

2 KAR 2:010. Required forms.

RELATES TO: KRS 6.666(6)-(13), 6.807, 6.821, 6.824, 6.827, 6.829(3)

STATUTORY AUTHORITY: KRS 6.666(5), (6)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 6.666(5) and (6) require the commission to promulgate administrative regulations to implement KRS 6.601 to 6.849 and to prescribe required forms. KRS 6.807 requires each legislative agent and employer to file an initial registration statement, periodic updated registration statements, and a notice of termination of engagement. KRS 6.829(3) requires the commission to prescribe appropriate forms to file the information required by KRS 6.807. This administrative regulation incorporates by reference the required forms.

Section 1. Definition. "Personal expenses" means expenses that are not:

- (1) Reimbursable to the legislative agent by the employer; or
- (2) Deductible as a business expense under the Internal Revenue Code.

Section 2. Initial Registration Form. Within seven (7) days of engagement of a legislative agent and to renew a registration that has expired as set out in KRS 6.807(2), the legislative agent and employer shall complete and sign the Initial Legislative Agent/Employer Registration Statement.

Section 3. Employer's Forms. (1) An employer shall complete the Employer's Updated Registration Statement and

Employer's Notice of Termination of Engagement forms in accordance with this section.

(2)(a) Source of funds and financial resources shall be reported by types of categories, such as "membership dues", "contributions", "grants", or "interest".

(b) Records shall be maintained that will allow a more detailed accounting to be made if requested.

(c) Expenditures shall be reported using the accrual accounting method.

(d) Expenditures reported shall not include personal expenses.

Section 4. Legislative Agent's Forms. (1) A legislative agent shall complete the Legislative Agent's Updated Registration Statement and Legislative Agent's Notice of Termination of Engagement forms in accordance with this section.

(2)(a) Records shall be maintained that will allow a more detailed accounting to be made if requested.

(b) Expenditures shall be reported using the accrual accounting method.

(c) Expenditures reported shall not include personal expenses.

Section 5. Filing Schedule. Updated Registration Statement forms shall be filed in accordance with the schedule set out in KRS 6.807(3). Notice of Termination of Engagement forms shall be filed within thirty (30) days after termination as required by KRS 6.807(5).

Section 6. The completed Initial Legislative Agent/Employer Registration Statement shall be mailed or delivered to the Kentucky Legislative Ethics Commission, 22 Mill Creek Park, Frankfort, Kentucky 40601. All other registration and termination forms required by KRS 6.807 shall be filed electronically at www.klec.ky.gov unless the employer or legislative agent is unable to use electronic filing. If electronic filing is not possible, the forms shall be mailed or delivered to the commission.

Section 7. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "Initial Legislative Agent/Employer Registration Statement", 10/16;
- (b) "Legislative Agent's Updated Registration Statement", 10/16;
- (c) "Legislative Agent's Notice of Termination of Engagement", 10/16;
- (d) "Employer's Updated Registration Statement", 10/16; and
- (e) "Employer's Notice of Termination of Engagement", 10/16.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Legislative Ethics Commission, 22 Mill Creek Park, Frankfort, Kentucky 40601, Monday through Friday, 8:00 a.m. to 4:30 p.m. (20 Ky.R. 668; eff. 10-13-93; Am. 2654; eff. 5-18-94; 23 Ky.R. 1603; 2458; eff. 12-13-96; 25 Ky.R. 1425; 1868; eff. 2-18-99; 27 Ky.R. 3288; 28 Ky.R. 347; eff. 8-15-2001; 43 Ky.R. 69; eff. 10-7-2016.)