



State College or University Annual Report

Annual Report for November 1, 2022 through October 31, 2023

(Due not later than November 30, 2023)

REPORTING REQUIREMENT: Under IC 2-7-3.5, each state educational institution, as defined in IC 21-7-13-31, is required to file annually with the Indiana Lobby Registration Commission a single, aggregate report of certain lobbying expenses. Subject to the exceptions noted below, the report is to state expenditures for entertainment, including meals and drinks, or gifts that benefit a specific legislative person and that total \$50 or more in one day or more than \$250 during the reporting year. The report is to include expenditures made by the institution, an affiliated entity of the institution, or an employee of the institution or such an affiliated entity who is reimbursed by the institution or entity. If a state educational institution has no reportable expenditures for entertainment or gifts, the institution is required to report that fact to the Commission.

EXCEPTIONS TO REPORTING REQUIREMENT:

Consistent with IC 2-7-3.5-2 and IC 2-7-3-3.5, a state educational institution is not to report:

- (1) Any amount that a legislative person contributed to an expenditure.
- (2) Expenditures or gifts relating to property or services received by a legislative person if the legislative person paid for the property or services the amount that would be charged to any purchaser of the property or services in the ordinary course of business.
- (3) Expenditures or gifts made between relatives unless the expenditure or gift is made in connection with a legislative action.
- (4) Expenditures or gifts relating to the performance of a legislative person's official duties, including the legislative person's service as a member of any of the following:
 - (A) The legislative council.
 - (B) The budget committee.
 - (C) A standing or other committee established by the rules of the house of representatives or the senate.
 - (D) A study committee established by statute or by the legislative council.
 - (E) A statutory board or commission.

RELEVANT DEFINITIONS:

The definitions of “candidate”, “close relative”, “gift”, “legislative action”, “legislative person”, “lobbying”, “member”, “relative”, and “state educational institution” that are either set forth in IC 2-7-1 or referenced in IC 2-7-3.5 are relevant to this reporting requirement. The text for each of those definitions is included in the Handbook for State Colleges and Universities. The person who completes the annual report for a state educational institution is encouraged to review the Handbook before filing the report.

SECTION A-State Educational Institution

1. Name of state educational institution:	2. Mailing address for the institution:
3. Name, telephone number and email address for the person completing the report:	

INDIANA LOBBY REGISTRATION COMMISSION
 10 West Market St., Ste 2070
 Indianapolis, IN 46204
 PH: (317) 232-9860
 amynicholson@lrc.in.gov

State College or University

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SECTION B-Certain Entertainment Expenses and Gifts

Report entertainment expenses, including meals and drinks, and gifts that benefit a specific legislative person and that total \$50 or more in one day or more than \$250 during the reporting year. A separate entry is required for expenditures that benefit a particular legislative person and that reached the threshold of \$50 or more on a single day. The specific date for such an entry is to be noted in the third column of this Section B. If the expenditures that benefit a particular legislative person exceed \$250 in a reporting year, then the total of all expenditures that did not reach the daily threshold should be included in a separate entry with “Reporting Year” noted in the third column of this Section B.

<i>Name of legislative person.</i>	<i>Identify the transaction (entertainment or gift, or both).</i>	<i>Enter the Specific Date or “Reporting Year”, as directed above.</i>	<i>Enter the total amount being reported for the specific legislative person.</i>

If you have more than twenty-five entries, attach an additional page or pages that follow the same reporting format set forth above. Make certain that the name of the state educational institution is included on each additional page.

SECTION C- Statement of No Reportable Expenses

State educational institution certifies as follows:

For the reporting year, the state educational institution has no expenditures for entertainment, including meals and drinks, or gifts that are reportable under IC 2-7-3.5.

The individual signing this report for the state educational institution certifies that he or she is authorized to do so and that the information provided is true and correct to the best of his or her knowledge.

*An annual report must be submitted on the prescribed paper form and must include the signature of an authorized individual. An annual report must be submitted by email to amynicholson@lrc.in.gov. **This filing may NOT be submitted by inter-office mail.***

Name of state educational institution: _____

By: _____ (Signature)

Name and title of individual-signing for the institution:

_____ (Printed Name)

_____ (Title)

Date Signed: _____

PURSUANT TO IC 2-7-3.5-6 REPORTS FILED AFTER THE DUE DATE ARE SUBJECT TO A LATE FEE OF \$100 PER DAY WITH A MAXIMUM LATE FEE OF \$4,500 PER LATE FILING. A STATE COLLEGE OR UNIVERSITY THAT FILES AFTER THE DUE DATE MAY APPEAL THE LATE FEE. HOWEVER, THE APPEAL MUST BE FILED ON THE FORM PRESCRIBED BY THE COMMISSION, AND IT MUST BE FILED AT THE SAME TIME THAT THE LATE ANNUAL REPORT IS FILED.

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