
LEGISLATIVE LOBBYING IN INDIANA

(IC 2-7)

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BIO FOR CHARLES W. HARRIS

Charles W. (Chuck) Harris holds a Bachelor of Science degree in Education from Ball State as well as a Doctor of Jurisprudence degree from Indiana University School of Law. Mr. Harris worked for the Indiana Legislative Services Agency (LSA) for over 14 years. During his tenure with LSA, Mr. Harris helped draft tax legislation and served as counsel to both the House Ways and Means and Senate Finance Committees. He also served as Deputy Director of the Office of Code Revision and as Executive Director of the Agency. Mr. Harris left LSA in July of 1987 to become Vice President for Development for Ivy Tech Community College of Indiana. In that role, Mr. Harris oversaw the growth and development of Ivy Tech Foundation as the value of its assets increased from \$1.8 million to over \$47.6 million. He helped the Foundation design and implement its comprehensive fund-raising program, which included the Foundation's efforts to solicit and receive planned gifts. Mr. Harris currently is the Executive Director and General Counsel of the Indiana Lobby Registration Commission. In addition to his part-time position with the Commission, Mr. Harris is engaged in the practice of law. In his law practice, his areas of concentration are taxation, estate planning, charitable gift planning, real estate, and contracts. Mr. Harris has been a frequent presenter for a variety of non-profit organizations on the subjects of taxation, charitable gift planning, estate planning, the Indiana legislative process, and statutory compliance requirements for those who lobby the Indiana General Assembly.

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Selected Definitions from IC 2-7-1

Lobbyist Defined. Under IC 2-7-1-10, a “lobbyist” is a person who”

- (1) engages in lobbying; and
- (2) in any registration year, receives or expends an aggregate of at least five hundred dollars (\$500) in compensation or expenditures reportable under IC 2-7 for lobbying, whether the compensation or expenditure is solely for lobbying or the lobbying is incidental to that person's regular employment.

Lobbying Defined. IC 2-7-1-9 defines lobbying as communicating by any means, or paying others to communicate by any means, with any legislative person for the purpose of influencing any legislative action.

Legislative Person Defined. Under IC 2-7-1-8, the term “legislative person” includes the following individuals:

- (1) A member of the general assembly.
- (2) A candidate for election to the general assembly.
- (3) An officer of the general assembly
- (4) An employee of the legislative department of state government.
- (5) A close relative of anyone described in subdivision (1), (2), (3), or (4). However, a lobbyist who is a close relative of a legislative person is not considered a legislative person.
- (6) A paid consultant of the general assembly.
- (7) An official of an agency of the legislative department of state government.

Close Relative Defined. The term “close relative”, as defined in IC 2-7-1-1.7, includes an individual’s parents, spouse, and children. Under the definition, a relative by adoption,

half-blood, marriage or remarriage is considered as a relative of whole kinship. Thus, the definition includes one's adopted child, step-child, son-in-law, daughter-in-law, adoptive parent, step-father, step-mother, father-in-law, and mother-in-law.

Relative Defined. IC 2-7-1-16.5 incorporates by reference the definition of the term "relative" set forth in IC 2-2.2.1.17. The term includes an individual's spouse and a parent, child, sibling, aunt or uncle, niece or nephew, grandparent, grandchild, great-grandparent, and great-grandchild of either the individual or the individual's spouse. Under the definition, a relative by adoption, half-blood, marriage or remarriage is considered as a relative of whole kinship.

Registration/Reporting Year. The term "reporting year" is defined in IC 2-7-1-18 as the period from November 1 of the immediate preceding calendar year through October 31 of the following calendar year. IC 2-7-2-2 provides that the term of a registration statement is the same as the term of the reporting year for which the statement is filed. Thus, a particular registration/reporting year is a fiscal year that begins on November 1 of one year and runs through October 31 of the following year.

