Elaine F. Marshall, Secretary of State

2026 Monthly Principal Expense Report Form

Amended Report: *(Check if amending previously filed report.)* **Original Report Tracking** _____

PERIOD: Monthly: _____ (Please enter month)

Reportable monthly expenses incurred during the months of March, June or September should be reported on your quarterly expense reports.

Complete Name of Principal:

_____

If the registered lobbyist principal has directed any lobbyist listed below to lobby on behalf of an unregistered associated entity, the principal must complete and attach Schedule PR-QAE to this quarterly report. The absence of such attachment constitutes the authorized officer's affirmative statement under oath that there are no such unregistered associated entities to disclose for the reporting period pursuant to G.S. § 120C-403(b)(5).

Name(s) of All Lobbyist(s) as Registered: _____

Include all lobbyists registered during any portion of this reporting period, including interim resignations/terminations.

☐ I choose to maintain the paper original inked and signed lobbying expense report in my own records for three years as required by Administrative Rule 18 NCAC 12 .1301; OR

☐ I choose to deliver the paper original inked and signed lobbying expense report to the Lobbying Compliance Division of the Secretary of State within seven days as required by Administrative Rule 18 NCAC 12 .0214.

Part I: Reportable Expenditures

Note: *If 15 or less designated individuals ("DIs") are benefited, list by name; if more than 15, list approximate number benefited and basis for their selection; i.e., the name of the legislative body, committee or caucus or the name of the public servant group whose membership list is a matter of public record under NCGS § 132-1, or some other description that clearly distinguishes the group's purpose or composition. If DIs' immediate family members are benefited, state separately.* N.C. Gen. Stat. § 120C-401(c).

**Expense Codes*

TL	*Transportation and Lodging*	*FB*	*Food and Beverages*	*GI*	*Gifts*
EN	*Entertainment*	*ME*	*Meetings and Events*	*OT*	*Other*

Section A. Principal Made Directly

Date	Description of Expenditure, Payee/Beneficiary and Address	Designated Individual(s) or Immediate Family Member(s) Benefited	Exp. Code (see above)	Amount
				$
				$
				$
				$
				$

This Period's Subtotal: (Must enter total or "0") **$_____**

Section B. Principal Reimbursed to Lobbyist (check below if also reported on lobbyist's report)

Date	Description of Expenditure, Payee/Beneficiary and Address	Name of Lobbyist	↓ √	Designated Individual(s) or Immediate Family Member(s) Benefited	*Exp. Code	Amount
						$
						$
						$
						$
						$
						$
						$_____

This Period's Subtotal *(*Must enter total or "0")

Part II: Contractual Arrangements, Promises, Obligations and/or Direct Business Relationships In Effect During Previous 12 Months

Effective Date (s)	Description of Contractual Arrangement, Promise, Obligation or Direct Business Relationship	Applicable Designated Individual ("D") or DI Immediate Family Member	Amount or Other Consideration (Value)
			$
			$
			$
			$
			$
			$

This Period's Subtotal *(*Must enter total or "0") $_____

Part III. Event Reporting
(Use this page only if the principal has incurred event reportable expenditures.)

Please comply with the State Ethics Commission Rule, 30 NCAC 10C .0302 when completing Sections A or B for Event Reporting. This rule became effective on January 1, 2014.

State Ethics Commission Rule 30 NCAC 10C .0302 REPORTABLE EXPENDITURES MADE FOR LOBBYING

(a) For purposes of G.S. 120C-402(b)(1) and 120C-403(b)(1), when reporting expenditures for events held for lobbying, the entire cost of the event must be reported, not just the "gift" given or provided to the designated individual(s) attending the event. Examples of non-gift reportable expenditures made for lobbying are expenses and charges incurred for items and/or services provided in connection with the lobbying event, such as planning and organizing services, printing services and supplies, facility rental and set-up charges, food supplies and services, name badges, flowers, and other decorations.

(b) Reportable expenditures made for lobbying events shall be reported on the expense report filed with the Secretary of State for the month the lobbying event is held.

Section A. Principal Paid for Event Directly

Event Date	Name of Event & Description of Expenditure Payee/Beneficiary and Address	Designated Individual or Immediate Family or Third Party Beneficiary	*Expense Code	Total Cost of the Event Paid By Principal
				$
				$
				$
				$
				$

***This Period's Subtotal (*Must enter total or "0") $_____**

Section B. Principal Reimbursed Lobbyist for Event Costs

Name[s] of Lobbyist Reimbursed by Principal: _____

Event Date	Name of Event & Description of Expenditure Payee/Beneficiary and Address	Designated Individual or Immediate Family or Third Party Beneficiary	*Expense Code	Total Cost of the Event Paid By Principal
				$
				$
				$
				$

***This Period's Subtotal (*Must enter total or "0") $_____**

PART IV: CERTIFICATION

The undersigned as an authorized officer of the above named principal entity on behalf of the principal entity by its authority first duly given, or on his/her own behalf as an individual principal, being first duly sworn, hereby certifies that all information contained herein (including any attachments hereto) is true, complete and correct to the best of his/her knowledge and belief.

