How to File Source of Funding in the JCOPE Online Lobbying Application ('LA')

Please refer to the Tool Tip icons located throughout the Filing for more detailed information.

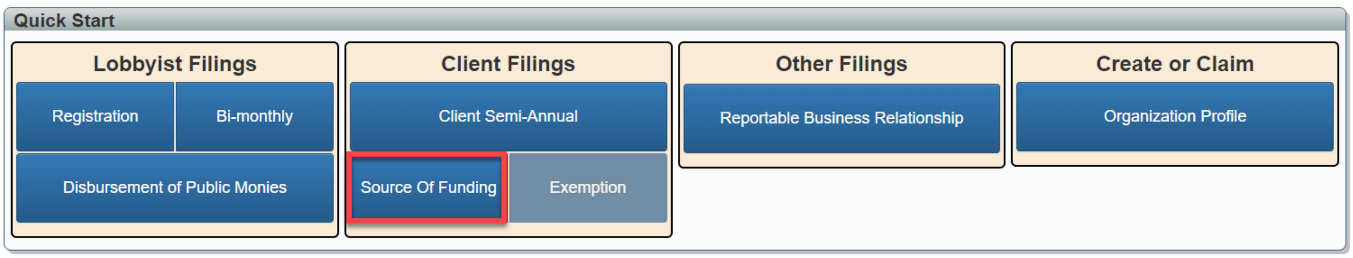
To create a Source of Funding (SoF) form:

Items denoted with a red asterisk '' are required fields.*

There are two different options available to create a SoF Form:

1. Select the **'Source Of Funding'** button from the **'Client Filings'** quick start menu;

    (a) This method requires you manually select the Contractual Client and Beneficial Client names.



OR

2. If you are acting as **both** the Contractual Client **and** Beneficial Client **and** you are required to submit a Client Semi-Annual Report, you will be required to fill-out your SoF form while completing your CSA.

    (a) Select the green **'Start SoF'** button next to your name on the *Beneficial Client(s) SoF & RBR* tab of your Client Semi-Annual Report. When you have completed your SoF form, you will be returned to your CSA to complete the remainder of information.

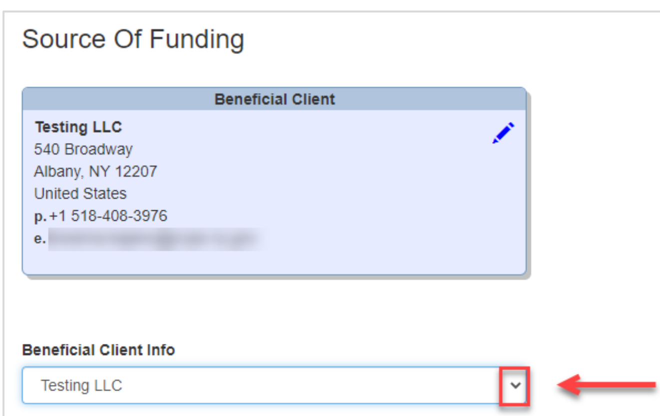
    (b) **Data disclosed on your Organization Profile will populate information on your SoF Form.**

Revised 6/15/2021

If you selected the **'Source Of Funding'** button from the **'Client Filings'** quick start menu:

1. On the ***Source of Funding*** page, select the *Beneficial Client* '**Organization**' name in the drop-down menu.

   ➢ If the *Beneficial Client* Organization name does <u>not</u> appear for selection either (1) you are not listed in a designated role, Chief Administrative Officer, Delegated Administrator or Authorized Preparer on that Organization profile; (2) a profile has been created as a 'placeholder' profile and needs to be claimed; <u>OR</u> (3) the Organization you are filing for does not have a profile set up in LA. To find out if the Organization profile does exist in LA, you will need to select the 'Organization Profile' button under 'Create or Claim' on your Dashboard. During this process, if the 'Organization' name appears in the search box with a green check mark next to it please contact JCOPE Help Desk for further assistance. *Refer to page 10 of the 'Step 3: How to Claim or Create Lobbying or Client Organization Profiles'* on the JCOPE's website.

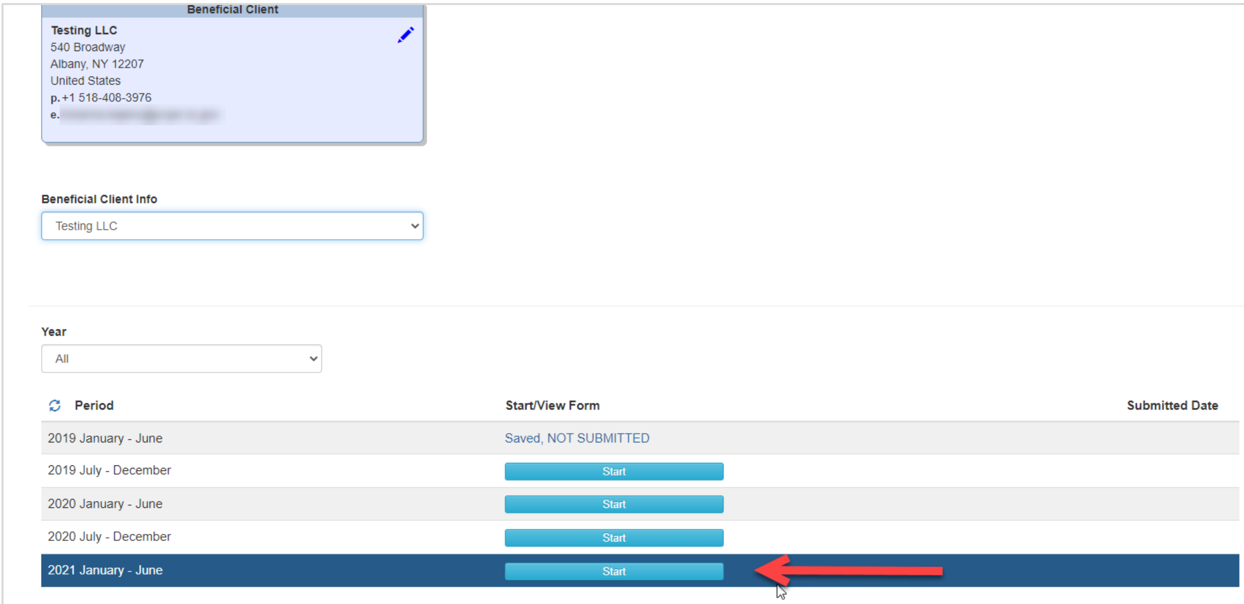


REVIEW*

Before you proceed, verify the name of the Beneficial Client is correct. You **<u>cannot</u>** change the Beneficial Client name once you begin the SoF Form. If incorrect, you will be required to discard the form and begin a new SoF Form.