On-Line Filing of Registration Statements and Reports—IC 2-7-2-1 and IC 2-7-3-1

On-Line Filing Requirement. IC 2-7-2-1 and IC 2-7-3-1 mandate that a lobbyist file each annual registration statement and each semi-annual activity report using the Commission's on-line system unless the lobbyist files for and obtains an exception to those requirements as permitted under IC 2-7-2-1.5. To date, no lobbyist has requested such an exception. To be able to utilize the Commission's on-line system, a lobbyist must establish an account with IN.GOV, the Commission's agent for on-line filing. In addition, the lobbyist must file a Memorandum of Understanding (MOU) with the

Commission. The MOU indicates who will be authorized to file documents with the Commission for the lobbyist. The three step process for on-line filing is set forth on the Commission's website. In addition to registration statements and activity reports, the Commission's on-line system permits the filing of gift reports and purchase reports electronically.

Registration Requirements, Prohibitions and Fees—IC 2-7-2 and IC 2-7-5

Registration Year. Under IC 2-7-2-1, legislative lobbyists are required to register with the Indiana Lobby Registration Commission annually. A lobbyist's registration statement for a particular registration/reporting year is due on or before the first day of that registration/reporting year (November 1st) or within fifteen (15) business days of becoming a lobbyist, whichever is later.

Compensated Lobbyists and Employer Lobbyists. A compensated lobbyist is an individual, organization, association, corporation, partnership, or firm that receives compensation for lobbying services rendered on behalf of a client or an employer. An employer lobbyist is an organization, association, corporation, partnership, firm, or individual that compensates another to perform lobbying services on behalf of the employer lobbyist. IC 2-7-2-3 provides what must be included in the registration statement of a compensated lobbyist, and IC 2-7-3-4 provides what must be included in the registration statement of an employer lobbyist. It is important to note that some entities may be required to file separate registration statements as both a compensated lobbyist and an employer lobbyist. For example, a law firm that lobbies on behalf of clients and that also pays partners, associates or others to perform lobbying services is required to register as both a compensated lobbyist and as an employer lobbyist.

Conflict of Interest Statement. IC 2-7-5-10 provides that a lobbyist is to file with the Commission a written statement that describes the procedures that the lobbyist and the lobbyist's client will follow if either party determines that the lobbyist's representation of the client might involve a conflict of interest. However, the section does not apply if the lobbyist's activity is governed by the Rules of Professional Conduct of the Indiana Supreme Court. To comply with the requirements of the section, a lobbyist is given three options when completing a registration statement. Those options are as follows:

(1) **Conflict Procedures Statement.** Without the prior written consent of an existing client, the lobbyist will not represent another client if that representation would create a conflict of interest as defined in IC 2-7-5-10. The lobbyist must agree that a provision that is consistent with this statement will be included in each agreement between the lobbyist and a client if the agreement includes lobbying services.

(2) **Exemption-Attorney Lobbyist.** The lobbyist is not required to file a conflict procedures statement with the Commission because the lobbyist's activity is governed by the Rules of Professional Conduct of the Indiana Supreme Court.

(3) **Exception-No Conflict.** The lobbyist is not required to file a conflict procedures statement with the Commission because the lobbyist does not have a conflict of interest as defined in IC 2-7-5-10.

The third option is applicable for one who lobbies for only one party, such as an employee who lobbies only for his or her employer.

Persons Prohibited from Registering as Lobbyists. Under IC 2-7-5-6, the following persons may not register as a lobbyist:

- (1) Any individual convicted of a felony for violating any law while the individual was an officer or employee of any agency of state government or a unit of local government.
- (2) Any person convicted of a felony relating to lobbying.
- (3) Any person convicted of a felony and who:
 - (A) is in prison;
 - (B) is on probation; or
 - (C) has been in prison or on probation within the immediate past one (1) year.
- (4) Any person whose:
 - (A) statement or report required to be filed under IC 2-7 was found to be materially incorrect as a result of a determination under IC 2-7-6-5; and
 - (B) who has not filed a corrected statement or report when requested to do so by the commission.
- (5) Any person who has failed to pay a civil penalty assessed under IC 2-7-6-5.
- (6) Any person who is on the most recent tax warrant list supplied to the commission by the department of state revenue until:
 - (A) the person provides a statement to the commission indicating that the person's tax warrant has been satisfied; or
 - (B) the commission receives a notice from the commissioner of the department of state revenue under IC 6-8.1-8-2 (k).

