

1 Repeal 2 Cal. Code Regs., Section 18612:

2 ~~§ 18612. Accounting by Lobbying Firms.~~

3 ~~(a) Pursuant to Government Code Section 86110, a lobbying firm shall maintain a cash~~
4 ~~receipts journal showing a record of all payments received in connection with lobbying activity.~~
5 ~~To the extent that payments received by a lobbying firm are only partially in connection with~~
6 ~~lobbying activities, the lobbying firm may keep records of payments received for lobbying~~
7 ~~separate from payments received in connection with non-lobbying activities. The cash receipts~~
8 ~~journal shall include for each payment received:~~

9 ~~(1) The full name of the person making the payment;~~

10 ~~(2) If the payment was made on behalf of another person, the full name of the person on~~
11 ~~whose behalf of the payment was made;~~

12 ~~(3) The date the payment was received;~~

13 ~~(4) The amount of the payment;~~

14 ~~(5) If the payment was received during a calendar quarter after the calendar quarter in~~
15 ~~which services were provided, the calendar quarter in which the services were provided.~~

16 ~~(b) A lobbying firm shall maintain a cash disbursements journal or other form of record~~
17 ~~showing:~~

18 ~~(1) All activity expenses incurred or paid by the lobbying firm, including those~~
19 ~~reimbursed by a person who contracts with the lobbying firm for lobbying services;~~

20 ~~(2) All monetary and non-monetary contributions of \$ 25 or more made by the lobbying~~
21 ~~firm to state candidates, elected state officers and committees controlled by or primarily formed~~
22 ~~to support such candidates or officers; and~~

1 ~~(3) All payments to any other lobbying firm with which the lobbying firm subcontracts.~~

2 ~~(e) Every activity expense which must be reported by the lobbying firm shall be~~
3 ~~supported by original source documents, such as receipts, invoices and cancelled checks,~~
4 ~~indicating for each expenditure:~~

5 ~~(1) The full name of the payee;~~

6 ~~(2) The full name and official position of each elective state official, legislative official,~~
7 ~~state candidate or member of the immediate family of one of those individuals who was a~~
8 ~~beneficiary;~~

9 ~~(3) The total number of all beneficiaries;~~

10 ~~(4) A description of the goods or services or other consideration for which the~~
11 ~~expenditure was made or incurred;~~

12 ~~(5) The date and total amount of the expenditure; and~~

13 ~~(6) The amount of the expenditure attributable to each beneficiary.~~

14 ~~In the event it is impractical to obtain a receipt or an invoice to support any expenditure, a~~
15 ~~written voucher shall be prepared to support such expenditure. This voucher shall be prepared in~~
16 ~~a timely manner and shall contain the information described in paragraphs (1) through (6).~~

17 ~~(d) All monetary contributions of \$ 25 or more made by the lobbying firm to state~~
18 ~~candidates, elected state officers and committees controlled by or primarily formed to support~~
19 ~~such candidates or officers shall be supported by cancelled checks or other bank records. In~~
20 ~~addition, the lobbying firm shall keep records of monetary or non-monetary contributions of \$ 25~~
21 ~~or more, indicating for each contribution:~~

22 ~~(1) The full name and address of the payee;~~

1 (2) The full name and address of the recipient of the contribution if other than the payee;

2 (3) ~~In the case of a non-monetary contribution, a description of the goods or services or~~
3 ~~other consideration provided; and~~

4 (4) ~~The amount and date of the contribution. If the lobbying firm or a committee~~
5 ~~sponsored by the lobbying firm keeps records and files campaign statements with the Secretary~~
6 ~~of State pursuant to Chapter 4 of the Political Reform Act, no records are required by this~~
7 ~~subsection.~~

8 (e) ~~If the lobbying firm subcontracts with another lobbying firm for lobbying services, the~~
9 ~~payments to the subcontractor shall be supported by cancelled checks or other bank records. The~~
10 ~~lobbying firm records shall indicate for each payment:~~

11 (1) ~~The full name of the subcontractor;~~

12 (2) ~~The full name of the person for whom the subcontractor was retained to lobby; and~~

13 (3) ~~The date and amount of the payment.~~

14 (f) ~~All records which must be kept by virtue of this regulation shall be maintained for a~~
15 ~~period of five years from the date of the lobbying firm's final report for the calendar year for~~
16 ~~which the activities were reported pursuant to Government Code Section 86114.~~

17 ~~Note: Authority cited: Section 83112, Government Code. Reference: Sections 86110 and~~
18 ~~91000.5, Government Code.~~