SOF YEAR/REPORTING PERIOD*

1. Click the **'Start'** button next to the applicable filing **'Year and Reporting Period'**.



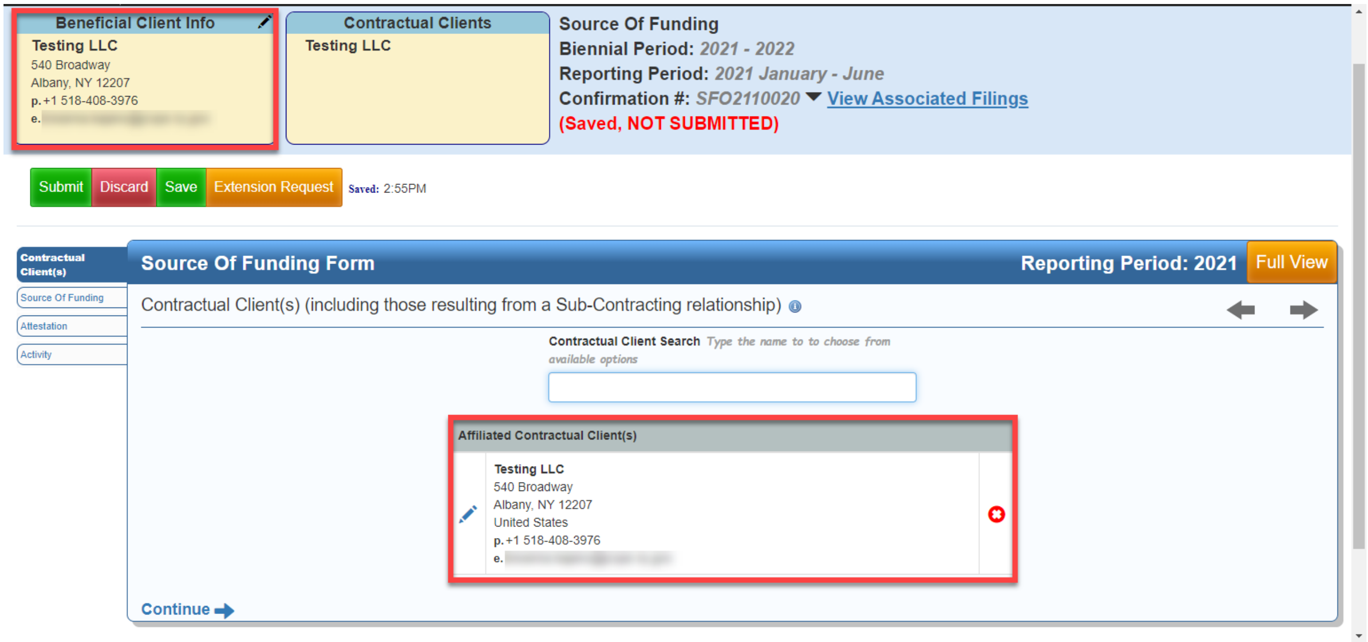
The online SoF form in the new LA contains its own main navigation menu and can be viewed in a "tabbed format" or in "full view", depending on Filer preference.

To navigate the SoF form, you may do any of the following:

- Click any of the menu items from the left-hand navigation menu;
- Click the left or right arrows at the upper right side of your screen; or
- Click the **Continue →** hyperlink at the bottom of your screen.

CONTRACTUAL CLIENT INFORMATION*

The **'Contractual Client'** may be the ***same*** as the '**Beneficial Client'**. In this instance, the '**Contractual Client**' Organization name will pre-populate on this tab in the SoF filing under '***Affiliated Contractual Client(s)***'.



If the Beneficial Client is filing the SoF to be appended to the 'Contractual Client(s)' CSA then on the ***Contractual Client(s)*** tab, either:

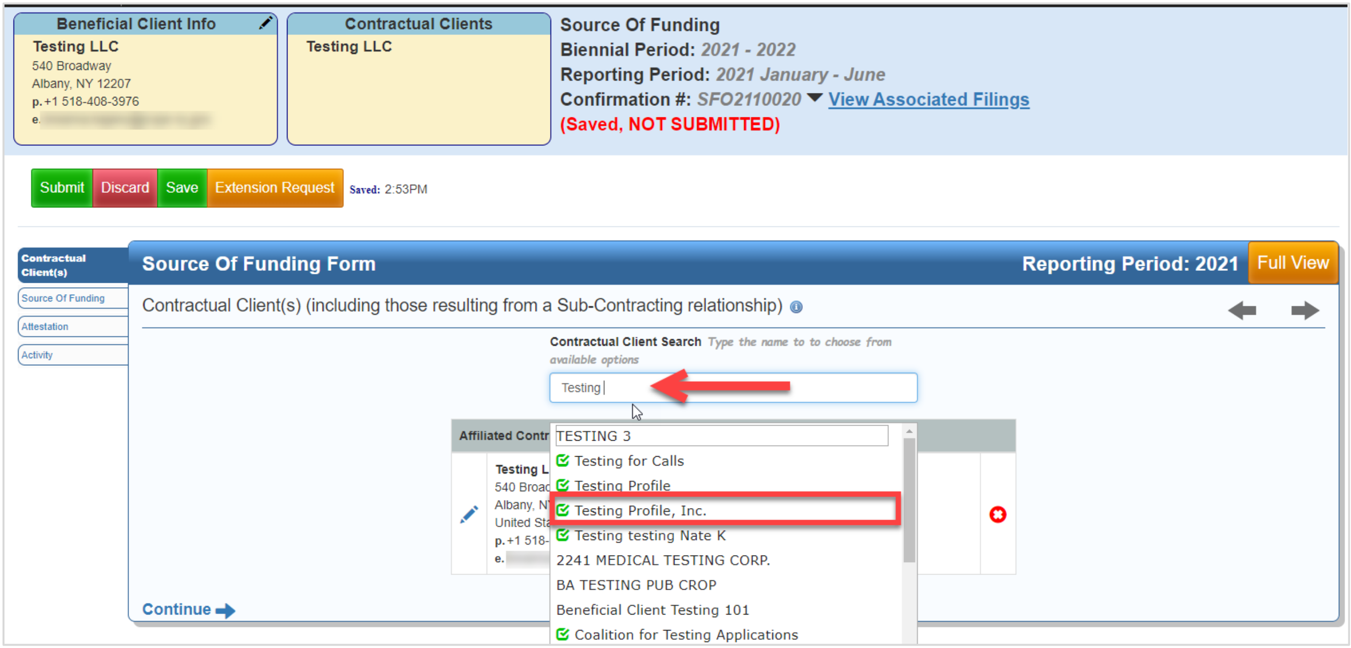
(a) enter the first few characters of the **'Contractual Client'** name in the text search box;

OR

(b) type the asterisk symbol (*) in the search field to view a list Organizations with existing Profiles in LA.

