically be entered on the certification page.

Check the amendment box if this is an amended report.

Definition of "Communication with the General Public"

"Communication with the general public" means any communication that is:

1) Disseminated to the general public through direct mail or in the form of a paid advertisement in a newspaper, magazine, or other printed publication of general circulation or aired on radio, television, or other broadcast medium, including the Internet; and

2) Which explicitly supports or opposes a particular item or items of legislation or regulations, or the content of which can reasonably be understood, irrespective of whether the communication is

addressed to the general public or to persons in public office or employment, as intended to influence legislation or to influence regulations.

3) A communication with the general public **does not include**:

   a) A communication by a partnership, committee, association, corporation, labor union, or charitable organization made only to its members, partners, individuals, and stockholders; or
   b) A communication in a newspaper, magazine, or other printed publication of general circulation, or aired on radio, television, or other broadcast medium, including the Internet, which communication is required to be made by law.

GENERAL INFORMATION

Enter the name, full business address, and telephone number of the Reporting Entity on whose behalf this report is filed. Do not report the telephone number if the number is unlisted. "Reporting Entity" can be an individual, a partnership, a committee, an association, a corporation, and any other organization or group of persons that engage(s) in communication with the general public.

If the business address of the Reporting Entity is not in New Jersey, File Form L-3, "Consent to Service of Process." The Form L-3 must be filed electronically when submitted as an annual report.

SUMMARY OF LOBBYING EXPENDITURES

There are four categories of lobbying expenditures. The **TOTAL** amount from each of the four schedules will automatically be transferred to the **SUMMARY**. The amounts from the four categories will automatically be calculated to arrive at the **TOTAL EXPENDITURES**.

Note: Schedules A and B are not part of Form L1-G. Form L1-G begins with Schedule C.

SCHEDULE C - SUPPORT PERSONNEL

Review the activities of those persons who supported the activities of the Reporting Entity in communicating with the general public. Determine which persons **individually** spent 450 or more hours in support activities. Such persons qualify as "support personnel" and may be either clerical (secretaries, clerks, etc.) or professional (executive directors, administrators, attorneys, engineers, chemists, etc.).

Report the pro rata share of the costs of support personnel attributable to supporting the activities of the Reporting Entity in communicating with the general public.

SCHEDULE C TOTAL: Enter the total of all the pro rated support personnel costs. Do not add dollar signs ($) or commas (,). Example: enter $5000.50 as 5000.50.

SCHEDULES D-1 AND D-2 –ASSESSMENTS, MEMBERSHIP FEES, OR DUES

SCHEDULE D-1 - SPECIFIC INTENT

Assessments, membership fees, or dues are reportable in full on Schedule D-1 when they are **paid by the Reporting Entity** with the specific intent to influence legislation, regulations, governmental processes, or to communicate with the general public.

Part I

When the assessment, membership fee, or dues payment exceeds $100 for the calendar year, report the date (use the calendar provided in the date field to select the date), the payee, the description (A= assessment, M= membership fee, D= dues payment, use the drop down menu to select the description), and the full amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click on the X to delete entries and click on 'Add Item' to add entries.

Part II

When the assessment, membership fee, or dues payment is $100 or less there is no need to provide detailed information; simply report the total amount.

The Total Amount of Part I and Part II will automatically be calculated to arrive at the **Schedule D-1 TOTAL**.

SCHEDULE D-2 - MAJOR PURPOSE

Assessments, membership fees, or dues (not reported on Schedule D-1, "Specific Intent") are reportable on Schedule D-2 when they are made to an organization whose "major purpose" is to engage in lobbying (influencing legislation, regulations, governmental processes, or communicating with the general public). An organization engages in lobbying as its major purpose when more than 50 percent of its total expenditures in a calendar year are for lobbying purposes. Only when the **receiving organization** meets the "major purpose" test are amounts reportable. Furthermore, the assessments, membership fees, or dues payments are reportable in the same proportion as the activities of the receiving organization.

Example:

> Widget Corporation (Reporting Entity filing the report) pays $1,000 in a calendar year in dues **to ABC Trade Association**. ABC Trade Association is the **receiving organization**. ABC Trade Association expends 75 percent of its total expenditures on lobbying.
>
> Widget Corporation reports $750 (75 percent of $1,000) on Schedule D-2.