In addition, IC 2-7-5-7 prohibits a person who was a member of the general assembly from registering as a lobbyist during the period of 365 days that began on the day that he or she ceased being a member of the assembly.

Annual Registration Fee. Under IC 2-7-2-1, the annual registration fee for most lobbyists is \$200. However for an organization that is exempt from federal income taxation under Internal Revenue Code Section 501 (c) (3) or (4) and for an employee of such an organization who lobbies only for the organization, the annual registration fee is \$100. If an individual or entity is required to register as both a compensated lobbyist and an employer lobbyist only one registration fee is due from the lobbyist for that registration/reporting year.

Semi-Annual Activity Reporting Requirements and Rules—IC 2-7-3

Reporting Periods. Each lobbyist is required to file semi-annual activity reports with the Commission. The first report covers the period from November 1 through the following April 30 and is due on or before May 31. The second report covers May 1 through October 31 and is due November 30.

Employer Lobbyists and Compensated Lobbyists Reporting Requirements. An employer lobbyist must file one activity report semi-annually regardless of the number of compensated lobbyists that lobbied for the employer lobbyist. However, if one is registered as both an employer lobbyist and a compensated lobbyist for a registration/reporting year, the lobbyist is to report as a compensated lobbyist only. A compensated lobbyist must file a separate activity report semi-annually for each employer or client from which the lobbyist received compensation or payment for performing lobbying services. If the compensated lobbyist incurred reportable lobbying expenses during a semi-annual reporting period that are not attributable to any client, the compensated lobbyist is to include those expenses on a “non-client” activity report for that period.

Information to be Included on Activity Report. The following is a list of the type of information that a lobbyist is to include on a semi-annual activity report:

- (1) Compensation (salary, wages, and cost of benefits) that the lobbyist paid to others who performed lobbying services. *See IC 2-7-3-3(a) (2) (A)*
- (2) Reimbursements that the lobbyist provided to others who performed lobbying services. *See IC 2-7-3-3(a) (2) (B)*
- (3) Reception expenses paid by the lobbyist. *See IC 2-7-3-3(a) (2) (C)*
- (4) Expenses incurred in entertaining legislative persons, including the cost of meals. *See IC 2-7-3-3(a) (2) (D)*
- (5) Gifts made to legislative persons. *See IC 2-7-3-3(a) (2) (E)*
- (6) Registration and late fees that the lobbyist paid pursuant to IC 2-7.
- (7) Other lobbying expenses, such as the cost of an ad advocating a position on pending legislation.

Rules for Reporting Certain Gift and Entertainment Expenses. Under IC 2-7-3-3 (a)(3) and IC 2-7-3-3 (d), a lobbyist is to include more detailed information on the lobbyist's activity report with respect to gift and entertainment expenses that benefit a particular legislative person and that equal or exceed \$50 on any one day or exceed \$250 during a registration/reporting year. With respect to such an expenditure, the lobbyist must include the legislative person's name, a description of the expenditure, and the amount of the expenditure. This more detailed information is to be reported in Section E of the lobbyist's activity report.

Expenses that can be Omitted. IC 2-7-3-3 (c) provides a list of expenditures that “*are not required to be included*” in a lobbyist’s activity report. The list includes:

- (1) overhead costs;
- (2) charges for postage, express mail service, stationary, facsimile transmissions, telephone calls, and electronic communications;
- (3) expenditures for the personal services of clerical and other support staff persons who are not lobbyists;
- (4) expenditures for leasing or renting an office; and
- (5) expenditures for lodging, meals, and other personal expenses of the lobbyists.