If multiple versions of the Organization name appear in the drop down, select the version that has a green check-mark next to it. The green checkmark indicates the Profile has been verified by an Authorized Person. If none of the names have a green checkmark, please contact JCOPE Help Desk.

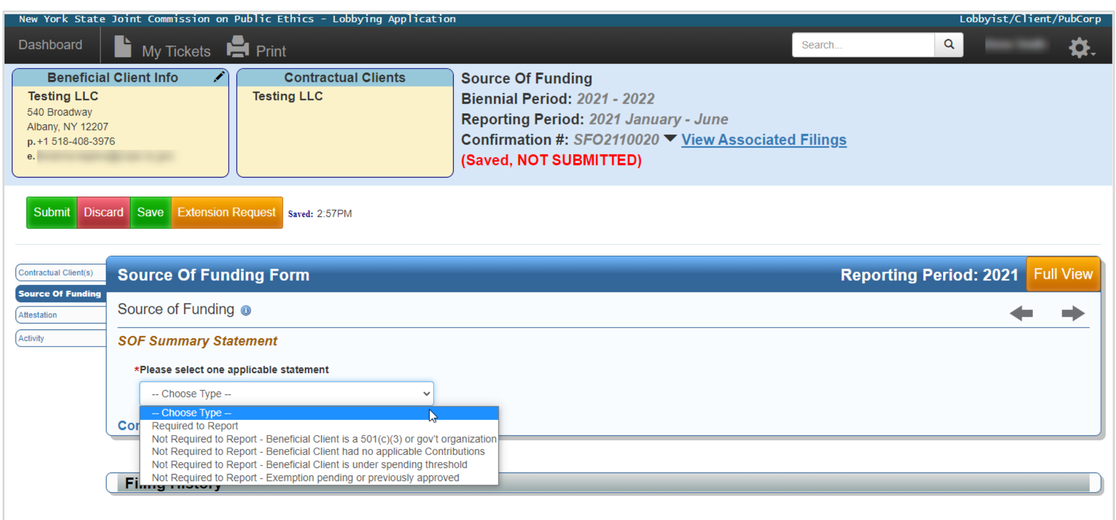
If the '***Contractual Client'* Organization** name does not appear for selection, this means the Organization you are disclosing does not have a profile set up in LA. You will need to create a 'placeholder' profile to disclose the Organization name on the SoF filing. To complete this step, you will need to select the **'Organization Profile'** button under '**Create or Claim**' on your Dashboard. ***Refer to page 10 of the 'Step 3: How to Claim or Create Lobbying or Client Organization Profiles'*** on the JCOPE's website. If further assistance is needed, please contact JCOPE Help Desk.



SOURCE OF FUNDING INFORMATION*

1. Select the applicable Source of Funding Summary Statement from the drop-down menu.

- Required to Report
- Not Required to Report – Beneficial Client is a 501(c)(3) or government organization
- Not Required to Report – Beneficial Client had no applicable Contributions
- Not Required to Report – Beneficial Client is under spending threshold
- Not Required to Report – Exemption pending or previously approved

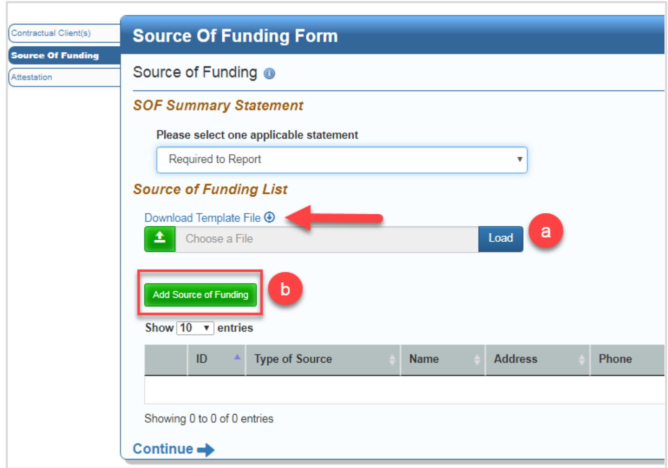


2. If you selected the **'Required to Report'** from the drop-down menu, (on the ***Source of Funding*** tab) you can either:

   (a) Download and complete the pre-formatted Excel Spreadsheet by clicking on the **'Download Template File'** hyperlink. The Excel Spreadsheet will automatically download from your internet browser;

   OR

   (b) You can manually enter your Source information through the online form by clicking on the green **'Add Source of Funding'** button.



NOTE: **LA will NOT *accept*** the Excel spreadsheet if there is any missing and/or invalid information contained in the spreadsheet. You must correct the information on the spreadsheet before LA will allow the information to be uploaded and filled in.

However, if you notice a 'mistake' (spelling, incorrect dollar amount) after the information has been uploaded and filled-in, LA will allow you to correct that information after it has been uploaded and filled-in.

Please see *Instructions for Completing the Pre-formatted Excel Spreadsheet to Disclose Source of Funding Information* for more information.

- **How to manually data-enter Source information:**

The SoF online form contains the following fields. Items denoted with a red asterisk '*' are required fields

1. Click the green **'Add Source of Funding'** button.

2. Assign a **Source ID**

   Source ID*

   You must assign each Contributor a **unique Source ID Number.** The Source ID Number is the numeric identifier of the Entity (Organization) **or** Individual for the applicable reporting period. The SAME Source ID number must be used for the identical Contributor (Individual or Entity). The Source ID number assigned to an Entity or Individual is for the applicable reporting period (January/June OR July/December) only.