Date	Payee	Description	Amount
1/1/XX	**ABC Trade Association**	**D**	**$750**

Part I

For transactions exceeding $100, report the date (use the calendar provided in the date field to select the date), the payee, the description (A = assessment, M= membership fee, D= dues payment, use the drop down menu to select the description) and the amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Part II

For transactions of $100 or less, enter the amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

The Total Amount of Part I and Part II will automatically be calculated to arrive at the **Schedule D-2 TOTAL.**

The Total Amount of Schedules D-1 and D-2 will automatically be calculated to arrive at a grand **TOTAL.**

SCHEDULE E - COMMUNICATION EXPENSES

Costs of preparation and distribution of materials for the purpose of conducting communications with the general public are to be reported on Schedule E. Included in this category are the costs of printed materials (i.e., correspondence, flyers, and publications), postage, films, slides, video, audio, and distribution via TV (network or cable), radio, other broadcast medium, the Internet, telephone, and facsimile. When entering an amount, do not use dollar sign(s) or commas (,). Example: enter $5,000.50 as 5000.50.

Other - If there is a communication expense which does not fit any of the categories listed, report the expense in the "Other" category, with a brief description.

Click on the X to delete entries and click on ‘Add Item’ to add entries.

All communication expenses entered will automatically be calculated to arrive at the **Schedule E TOTAL.**

SCHEDULE F - TRAVEL AND LODGING

Report the costs of travel and lodging for those persons associated with the Reporting Entity related to communicating with the general public.

Enter the name and the amount of travel and lodging costs. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click the X to delete entries and click on ‘Add Item’ to add entries.

The travel amounts listed will be automatically calculated and shown in the **Schedule F TOTAL.**

REPORTING OF RECEIPTS

Receipts Tables 1 and 2 are designed to assist a Reporting Entity which is a trade association, or other reporting entity formed to represent a special interest, report its receipts. "Receipts" include:

- contributions,
- loans (except loans made in the ordinary course of business on substantially the same terms as those prevailing for comparable transactions with other persons),
- membership fees,
- dues payments, or
- assessments.

Receipts of a Reporting Entity are reportable if:

1. The receipts are provided to the Reporting Entity with the specific intent to communicate with the general public, or
2. The Reporting Entity communicates with the general public as its major purpose.

RECEIPTS TABLE 1 - SPECIFIC INTENT

Part I

If contributions, loans, membership fees, dues, or assessments are provided to the Reporting Entity with the specific intent that they be used to communicate with the general public, they are reportable.

Part I requires that you provide the date (use the calendar provided in the date field to select the date), name and address of the source, and amount of those receipts which are in excess of $100. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click on the X to delete entries and click on 'Add Item' to add entries.

Part II

Part II requires that you provide one lump sum figure for those receipts of $100 or less. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Part I and Part II will automatically be calculated to arrive at the **Receipts Table 1 TOTAL.**

RECEIPTS TABLE 2 - MAJOR PURPOSE

A Reporting Entity is deemed to be engaged in communicating with the general public as its "major purpose" for any calendar year in which expenditures related to such activity constitute more than 50 percent of its total expenditures for all purposes.

To determine whether the Reporting Entity meets the "major purpose" test, determine what percentage of its total expenditures for all purposes constitutes communication with the general public. If the percentage is 0 to 50 percent, no reporting of receipts is required. If the percentage equals more than 50 percent:

- Report the percentage of activities which constitute communication with the general public (this figure should be more than 50%).
- For each receipt, multiply the percentage indicated times the amount of the receipt to arrive at a **net receipt amount**. Add together all net receipt amounts to arrive at the aggregate figure. This aggregate figure will be the **Receipts Table 2 TOTAL**.

Review each individual net receipt amount. Any net receipt amount in excess of $100 must be reported in detail. Provide the date of receipt (use the calendar provided in the date field to select the date), name and address of the source, and amount. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

The total amount of receipts from each Table (1 and 2) will automatically be calculated to arrive at the **RECEIPTS TOTAL**.

Note: If a receipt was already reported on Receipts Table 1, it is not reported again on Receipts Table 2.

CERTIFICATION

After all Schedules of the report are completed, the CERTIFICATION must be electronically signed and dated by a responsible representative of the Reporting Entity filing this report. The individual signing the report must have sufficient knowledge of, and access to, all information which formed the basis of the reported items and which concerns the Reporting Entity's activity.