Special Reporting Rules. A number of special rules for activity reports are set forth in the various subsections of IC 2-7-3-3.5. The following is a list of those special reporting rules:

Do Not Prorate. Under subsections (a) and (b), gift and entertainment expenses are not to be prorated among a group of participants if the expenditures can clearly and reasonably be attributed to particular legislative persons.

All Member Functions. Subsection (c) provides, however, that expenditures for a function or activity to which all members of a “legislative body” have been invited are to be reported in the aggregate and not allocated to particular legislative persons. The term “legislative body” is defined in IC 2-7-1-7.2 and includes the general assembly, the house of representatives, the senate, a standing or other committee established by rules of the house of representatives or the senate, a committee established by statute or by the legislative council, and a caucus of the house of representatives or the senate.

Expenditure Shared by Lobbyists. Subsection (d) provides guidance on how lobbyists are to report a gift or entertainment expenditure where two or more lobbyists share the expenditure. In such a case, the total amount of the expenditure determines whether it is subject to the more detailed Section E reporting requirements, but each lobbyist is to report the lobbyist's share of the total amount.

Contribution by Legislative Person. Under subsection (e), the amount of an expenditure that is reported is not to include any amount that a legislative person contributed toward the expenditure.

Legislative Person Pays Going Rate. Subsection (f) provides that an activity report is not to include expenditures or gifts if the legislative person paid the same amount for property or services that any other purchaser would pay in the ordinary course of business.

Transactions Involving Relatives. Subsection (g) states that an activity report is not to include expenditures or gifts made between relatives, *unless the expenditure or gift is made in connection with a legislative action.*

Official Duties Exception. Subsection (h) states that an activity report *may not include expenditures or gifts relating to the performance of a legislative person's official duties.* The subsection then indicates that the reporting exception is applicable to a legislative person's service as a member of the legislative council, the budget committee, a standing or other committee established by house or senate rules, a study committee established by statute or the legislative council, or a state board or commission.

Special Reporting and Disclosure Requirements for Certain Gifts—

IC 2-7-3-3.3 and IC 2-7-5-8

Separate Gift Report. Under IC 2-7-3-3.3, a separate Lobbyist Gift Report must be filed with the Commission within fifteen (15) business days of giving a gift, as defined in IC 2-7-1-4, to a legislative person if the value of the gift or gifts that benefit the legislative person equal \$50 or more in any one day or together total more than \$250 in a registration/reporting year (November 1 through October 31). A copy of the report must be filed with the legislative person. This requirement is in addition to the requirement to report such a gift or gifts in Section E of the lobbyist's semi-annual activity report.

Informed Consent Requirement. IC 2-7-5-8 provides that a lobbyist is prohibited from making a gift with a value of \$50 or more to a legislative person unless the lobbyist receives the legislative person's consent before the gift is made. One who ignores the prior informed consent requirement of IC 2-7-5-8 runs the risk of being charged with a Level 6 felony under IC 2-7-6-2. However, IC 2-7-3-3.3 and IC 2-7-5-8 do not apply if the gift is made to a "relative" of the lobbyist. The term "relative" is broadly defined in IC 2-2.2-1-17 and IC 2-7-1-16.5.

Purchase Report—IC 2-7-3-7

Required Purchase Report. Subject to the exception noted below, IC 2-7-3-7 provides that a lobbyist must file a Lobbyist Purchase Report if:

- (1) the lobbyist purchases goods or services from a member of the general assembly, a candidate for election to the general assembly, or such a member's or candidate's sole proprietorship or family business; and

(2) the amount paid by the lobbyist to purchase the goods or services exceeds \$100. The lobbyist must file such a purchase report with the Commission within fifteen (15) business days after the purchase is made, and the lobbyist must provide the member or candidate with respect to whom the purchase was made with a copy of the report.