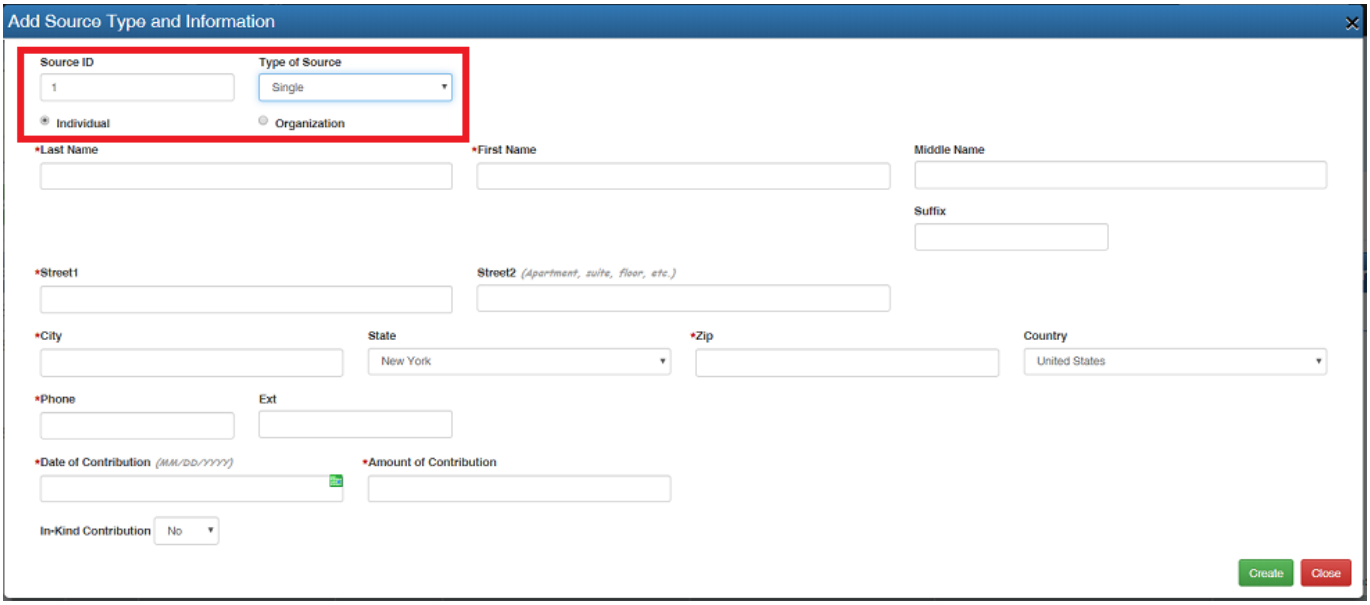
   The unique Source ID helps to identify various situations that may occur during the applicable reporting period (January/June; or July/December):

   1. Identify a Source who makes a single Contribution during the reporting period;

   2. Identify a Source who makes multiple Contributions during the reporting period;

3. Identify Multiple Sources where no Parent and Subsidiary relationship exists (affiliate relationship); and

4. Identify Multiple Contributions from Multiple Source comprised of a Parent and Subsidiary relationship.



3. **Type of Source***

Indicate either **'Single'** or **'Multiple'** as the 'Type of Source' from the drop-down menu. Many Sources can be listed. However, each Contribution must be listed separately and must be categorized by a Source Category.

- **Single Source**

  A person, corporation, partnership, organization, or entity makes at least one Contribution during the reporting period. A Single Source's contribution (source, dollar amount, date of contribution) can only be listed ONCE within a calendar year.

- **Multiple Sources**

  A Source comprised of ***more than one*** person, corporation, partnership, organization, or entity with an Affiliate Relationship which makes a Contribution during the reporting period.

  - When a Source is a **multiple Source**, the required information for each such person, corporation, partnership, organization, or entity must be disclosed.

  - Numerous Contributions from the same Multiple Source can be listed. (***see Source ID information***)

4. **Type of Contributor (Source)***

   You must choose either the **'Individual'** or **'Organization'** radio button when adding each Contribution.

- **How to add an Individual Source**

1. Confirm the **'Individual'** radio button is selected.

2. Provide the required information:

   (a) **Last Name of Source (Individual)***

   The Last Name of the person (Source) who made the Contribution.

   (b) **First Name of Source (Individual)***

   The First Name of the person (Source) who made the Contribution.

   (c) **Middle Name and Suffix of Source (Individual) [optional]**

   The Middle Name and Suffix of the person (Source) who made the Contribution.

   (d) **Business Address, Phone Number and [optional] Extension***

   The Source's (Individual) business address and phone number.

   (e) **Date of Contribution***

   The *Date of Contribution* is the date the Source made the Contribution to the Client Filer (any date within the CSA reporting period). Provide the date by either:

   - using the green calendar icon; **or**
   - enter the dates manually using the mm/dd/yyyy format.

   (f) **Amount of Contribution***

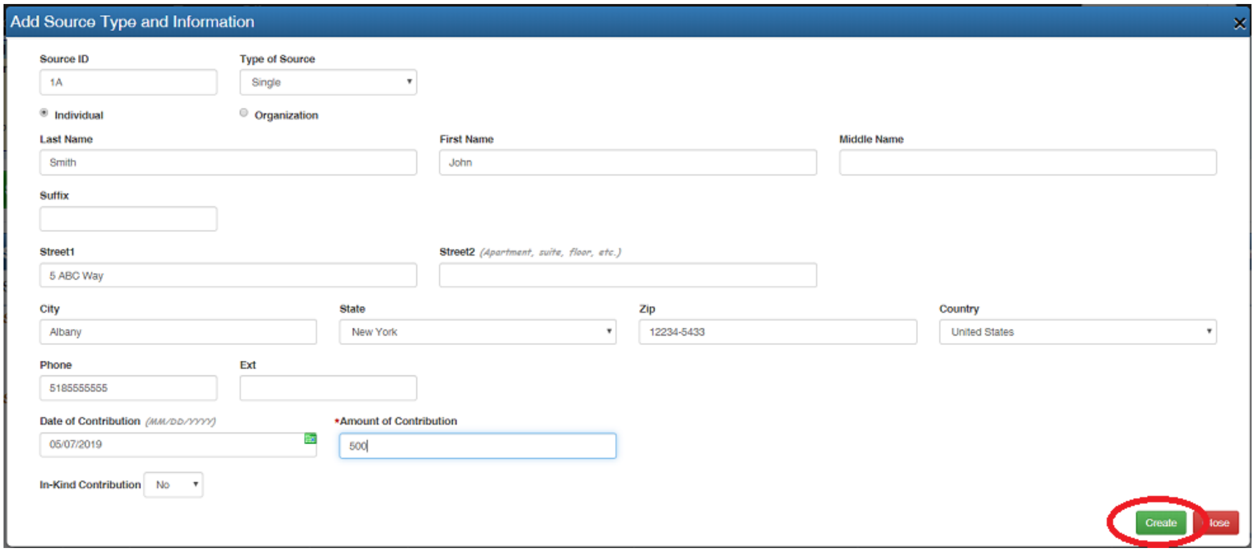
   The *Amount of Contribution* is the dollar amount of the Contribution made by the Source to the Client Filer. Do not use a dollar sign, decimal, or cents.

