NEW YORK STATE COMMISSION ON PUBLIC INTEGRITY

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Program Operations

TO: Chief Administrative Officers of Registered Clients

FROM: Barry Ginsberg, Executive Director

DATE: July 2, 2010

RE: 2010 January/June Client Semi-Annual Report Filings **due July 15, 2010**

2010 Filing Requirements: Semi-annual reports are required to be filed by any client retaining, employing or designating a lobbyist or lobbyists, whether or not any such lobbyist was required to file a bimonthly report, if it is **reasonably anticipated** that during the year an amount **in excess of $5,000** of combined reportable compensation and expenses for lobbying will be expended or incurred. The first Client Semi-Annual Report is due by the 15th day of the month following the end of the reporting period in which the client **was first required** to file a Semi-Annual Report. If the threshold is exceeded in the January through June period, a July/December Client Semi-Annual Report is required to be filed, even if no further monies are expended; unless the agreement or authorization with your lobbyist terminated on or before June 30, 2010. Please note, Section 1-g of the Lobbying Act requires written notification of the terms of the termination from **both** the lobbyist and the client within thirty (30) days after the lobbyist ceases lobbying activity. In addition, both parties must still file all required reports by their statutory due dates, reporting all lobbying activity up to the effective date of termination. However, if the termination of retainer, employment, or designation takes effect at the end of the biennial registration cycle, termination is not required.

If you will not meet the reporting threshold, or do not reasonably anticipate that during the year an amount in excess of $5,000 of combined reportable compensation and expenses for lobbying will be expended or incurred, a Client Semi-Annual Report is NOT required to be filed. If a January/June Client Semi-Annual Report is filed, and the threshold has not been met for the year, a July/December Client Semi-Annual Report is NOT required.

IMPORTANT: For a client who retains or employs multiple lobbyists, these lobbyists *must* register using the same exact client name. Registering with variations of the same client name will cause the Commission to send out delinquent report notices and may subject you to an assessment of a civil penalty fine. If your "client name" varies between your lobbyists, a separate Client Semi-Annual Report is required to be filed for EACH lobbyist, including the accompanying $50 non-refundable filing fee.

Any filing fees paid by check must be paid **separately** from other filings; *i.e.* one check *per* filing, made payable to the New York State Commission on Public Integrity. Any check that includes filing fees for more than one report will be returned to you by the Commission. **Each** Client Semi-Annual Report must be accompanied by a $50, **non-refundable**, filing fee (payable in US dollars).

All clients filing online should carefully review their Client Profile to ensure all information is accurate prior to submitting their 2010 January/June Client Semi-Annual Report. If you have not utilized the

Commission's online filing system, we urge you to request a Client User ID and password immediately to avoid delaying your electronic filing of the 2010 January/June Client Semi-Annual Report, which is due **July 15, 2010**.

IMPORTANT: The Lobbying Act provides that the chief administrative officer of any organization required to file a statement or report is the person responsible for making and filing such statement or report, even if some other person has been designated by the organization to make and file such statement or report. Please note, a designation of such other person does *not* relieve the chief administrative officer of liability due to a failure to file, late filing, or false filing of any report(s).

Please note "Public Corporations" required to file Client Semi-Annual Reports are required to pay the $50 Client Semi-Annual Report filing fee.

Please be advised, the Commission sends informational bulletins from the following e-mail addresses: cpi@nyintegrity.org, helpdesk@nyintegrity.org and education@nyintegrity.org. Please check all spam controls, firewall settings and blocked sender lists/white lists to ensure they accept delivery from the Commission's e-mail addresses.

All Commission reporting forms and instructions are available on the Commission's website. **Always check our website for the most up-to-date information and latest forms at www.nyintegrity.org**, since obsolete forms will be returned. Filing an obsolete form does not extend the filing due date.

If you have any questions regarding reporting requirements, or the online filing system, please contact Commission staff at (518) 408-3976. The Commission's Training and Educational Services Unit is also available to assist you with a variety of class schedules, as well as provide any assistance you may require regarding the use of the online filing system.