Exception to Reporting Requirement. A Lobbyist Purchase Report is not required if the lobbyist purchased the goods or services in the ordinary course of business and at a price that is available to the general public. Given this exception, one can understand why no lobbyist has filed such a purchase report since the reporting requirement went into effect in 2010.

Family Business Defined. The term “family business” is defined in IC 2-7-1-3.5. It means a business entity in which an individual and the individual’s spouse own at least eighty percent (80%) of the business, either of the voting stock or other measure of ownership of that type of business entity, regardless of whether all or a portion is owned jointly or severally.

Late Fees—IC 2-7-2-2, IC 2-7-3-2, IC 2-7-3-3.3 and IC 2-7-3-7

Late Fee. The sections referenced above provide that the Commission is to impose a late fee of up to \$100 per day if a registration statement, activity report, gift report, or purchase report is filed after the date it was due. The maximum fee for such a late filing is capped at \$4,500. The Commission has established policies under which a lobbyist may appeal a late fee. Under those policies, an appeal must be filed at the same time that the late statement or report is filed. The policies for appealing a late fee and administrative settlement of such a fee can be found in Appendix 7 of the Lobbyist Handbook, which is posted on the Commission’s website.

Audits, Correcting Errors and Retention of Records—IC 2-7-4

Annual Audits. IC 2-7-4-6 requires the Commission to inspect and audit at least five percent (5%) of all registration statements and reports filed with the Commission. In reality, the Commission reviews each separate gift report and a significant portion of the annual registration statements that it receives. In addition, the Commission annually selects for audit the activity reports filed by at least five percent (5%) of the registered employer lobbyists and their compensated lobbyists. The Commission uses a computer system to randomly select those lobbyists who are to be audited for a particular registration/reporting year. When a lobbyist is selected for audit, the lobbyist is required to submit verifying documents to the Commission, which documents are confidential while in the Commission's possession.

Correction of Errors and Filing Issues. If during the inspection or audit process the Commission discovers that a lobbyist made an error on a registration statement or report or failed to file such a statement or report, then the Commission staff will attempt to contact the lobbyist by telephone or email in an effort to resolve the error or filing issue informally. If the matter is not resolved informally, the Commission is required under IC 2-7-4-7 to notify the lobbyist by certified mail that the lobbyist needs to either correct the error or address the filing issue. If the lobbyist does not appropriately address the matter within thirty (30) days from receipt of the certified letter, the Commission is to report the violation to the appropriate prosecuting attorney and the attorney general.

Retention of Records. IC 2-7-4-8 provides that the Commission is to preserve statements and reports that it receives under IC 2-7 for a period of 4 years from the date of receipt.

Certain Prohibited Actions—IC 2-7-5

Legislative Persons--Compensation for Lobbying. IC 2-7-5-1 provides that a legislative person may not receive compensation or reimbursement other than from the state for personally engaging in lobbying.

Public Officials and Employees—Compensation for Lobbying. Subject to the provisions of IC 2-7-2-6 (a), IC 2-7-5-2 provides that it is unlawful for any full-time public official or public employee in the state of Indiana, to receive compensation, other than the regular compensation of elected or appointed officials, for lobbying. Under IC 2-7-2-6 (a), a full-time or part-time public official acting in his or her official capacity or a full-time or part-time public employee in Indiana acting within the scope of his or her employment may engage in lobbying without registering with or reporting to the Commission.

State Central Committee Officer or Employee-Compensation for Lobbying. Subject to the provisions of IC 2-7-2-6 (d), it is unlawful for any officer or employee of the state central committee of a political party to receive compensation, other than the regular compensation of such officers and employees, for lobbying. Under IC 2-7-2-6 (d), an officer or employee of the state central committee of a political party acting within the scope of his or her employment may engage in lobbying without registering with or reporting to the Commission.