   (g) **In-Kind Contribution***

   Indicate **'Yes'** or **'No'** via the drop-down menu. In-kind Contributions include donations of staff, staff time, personnel, offices, office supplies, financial support of any kind or any other resources.

   If applicable, an In-Kind Contribution relates to a 501(c)(4) organization that is required to file a Source of Funding report **and** receives In-kind Contributions of over $2,500 from a 501(c)(3).

The Client Filer must identify the 501(c)(3) that made the Contributions and select 'yes' from the drop-down menu. Please add the fair market value in the '***Amount of Contribution***' box when disclosing an In-Kind Contribution. Select the **'Create'** button to save your changes



➢ **<u>How to add an Organization Source</u>**

1. Confirm the **'Organization'** radio button is selected.

2. Provide the required information:

   (a) **<u>Name of Source (Organization)*</u>**

   The Name of the Organization (Source) who made the Contribution.

   (b) **<u>Business Address, Phone Number and [optional] Extension*</u>**

   The Source's (Organization) business address and phone number.

   (c) **<u>Date of Contribution*</u>**

   The *Date of Contribution* is the date the Source made the Contribution to the Client Filer (any date within the CSA reporting period). Provide the date by either:

   ➢ using the green calendar icon; **or**

   ➢ enter the dates manually using the mm/dd/yyyy format.

   (d) **<u>Amount of Contribution*</u>**

   The *Amount of Contribution* is the dollar amount of the Contribution made by the Source to the Client Filer. Do not use a dollar sign, decimal, or cents.

(e) **<u>In-Kind Contribution*</u>**

Select either **'Yes'** or **'No'** from the drop-down menu.

Definition: In-kind Contributions include donations of staff, staff time, personnel, offices, office supplies, financial support of any kind or any other resources.

If applicable, an In-Kind Contribution relates to a 501(c)(4) organization that is required to file a Source of Funding report **<u>and</u>** receives In-kind Contributions of over $2,500 from a 501(c)(3).

The Client Filer must identify the 501(c)(3) that made the Contributions and select 'yes' from the drop-down menu. Please add the fair market value in the '***Amount of Contribution***' box when disclosing an In-Kind Contribution.

(f) **<u>Controlling Person/Entity Information</u>**

"***Controlling Interest***" means:

- The Client Filer makes decisions or establishes policy for the corporation, partnership, organization, or entity *making* the Contribution;
- The corporation, partnership, organization, or entity making the Contribution makes decisions or establishes policy for the Client Filer;
- The Client Filer has the authority to hire, appoint, discipline, discharge, demote, remove, or otherwise influence other persons who make decisions or establish policies for the corporation, partnership, organization, or entity making the Contribution;
- The corporation, partnership, organization, or entity making the Contribution has the authority to hire, appoint, discipline, discharge, demote, remove, or otherwise influence other persons who make decisions or establish policies for the Client Filer; or
- The Client Filer and the corporation, partnership, organization, or entity making the Contribution share a majority of directors on their governing boards, or share a majority of executive management, or maintain bank accounts with shared signatories.

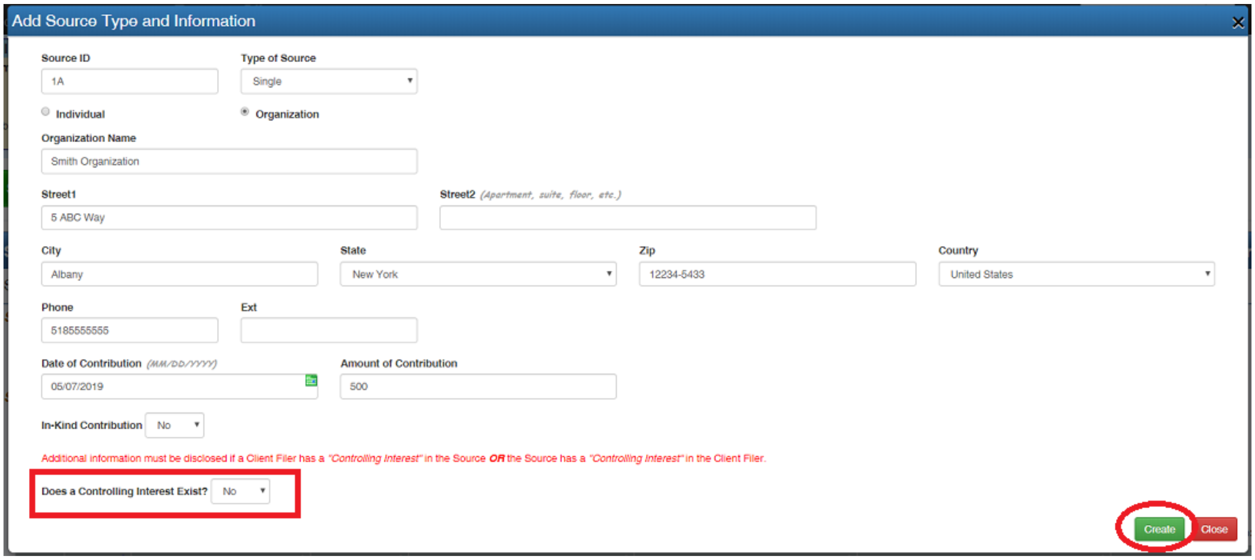
If a Client Filer has a "***Controlling Interest***" in the Source ***OR*** the Source has a "***Controlling Interest***" in the Client Filer, then Client Filer must ***ALSO*** disclose either:

- name, address and principal place of business of at least one natural person (such as an officer, director, partner or proprietors) who shares or exercises discretion or control over the activities of the corporation, partnership, organization, or entity; **OR**
- the Sources of the funds contributed by the corporation, partnership, organization, or entity (Donors to the Source) to the Client Filer.