_____	_____	_____
Signature of Authorized Officer	**Printed Name of Authorized Officer**	**Date**

Note: Monthly expense reports are not required to be notarized.

Part V: Report Preparer's Identity/Signature

Printed Full Name of Report Preparer: _____
Signature of Report Preparer: _____

THIS SECTION SHOULD NOT BE COMPLETED UNLESS THE PREPARER OF THE REPORT IS A PERSON OTHER THAN THE SIGNATORY AUTHORIZED OFFICER WHO EXERCISED INDEPENDENT JUDGMENT OR DISCRETION AS TO THE INFORMATION REPORTED HEREIN. THE SIGNATORY OFFICER'S SIGNATURE IS NOT REQUIRED IN THIS SECTION AND SIGNATURE HERE IS NOT SUFFICIENT TO CERTIFY REPORT UNDER OATH.

FOR INFORMATIONAL USE ONLY; DISCARD BEFORE FILING

- Expense reports are due quarterly, regardless of whether reportable expenditures are made, no later than **15** business days after the end of the calendar quarter.
- Do not use a zero expense report form for a monthly report or for a quarterly report that requires incorporation of a prior monthly report. Incomplete reports may be rejected.
    - In addition, any reportable expenditure incurred while the General Assembly is in session with respect to lobbying legislators and legislative employees is reportable monthly no later than **10** business days after the end of the month.
    - The information reported on any monthly report should be incorporated by reference on the long quarterly report form in the space provided.
- NCGS § 120C-401(d) states: Each report required by this Article shall be in the form prescribed by the Secretary of State and filed electronically.
- Submit completed reports that have been electronically filed at https://www.sosnc.gov/ (using the web portal) but do not have an electronic notarization to the Department by one of the following methods:
    - (1) By United States mail addressed to the Lobbying Compliance Division, NC Secretary of State, Post Office Box 29622, Raleigh, North Carolina 27626-0622, postmarked within seven calendar days of the electronic filing,
    - (2) By hand-delivery in person or by a designated delivery service authorized pursuant to NCGS §1A-1, Rule 4, to the Lobbying Compliance Division, NC Secretary of State, 2 South Salisbury Street, Raleigh, NC 27601-2903, by 5:00 PM within **seven** calendar days of the electronic filing, in the case of hand-delivery in person, or postmarked by the authorized delivery service in the case of delivery within seven calendar days of the electronic filing.
- Any document attached to the filing other than the Department's form, must be compatible with, or convertible to Microsoft Word.
- Please select which kind of record keeping method you are utilizing for this report.

EVENT REPORTING INFORMATION

"DATE" means you must provide the date of the event or meeting if different from the date of the reportable expenditure; reportable expenditures made for lobbying events shall be reported for the month the lobbying event is held.

"DESCRIPTION OF EXPENDITURE" means you must provide:

- An identification of what was given;
- An identification, name, or title of the event or meeting at which the item, service, monetary contribution, etc. was given including the payee/beneficiary name and address; and
- An identification of the third party recipient of the item, service or monetary contribution, etc. made at the request of or on behalf of a designated individual or a member of his or her immediate family.

"DESIGNATED INDIVIDUAL(S) OR IMMEDIATE FAMILY MEMBER(S) CONNECTED WITH EXPENDITURE" means you must provide the name(s) of the designated individual or member of the designated individual's immediate family who:

- Received or benefited from the reportable expenditure, if the designated individual or immediate family member was the ultimate recipient of the expenditure, or;

- Requested the reportable expenditure or on whose behalf the reportable expenditure was made, if a third party other than the designated individual or immediate family member was the ultimate recipient of the expenditure. If 15 or less designated individuals ("DIs") are benefited, list by name; if more than 15, list approximate number benefited and basis for their selection; i.e., the name of the legislative body, committee or caucus or the name of the public servant group whose membership list is a matter of public record under NCGS §132-1, or some other description that clearly distinguishes the group's purpose or composition. If DIs' immediate family members are benefited, state separately.

"AMOUNT" means when reporting expenditures for events held for lobbying, the entire cost of the event must be reported, not just the "gift" given or provided to the designated individual(s) attending the event.

Examples of non-gift reportable expenditures made for lobbying are expenses and charges incurred for items and/or services provided in connection with a lobbying event, such as planning and organizing services, printing services and supplies, facility rental and set-up charges, food supplies and services, name badges, flowers, and other decorations.