

1 Amend 2 Cal. Code Regs. Section 18610 to read:

2 **§ 18610. Lobbyist Accounting.**

3 (a) Pursuant to Government Code Section 86110, a lobbyist shall maintain a journal or
4 other form of record showing all activity expenses incurred or paid by the lobbyist and all
5 monetary and non-monetary contributions of ~~\$-25~~ \$25 or more made or delivered by the lobbyist
6 to state candidates or elected state officers, or made to committees controlled by or primarily
7 formed to support such candidates or officers.

8 (b) Every activity expense which must be reported by the lobbyist shall be supported by
9 original source documents indicating for each expenditure:

10 (1) The full name of the payee;

11 (2) The full name and official position of each elective state official, legislative official,
12 agency official, state candidate or member of the immediate family of one of these individuals
13 who was a beneficiary;

14 (3) The total number of all beneficiaries;

15 (4) A description of the goods or services or other consideration for which the
16 expenditure was made or incurred;

17 (5) The date and total amount of the transaction; and

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

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

22 (c) Source documents required to be maintained under subdivision (b) include:

23 (1) Cancelled checks or legible images of cancelled checks, receipts and invoices;

1 (2) Credit card statements and credit card receipts;

2 (3) Contracts, agreements, correspondence and communications concerning the activity
3 expense;

4 (4) Journals or other records showing payments made or incurred; and

5 (5) Invitations to lobbyist sponsored events, and rosters of attendees to such events.

6 (d) In the event a lobbyist is unable to obtain a source document satisfying one the
7 requirements of subdivision (b)(1) – (6), the lobbyist shall prepare a written dated voucher, or
8 annotated receipt or invoice documenting the required information as soon as practicable after
9 the activity expense is made.

10 (e) All monetary contributions of \$ ~~25~~ \$25 or more made or delivered by the lobbyist to
11 state candidates or elected state officers, or made to committees controlled by or primarily
12 formed to support such candidates or officers shall be supported by cancelled checks or legible
13 images of cancelled checks, or other bank records. In addition, the lobbyist shall keep records of
14 monetary and non-monetary contributions of \$ ~~25~~ \$25 or more, indicating for each contribution:

15 (1) The full name of the payee;

16 (2) The full name of the recipient of the contribution if other than the payee;

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

19 (4) The amount and date of the contribution.

20 ~~(d)~~ (f) All records which the lobbyist must keep by virtue of this regulation shall be
21 maintained by the lobbyist for a period of five years from the date of the lobbyist's final report
22 for the calendar year for which the activities were reported pursuant to Government Code
23 Section 86113.

- 1 Note: Authority cited: Section 83112, Government Code. Reference: Sections 86110 and
- 2 91000.5, Government Code.
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