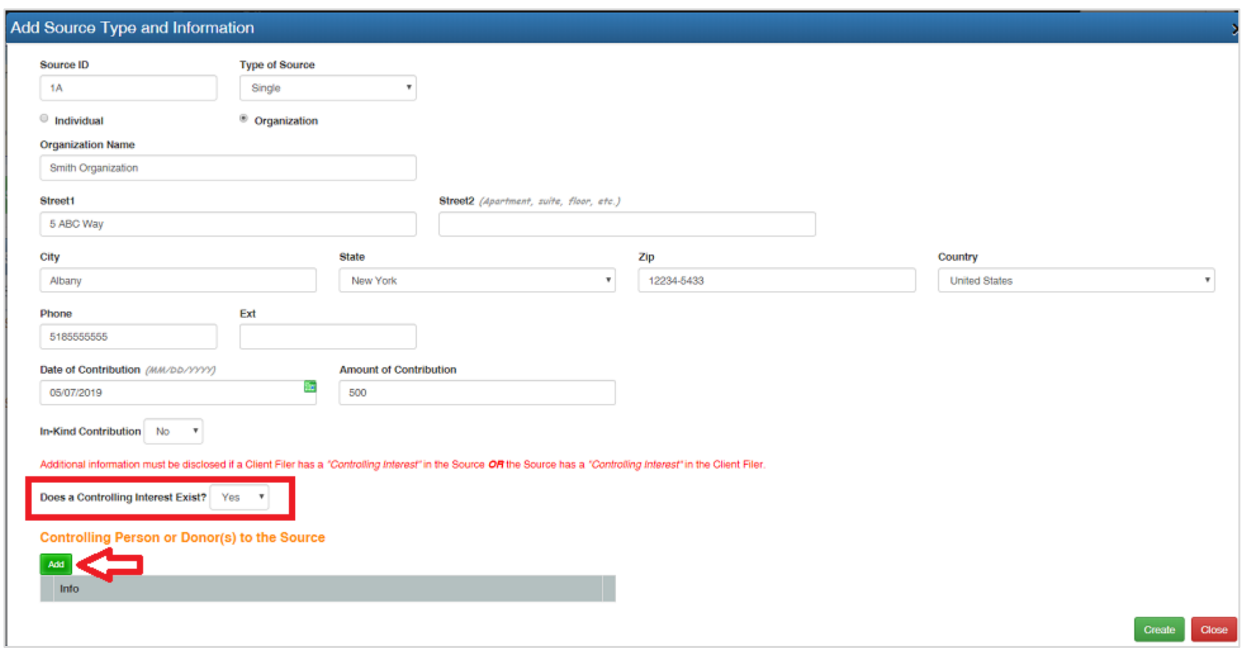
If an Entity that is listed as a Source does NOT have a **'Controlling Relationship'** with the Client Filer, select **'No'** from the applicable drop-down.

If a **'Controlling Relationship'** exists between a Source and the Client Filer, select **'Yes'** from the applicable drop-down.

3. If you DO NOT have a **'Controlling Interest'** to report, click the green **"Create"** button to save your changes.



4. If you selected **'Yes'** from the drop-down menu, select the green **"Add"** button to enter information regarding the **'Controlling Person or Donor(s) to the Source'.**



➢ **How to add a Controlling Person**

NOTE: Only one **'Controlling Person'** can be identified for a **'Controlling Relationship'**.

1. Confirm the **'Controlling Person'** radio button is selected
2. Provide the required information:

   (a) **Last Name of 'Controlling Person'***

   The Last Name of the 'Controlling Person'.

   (b) **First Name of 'Controlling Person'***

   The First Name of the 'Controlling Person'.

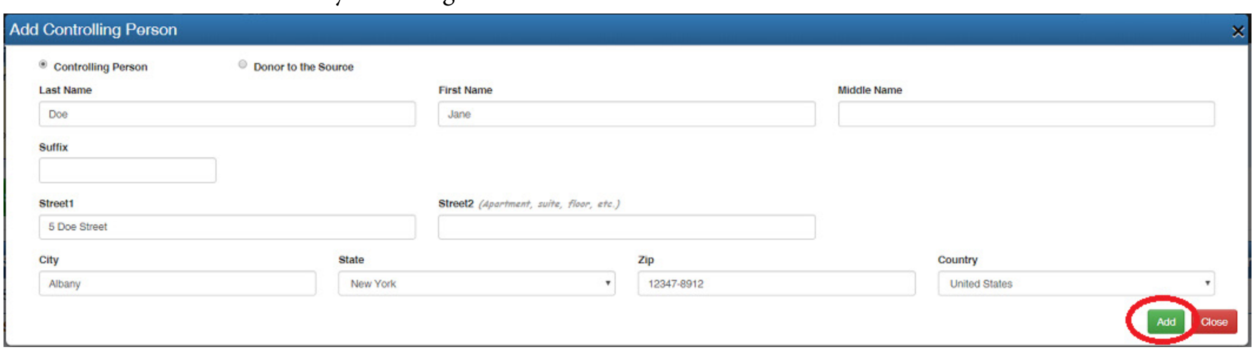
   (c) **Middle Name and Suffix of 'Controlling Person' [optional]**

   The Middle Name and Suffix of the 'Controlling Person'.

   (d) **Business Address, Phone Number and [optional] Extension***

   The business address and phone number of the 'Controlling Person'.

3. Select the **'Add'** button to save your changes



➢ **How to add a Donor to the Source**

Multiple Donors can be individually added by selecting the **'Add Another'** button.

1. Confirm the **'Donor to the Source'** radio button is selected.
2. Provide the required information:

   (a) **Organization or Individuals' Name of 'Donor to the Source'***

   The Name of the 'Donor to the Source'.

If the "*Donor to the Source*" is an individual, please ensure you have selected the "*Donor to the Source*" radio button and enter their name in the ***Organization or Individual's Name*** field. **Do NOT** enter their name on the "*Controlling Person*" tab.

(b) **Business Address, Phone Number and [optional] Extension***

The business address and phone number of the 'Donor to the Source'.