Former Assembly Member-Presence on Chamber Floor. IC 2-7-5-4 provides that a past member of the general assembly who is a lobbyist may not be on the floor of either house while that house is in session.

Contingent Fees. Under IC 2-7-5-5, it is unlawful for any person to be a lobbyist for compensation that is dependent upon the success of his or her lobbying efforts, or upon any contingency connected with administrative action or legislative action.

Persons Forbidden to Register. A detailed list of persons who are prohibited under IC 2-7-5-6 from registering as a legislative lobbyist is set forth in the section of this document that deals with registration.

Waiting Period for Former Assembly Members. Comments about the provisions of IC 2-7-5-7 that provide a waiting period before a former member of the general assembly may register as a legislative lobbyist are set forth in the section of this document that deals with registration.

Informed Prior Consent for Gifts. IC 2-7-5-8 prohibits a lobbyist from making a gift valued at \$50 or more to a legislative person unless the lobbyist first advises the legislative person about the value of the gift and obtains the legislative person's consent for the gift. However, this prohibition does not apply to gifts made between relatives. Additional comments about the informed prior consent requirement are set forth in the section of this document that deals with separate gift reports.

Out of State Travel Expenses. Under IC 2-7-5-9, a lobbyist is prohibited from paying the out-of-state travel expenses of a legislative person or reimbursing those expenses unless one of two narrow exceptions applies. For purposes of IC 2-7-5-9, "travel expenses" include expenses for transportation, lodging, registration fees, and other expenses associated with travel. However, the prohibition does not apply to expenditures for meals. The two limited exceptions to the prohibition are as follows:

(1) Expenses associated with travel outside Indiana for any purpose that is paid for by an organization or corporation of which the legislative person or the legislative person's spouse is an officer, member of the board of directors, employee, or independent contractor.

(2) Travel expenses of a legislative person attending a public policy meeting if:

(A) the legislative person's sole purpose for attending the meeting is to serve as a speaker or other key participant in the meeting; and

(B) the speaker of the house of representatives or the president pro tempore of the senate approves the payment of the travel expenses in writing.

Enforcement Provisions—IC 2-7-6

Unlawful Lobbying. With one exception, IC 2-7-6-2 provides that a violation of IC 2-7-2, IC 2-7-3, or IC 2-7-5 constitutes unlawful lobbying, a Level 6 felony. The exception is applicable when a person who has failed to file a timely registration statement, activity report, gift report, or purchase report corrects the situation by filing the required statement or report. However, for the exception to apply, the late statement or report must be filed not more than ten (10) business days after the Commission notifies the person of the failure to file by certified mail, return receipt requested.

False Reporting. IC 2-7-6-3 provides that a person who knowingly or intentionally makes a false report under IC 2-7 that overstates or understates the amount of an expenditure or gift commits a Level 6 felony.

Conspiracy—Assembly Member. Under IC 2-7-6-4, a member of the general assembly who knowingly or intentionally conspires with a lobbyist in violation of IC 2-7-6-2 or IC 2-7-6-3 commits a Level 6 felony.

Failure to Correct a Statement or Report. If the Commission finds that a statement or report filed by a lobbyist was materially incorrect and that the lobbyist has failed to correct the statement or report after being asked to do so, then the Commission may revoke the lobbyist's registration or assess a civil penalty of up to \$500, or both. IC 2-7-6-5 provides that the Commission must conduct a hearing under IC 4-21.5-3 before invoking such a sanction.

Failure to File a Report with a Legislative Person. If the Commission finds that a lobbyist failed to file a copy of a gift report or purchase report with a legislative person as required by IC 2-7-3-3.3 or IC 2-7-3-7, then the Commission may revoke the lobbyist's registration or assess a civil penalty of up to \$500, or both. IC 2-7-6-6 provides that the Commission must conduct a hearing under IC 4-21.5-3 before invoking such a sanction. In addition, when invoking such a sanction, the Commission is to consider whether the failure to provide a copy of the report was willful or negligent and any mitigating circumstances.

