

CITY OF NEW YORK - OFFICE OF THE CITY CLERK

CLIENT ANNUAL REPORT
GENERAL INFORMATION

PLEASE TYPE OR PRINT ALL INFORMATION

All items must be reported on the City Clerk's form. If additional space is needed, attach extra sheets in questionnaire format.

Return the original report to this office. **PHOTOCOPIES ARE NOT ACCEPTABLE.**

DO NOT LEAVE ANY PART OF THE REPORT BLANK. Incomplete reports will be returned to the lobbyist. Use "N/A," "NONE", or ZEROS as needed

WHO MUST FILE

A **CLIENT ANNUAL REPORT** must be filed by any Client retaining, employing or designating a lobbyist or lobbyists, whether or not any such lobbyist was required to file a Periodic Report, if during the year, the Client expended, received or incurred an aggregate amount in excess of \$2000 of combined reportable compensation and expenses for the purpose of lobbying.

WHEN TO FILE

The Client Annual Report for any calendar year must be filed with the City Clerk on or before the following January 15th.

RECORD KEEPING

The Client is required to substantiate all expenses in excess of \$75 by cancelled check and / or receipt if so requested. Such checks and receipts are required to be kept on file by the client for five years.

PENALTIES

Any person or organization who violates any provision of the Lobbying Law shall be subject to a civil or criminal penalty.

PUBLIC INSPECTION OF RECORDS

Statements and reports filed with the City Clerk kept for five years are open to public inspection.

CLIENT INFORMATION

Give the full name of the Client. Do not use abbreviations. Give the complete mailing address of the Client. Post Office Box numbers are not acceptable. Include the telephone number at which the Chief Administrative Officer may be contacted.

COMPENSATION

The term COMPENSATION means any salary, fee, gift, payment, benefit, loan, advance or any other thing of value paid, owed, given or promised to each lobbyist of the client for lobbying during the calendar year.

Do not include campaign contributions reportable pursuant to Article 14 of the Election Law.

If lobbying services were rendered but not paid for during the calendar year, the amount of compensation owed nevertheless must be disclosed in this report.

OTHER CLIENT EXPENSES

The term OTHER CLIENT EXPENSES are expenses paid or incurred by the client during the lobbying (calendar) year for the purpose of lobbying. Any reimbursement paid to a lobbyist (excluding the lobbyist's food, travel and lodging) must be reported as an expense of the client.

DO NOT INCLUDE:

Compensation reported in 2-D.

Campaign contributions reportable pursuant to Article 14 of the Election Law.

Lobbyist's food, travel and lodging expenses regardless of whether they are reimbursed.

General office overhead expenses such as rent, heat and office supplies.

Printing Reproduction or mailing expenses for letters, memoranda or other written communications if they are \$500 or less annually.

However, if such expenses exceed \$500 annually, the entire amount is reportable and must be itemized if any one expense exceeds \$75.

TOTAL COMPENSATION AND EXPENSES

This section MUST be completed.

LOBBYING ACTIVITY

List in 5 (A) all persons, including Council Committee members, Mayor's office staff, members of agencies, boards or commissions, before whom you have lobbied during the calendar year; AND the particular Council Committee, agency, board or commission.

List in 5 (B) the subject matter lobbied. A vague statement such as "all matters of interest to my client," or "all matters generally," is not acceptable.

DESIGNATION

The Chief Administrative Officer of an organization is the person required to make and file a statement or report unless some other person has been duly designated to do so prior to the due date of filing.

Part 6 has been provided for the convenience of the Chief Administrative Officer of the client organization who wishes to designate another individual as the person responsible for making and filing the Client Annual Report and for signing Part 7. The designation must be signed by both the Chief Administrative Officer and accepted in writing by the Designee.

Instead of completing Part 6, the Chief Administrative Officer may choose to provide and file with the City Clerk a separate affidavit designating another as the person responsible for making and filing the Client annual Report. Such designation must be signed by the Chief Administrative Officer and accepted in writing by the Designee.

CERTIFICATION

The person making and filing all statements and reports must certify that the information contained therein is true and correct to the best of his or her knowledge and belief.

The Chief Administrative Officer of the Client organization required to make and file the Client Annual Report must sign Part 7 unless some other person has been designated to do so, either in Part 6 of the Client annual Report or by affidavit, as discussed in Part 6.