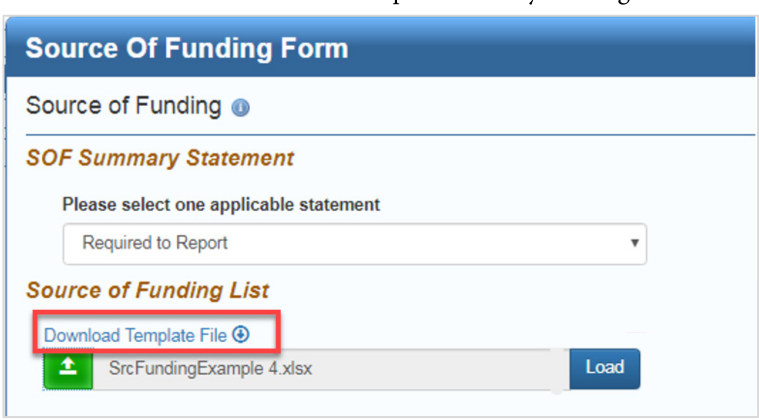
3. Select EITHER the **'Add'** button to add the Donor information and save your changes; or select the **'Add Another'** to disclose additional **'Donor to the Source'** information.

USING THE PRE-FORMATTED EXCEL SPREADSHEET

The pre-formatted Excel Spreadsheet contains the following fields. Items denoted with a red asterisk '*' are required fields.

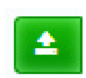
NOTE: Refer to the *Instructions for Completing the Excel Spreadsheet* (separate document) for detailed formatting requirements and information.

1. Download the Pre-formatted Excel Spreadsheet by clicking on the **'Download Template File'** hyperlink.

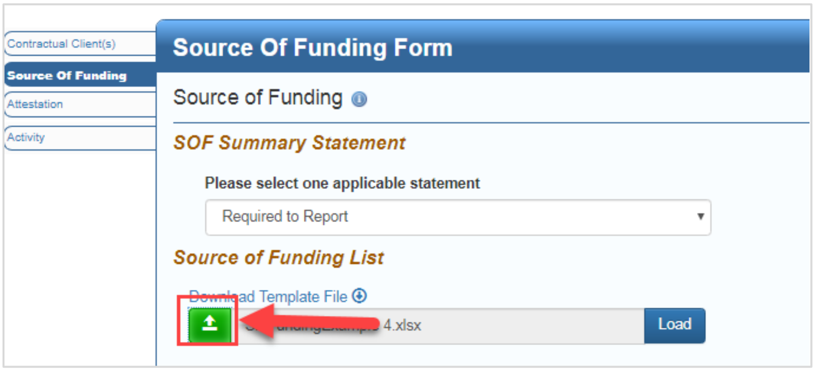


2. Complete the spreadsheet and save the file to your computer.

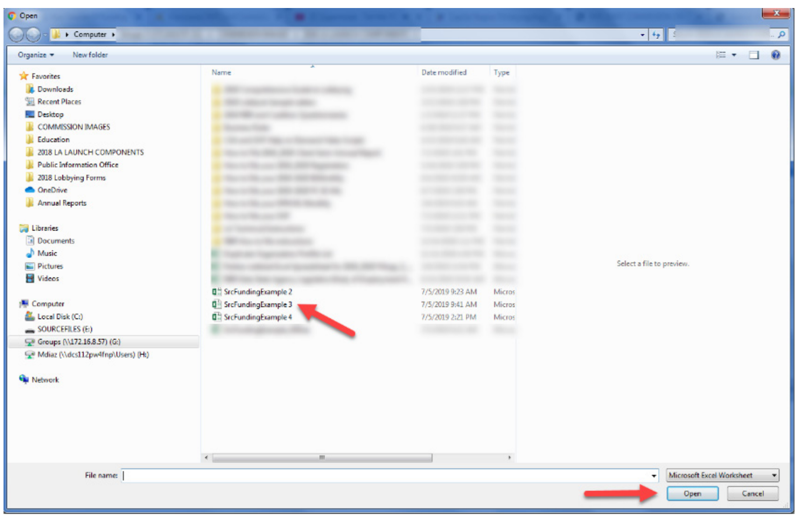
3. To upload your completed spreadsheet, click the **green icon** to locate the file on your computer.



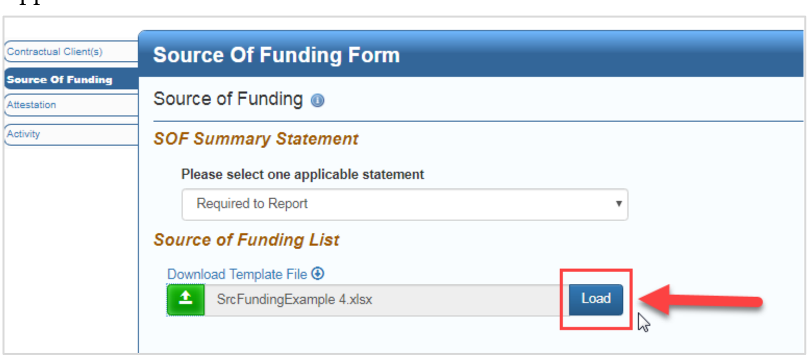
Do not use the 2018 and prior years pre-formatted spreadsheet. **Do not** attempt to upload a PDF or other hard copy version of the Spreadsheet.



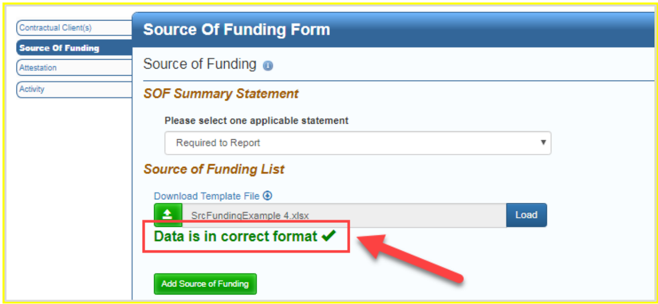
4. Click **'Open'** to upload the spreadsheet.