Reporting Requirements for State Colleges and Universities—IC 2-7-3.5

Who Must Report? IC 2-7-3.5 applies to each state educational institution as defined in IC 21-7-13-32, which includes Ball State University, Indiana State University, Indiana University, Ivy Tech Community College, Purdue University, University of Southern Indiana, and Vincennes University. Under IC 2-7-3.5-4, each listed state college or university is required to file annual reports with the Commission.

What is the Reporting Period? The annual reporting year for state colleges and universities runs from November 1 of one year through October 31 of the following year.

When are Reports Due? The due date for the annual report of a state college or university is November 30 of the year during which the period covered by the report ends.

What must be Reported? Under IC 2-7-3.5-2, a state college or university is to report certain expenditures for lobbying activities that are made by the institution, an affiliated entity of the institution, or an employee of the institution or affiliated entity who is reimbursed by either the institution or the affiliated entity. The type of expenditures that are to be reported are those that a lobbyist is required to report under IC 2-7-3-3 (a)(3), which are expenditures for entertainment, including meals and drinks, or gifts, or both, that benefit a particular legislative person and that reach one of two reporting thresholds. The first threshold is \$50 or more in one day, and the second threshold is more than \$250 in a reporting year.

How is the State College or University to Report? The state college or university is to file a single, aggregate annual report that includes all of the reportable expenditures for

lobbying activities made by the institution, an affiliated entity of the institution, or an employee of the institution or affiliated entity who is reimbursed by either the institution or the affiliated entity. The state college or university is to use the form prescribed by the Commission to file its annual report. A copy of the form can be downloaded from the Commission's website. Under IC 2-7-3.5-5, a state college or university that has no reportable entertainment or gift expenses for a particular reporting year is still required to file a statement to that effect with the Commission. In such a case, the state college or university should review the instructions for SECTION C of the reporting form prescribed by the Commission.

Where and how are Reports to be Filed? The Commission is currently working on a project to permit on-line filing of annual reports by the state colleges and universities. Until that project is completed, the annual report from a state college or university is to be filed with the Commission using the following address:

Indiana Lobby Registration Commission
10 W. Market Street, Suite 2940
Indianapolis, IN 46204

Late Fee. Under IC 2-7-3.5-6, a report that is filed after the due date is subject to a late fee of up to \$100 per day. However, the maximum late fee is \$4,500. The Commission has established policies under which a state college or university may appeal a late fee. Under those policies, an appeal must be filed at the same time that the late annual report is filed. The Commission has extended the same late fee appeal and settlement policies that apply for legislative lobbyists to the state colleges and universities. Those policies

can be found in Appendix 7 of the Lobbyist Handbook, which is posted on the Commission's website.

Information Sources

The address for the Indiana Lobby Registration Commission's website is <http://www.in.gov/ilrc>. The website includes substantial information that can help one navigate the registration and reporting requirements for legislative lobbyists in Indiana.

The following is a list of some of the items available on the website:

1. The *Indiana Lobbyist Handbook*
2. The *Handbook for State College and Universities*
3. Formal Advisory Opinions issued by the Commission
4. Informal Advice provided by the Commission's Executive Director and General Counsel
5. Directions for On-line Filing

Information about how to contact Commission staff is set forth below.

<i>Name</i>	<i>Title</i>	<i>Phone Number</i>	<i>Email</i>
Kaytie Barrett	Office Manager	(317) 232-9860	kbarrett@lrc.in.gov
Amy Nicholson	Assistant Director	(317) 232-9860	amynicholson@lrc.in.gov
Chuck Harris	Executive Director & General Counsel	(317) 232-9860	charris@lrc.in.gov