

San Francisco Ethics Commission
25 Van Ness, Suite 220
San Francisco, CA 94102
Phone: (415) 252-3100
Fax: (415) 252-3112
Email: ethics.commission@sfgov.org
Web: www.sfethics.org/



For SFEC use

Disclosure Report for Expenditure Lobbyists (SFEC Form 2110B)

S.F. Campaign & Governmental Conduct Code § 2.100 et seq.

File this form with the Ethics Commission. See also General Instructions attached.

Monthly report for (month/year): _____ Total number of pages: _____

- No activity this reporting period.
- This amends a report filed on _____.
- This is my final report and constitutes my termination statement.

PART I: EXPENDITURE LOBBYIST INFORMATION

Name: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

PART II: TOTAL PAYMENTS AND MATTERS LOBBIED

Directions: Enter the total amount of payments made during the reporting period to influence local legislative or administrative action and identify those local legislative or administrative action (including any title and file number).

Total amount spent to influence: _____

Local legislative or administrative actions:

_____	_____
_____	_____
_____	_____
_____	_____

PART III: ITEMIZED PAYMENTS TO INFLUENCE OF \$1,000 OR MORE

Directions: For each payment of \$1,000 or more during the reporting period to influence local legislative or administrative action, enter the date of the payment, the name and address of the payee, a description of the payment (i.e., what it was for), and the amount.

Date	Name & Address of Payee	Description of Payment	Amount

Additional sheets are attached.

PART IV: CAMPAIGN CONTRIBUTIONS

Directions: Enter the information below for each political contribution of \$100 or more made or delivered by the filer, or made at the behest of the filer, during the reporting period to:

- an elected official of the City and County,
- a candidate for such office,
- a committee controlled by such officer or candidate,
- a committee primarily formed to support or oppose such officer or candidate, or
- any committee primarily formed to support or oppose a ballot measure to be voted on only in San Francisco

Date	Contributor	Occupation/Employer	Recipient	Amount

Additional sheets are attached.

VERIFICATION

I have reviewed this Disclosure Report for Expenditure Lobbyists and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true, complete, and correct.

Signature of Person Filing Report

Date

Name of Person Filing Report (Please Print)

Disclosure Report for Expenditure Lobbyists (SFEC Form 2110B) **General Instructions**

WHO IS REQUIRED TO FILE: This report must be completed and filed by an individual or entity that qualifies as an “expenditure lobbyist” under San Francisco law. An expenditure lobbyist is an individual or entity that spends at least \$2,500 in a calendar month to solicit, request, or urge others to communicate directly with a City officer in order to influence local legislative or administrative action. City officers covered by this rule generally include elected City officials, members of City boards and commissions, and City department heads.

Examples of spending that counts toward the \$2,500 per month threshold include public relations, media relations, advertising, public outreach, research, investigation, reports, analysis, and studies to the extent those activities are used to solicit, request or urge other persons to communicate directly with a City officer.

Examples of spending that does **not** count toward the \$2,500 per month threshold include: payments made to a registered “contact” lobbyist who directly contacts City officers; payments made to an organization for membership dues; payments made by an organization to distribute communications to its members; payments made by a news media organization to develop and distribute its publications; and payments made by a client to a representative to appear on the client’s behalf in a legal proceeding before a City agency or department.

WHEN AND WHERE ARE REPORTS DUE: Each registered expenditure lobbyist must file monthly reports with the Ethics Commission by the fifteenth day of the month following the calendar month covered by the report. For example, a report covering activity in the month of February must be filed by March 15. Deadlines falling on a weekend or holiday are extended to the next business day.

HOW TO FILE: An expenditure lobbyist may file the monthly report with the Ethics Commission by uploading a PDF copy of the **signed** forms to the Commission’s website. Expenditure lobbyists filing in this manner should retain the original signed copies for at least five years. The Ethics Commission will also accept paper copies of these forms delivered (e.g., by mail, etc.) directly to the Commissions’ office. Forms delivered by mail must be post marked by the due date to be timely filed.

DESCRIBING THE TYPE OF REPORT AND PERIOD COVERED: Indicate the applicable month covered. Also be sure to enter the calendar year.

INDICATING WHETHER THE REPORT IS A TERMINATION STATEMENT: If the filer no longer has any activity to report, the filer may terminate its status as an expenditure lobbyist by checking the appropriate box on page 1. Also, please note that the Ethics Commission will automatically terminate the registration of an expenditure lobbyist that fails to pay the annual registration fee by February 1.

FILING AMENDMENTS: If you are filing an amendment to a previously-filed quarterly report, check the appropriate box on page 1 and indicate the covered reporting period. Also, any amendments to information contained in the filer’s **registration statement** should be made by filing an amended SFEC Form 2110A with the Commission.

REPORTING EXPENDITURE LOBBYIST INFORMATION (PART I): In Part I, you must list the filer’s name, mailing address, telephone number, and email address.

REPORTING TOTAL PAYMENTS AND MATTERS LOBBIED (PART II): In Part II, the filer must report the total amount of payments made during the reporting period to influence local legislative or administrative action. Do **not** include any payments that would not count toward the \$2,500 registration threshold. Also, report each local legislative or administrative action that the lobbyist sought to influence during the period, including, if any, the title and file number of any resolution, motion, appeal, application, petition, nomination, ordinance, amendment, approval, referral, permit, license, entitlement, or contract.

REPORTING ITEMIZED PAYMENTS TO INFLUENCE OF \$1,000 OR MORE (PART III): In Part III, the filer must itemize each payment of \$1,000 or more during the reporting period to influence local legislative or administrative action, including the date of the payment, the name and address of the payee, a description of the payment (i.e., what it was for), and the amount. Again, do **not** include any payments that would not count toward the \$2,500 registration threshold.

REPORTING CAMPAIGN CONTRIBUTIONS (PART IV): In Part IV, the filer must report each campaign contribution of \$100 or more made or delivered by the filer, or made at the behest of the filer, during the reporting period to an officer of the City and County, a candidate for such office, a committee controlled by such officer or candidate, a committee primarily formed to support or oppose such officer or candidate, or any committee primarily formed to support or oppose a ballot measure to be voted on only in San Francisco. Include those contributions arranged by the filer, or for which the filer acted as an agent or intermediary. For each campaign contribution, provide the name of the contributor and (if an individual) the contributor's occupation and employer, as well as the date, amount, and recipient of the contribution.

REVISED: 2/24/2016

S:\ALL FORMS\Lobbyist\Expend Lobbyist\2015\Expenditure Lobbyist Monthly Disclosure Form.docx