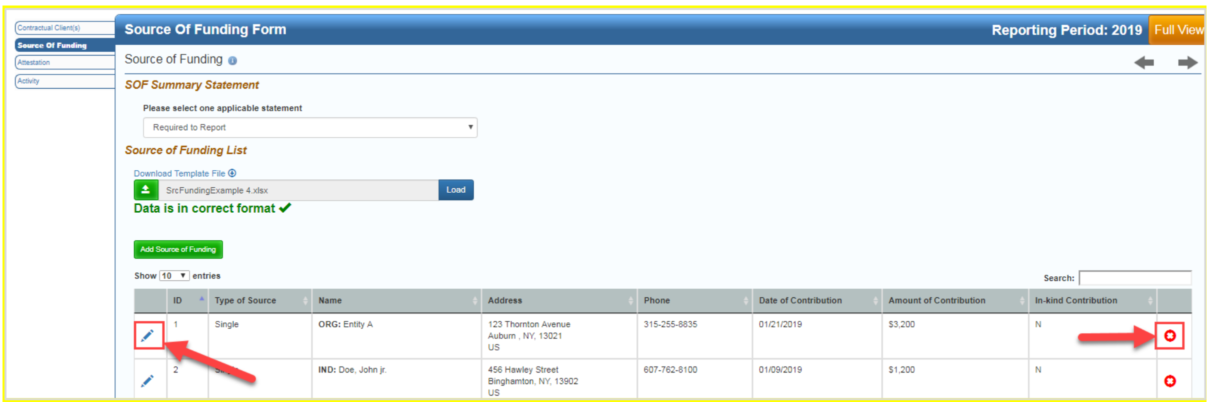
5. Click the blue **'Load'** button to have the information automatically pre-populate in the online Lobbying Application.



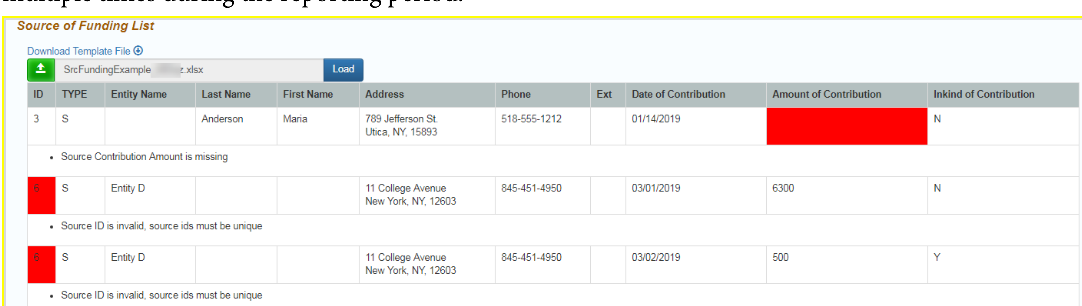
6. If the data has been successfully uploaded, the application will display the following message in green font, **'Data is in correct format'** followed by a checkmark.



7. To edit information on a Source once the file has been uploaded, click the '**Pencil**' icon. To remove a Source, click the red and white circle '**X**' icon.

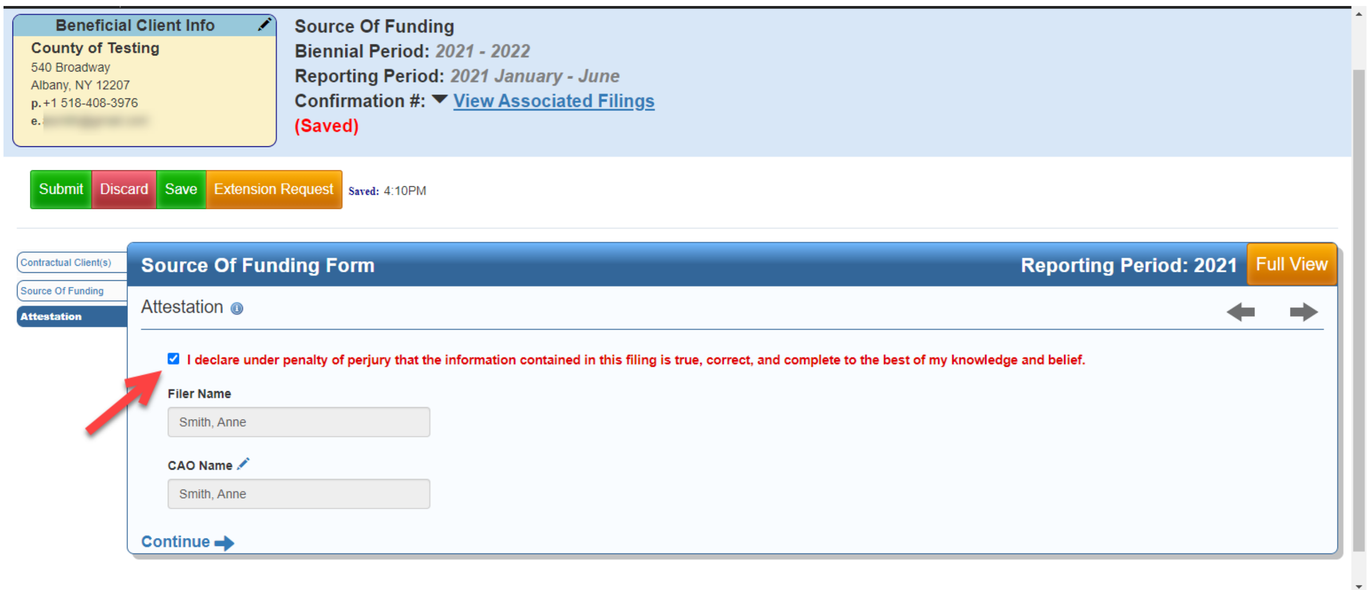


8. If any data was entered incorrectly on the Spreadsheet, error messages will display in the lobbying application in red. Edit the Spreadsheet source file, and upload the Spreadsheet again by following the prior steps. An error message will continue to display until all corrections have been made and the Spreadsheet data has been entered in the correct format. The below screenshot illustrates the following errors:
   a. When the '**Amount of Contribution**' was not included for a Source;
   b. When a unique '**Source ID**' number is not used to identify when the same Source contributes multiple times during the reporting period.



Attestation*

1. Check the ‘**Attestation**’ check-box
2. Select the green ‘**Submit**’ button. You will then be able to:
    - View the Filing
    - Return to the Dashboard
    - Return to your CSA



3. Select the red ‘**Discard**’ button to erase your form. **NOTE:** This action <u>cannot</u> be undone; your information will be lost.
4. Click the green ‘**Save**’ button to save your form and submit at a later date.