To sign electronically, you must be connected to the Internet. Enter the registration number and PIN of the person signing the form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the signer's name will be retrieved from the Internet and appear on the signature line. ***It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.***

If you need further assistance to electronically file this report, please contact the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-3532 and ask for the electronic filing help desk.

DESIGNATION OF GOVERNMENTAL AFFAIRS AGENT

FORM L-2
Reporting For Calendar Year 20 ___

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Website: www.elec.state.nj.us

FOR STATE USE ONLY

Amendment ☐

Name of Represented Entity ______________________________

Business Address ______________________________

City ______________________________ State __________ Zip Code __________

*(Area Code) Telephone Number ______________________________

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

The above named Represented Entity hereby designates the following Governmental Affairs Agent, or Governmental Affairs Agent Firm, employed or otherwise engaged by the Represented Entity, to file on its behalf the Annual Report of Lobbying Activity covering calendar year ________ with the Election Law Enforcement Commission.

Name of Governmental Affairs Agent or Governmental Affairs Agent Firm ______________________________

Business Address ______________________________

City ______________________________ State __________ Zip Code __________

This designation further represents a statement by the Represented Entity that the only reportable expenditures made by the Represented Entity were to the Governmental Affairs Agent or Governmental Affairs Agent Firm herein designated.

It is understood that any violation of the Act, N.J.S.A. 52:13C-18 et seq. or the regulations promulgated thereunder, shall subject both the Represented Entity and designated Governmental Affairs Agent or Governmental Affairs Agent Firm to the penalties provided by law.

Acknowledged:

____
Name of Governmental Affairs Agent or Governmental Affairs Agent Firm

Registration Number ______________

PIN ______________

By: ______________________________
Enter Full Name/Title

____
Signature
* Your name must appear on the signature line *

____
Date

____
Full Name of Represented Entity

Registration Number ______________

PIN ______________

By: ______________________________
Enter Full Name/Title

____
Signature
* Your name must appear on the signature line *

____
Date

INSTRUCTIONS FOR COMPLETING
FORM L-2
THE DESIGNATION OF GOVERNMENTAL AFFAIRS AGENT

It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.

- To download, enter information, save and ELECTRONICALLY file the Form L-2, you must have the latest version of Adobe Reader. The latest version is FREE at www.adobe.com.
- Once at the Adobe site, close all other Internet connections. Click on "Get Adobe Reader," and follow the instructions. After installing or upgrading to Adobe's latest version return to the Commission's website at www.elec.state.nj.us to download, complete, save and electronically file the Form L-2.
- A registration number and personal identification number (PIN) is also required to file electronically.
- Use of the TAB key to move between fields is recommended but the mouse can also be used to navigate the fields.

N.J.A.C. 19:25-20.16(b) permits a Represented Entity to designate a Governmental Affairs Agent to file a report on its behalf. In order to utilize this option, reportable expenditures made by the Represented Entity must have been made only to the designated Governmental Affairs Agent.

Hence, all reportable activities conducted by and on behalf of the Represented Entity will be incorporated in the report of the Governmental Affairs Agent. If the Represented Entity conducts activity in addition to that of its Governmental Affairs Agent or if a Represented Entity makes expenditures to more than one Agent, then the designation option would not be available and a separate report must be filed by the Represented Entity itself.

STEPS FOR COMPLETING FORM L-2:

Enter the calendar year covered by this Form L-2.

1. Check the amendment box if this is an amended report.

2. Enter the name, business address, and telephone number of the Represented Entity whose activity will be reported by its Governmental Affairs Agent. Do not provide the telephone number if the number is unlisted.

3. Identify the full name and business address of the Governmental Affairs Agent or Governmental Affairs Agent Firm who will be reporting the activities of the Represented Entity.

4. This Form L-2 must be electronically signed and dated by a responsible Financial or Government Affairs Officer of the Represented Entity. Identify the individual's title. Enter the registration number and PIN of the person signing the form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the singer's name will be retrieved from the Internet and appear on the signature line.

5. This Form L-2 must be received by the New Jersey Election Law Enforcement Commission on or before February 15th. If February 15th falls on a weekend or holiday, the Form L-2 is due on the next business day.

If you need further assistance to electronically file the Form L-2, please contact the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-3532 and ask for the electronic filing help desk.