

# FORM 30 DONOR'S QUARTERLY GIFT DISCLOSURE

## (GIFTS BETWEEN \$25 AND \$100)

NAME OF PERSON SIGNING FORM:  
(LAST NAME - FIRST NAME - MIDDLE NAME)

FOR QUARTER ENDING (CHECK ONE):

YEAR:

MARCH

JUNE

SEPTEMBER

DECEMBER

20 \_\_\_\_\_

NAME OF ORGANIZATION, FIRM, COMMITTEE, OR CORPORATION  
FILING THIS FORM (If different from name above):

MAILING ADDRESS OF PERSON OR ENTITY FILING THIS FORM  
STREET OR P.O. BOX: CITY:

STATE:

ZIP:

**INSTRUCTIONS** on who must file this form and how to fill it out are on the reverse side.

**NOTE:** In addition to filing this form, the donor must notify the intended recipient *at the time the gift is made* that the gift will be reported.

### STATEMENT OF GIFTS GIVEN DURING CALENDAR QUARTER VALUED AT MORE THAN \$25 AND NOT MORE THAN \$100

DATE GIVEN	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON WHO MADE THE GIFT	ADDRESS OF PERSON WHO MADE THE GIFT	NAME OF RECIPIENT OF GIFT	ADDRESS OF RECIPIENT

IF CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

SIGNATURE:

DATE:

**FILING INSTRUCTIONS:**

**WHEN TO FILE:** *No later than* the last day of the calendar quarter following the calendar quarter in which a reportable gift was given (example: if a gift is given in March, the form disclosing it should be filed by June 30).

You **do not** need to file this form unless you have given a reportable gift.

**WHERE TO FILE:**

File with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, Florida 32303, **UNLESS** the reportable gift was made to an officer or employee of the **Legislative Branch** of State government (Senate, House of Representatives, Joint Legislative entities, Public Service Commission, Commission on Ethics). Gifts to Legislative Branch officials should be reported on a separate Form 30 filed with Lobbyist Registration, Office of Legislative Services, Room G-68, Claude Pepper Building, 111 W. Madison St, Tallahassee, Florida 32399.

## WHO MUST FILE THIS FORM?

- Any person (“lobbyist”) who for compensation was seeking at the time a gift was given (or sought during the 12 months preceding the date of the gift) to influence the governmental decisionmaking, proposal, or recommendation of an agency, **IF** that person made, or directed to make, a reportable gift to a reporting individual\* or procurement employee\*\* of that agency.
- Any partner, firm, principal, or employer of such a person (lobbyist) **IF** the partner, firm, principal, or employer made, or directed another to make a reportable gift to a reporting individual\* or State procurement employee\*\* of the agency that the lobbyist was seeking or sought to influence.
- A “political committee” required to register under the election campaign finance laws that made, or directed another to make, a reportable gift to a reporting individual\* or procurement employee\*\*.
- A “vendor” as defined in s. 112.3148(2)(f), F.S., that made, or directed another to make a reportable gift to a reporting individual\* or procurement employee\*\*.

\* A “reporting individual” is a public officer or employee required to file a CE Form 6 or CE Form 1 financial disclosure statement. Generally, this includes elected officials, candidate for office, most appointed board members, and high level employees at State and local levels of government in Florida.

\*\* A “procurement employee” means any employee of an officer, department, board, commission, council, or agency of the executive branch or judicial branch of state government who has participated in the preceding 12 months through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or in any other advisory capacity in the procurement of contractual services or commodities as defined in s. 287.012, F.S., if the cost of such services or commodities exceeds or is expected to exceed \$10,000 in any fiscal year.

**This form does not have to be filed unless a reportable gift was made or directed to be made during the last calendar quarter.**

## WHAT GIFTS ARE REPORTABLE?

Any individual gift (as defined below) valued over \$25 but not over \$100 to a reporting individual or procurement employee on or after October 1, 1991. **The same gift need not be reported by more than one person or entity.**

**Note: Gifts that formerly were allowed under Section 112.3148, F.S. now may be prohibited expenditures under Sections 11.045, 112.3215, and 112.31485, F.S.**

## WHAT IS A “GIFT”?

A “gift” is defined to mean that which is accepted by an official or by another in his or her behalf, or that which is paid or given to another for or on behalf of the official, directly, indirectly, or in trust for the official’s benefit or by any other means, for which equal or greater consideration is not given within 90 days following receipt of the gift.

- A “gift” includes: real property and its use; tangible or intangible personal property and its use; transportation (unless provided by an agency in relation to officially approved governmental business), lodging or parking; food or beverage; membership dues; entrance fees, admission fees, or tickets to events, performances, or facilities; plants, flowers, or floral arrangements; services provided by persons pursuant to a professional license or certificate; other personal services for which a fee is normally charged; forgiveness of an indebtedness; a preferential rate or terms on a debt, loan, goods, or services that is not available to all similarly situated officials or to members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin; and any other similar service or thing having an attributable value.
- The following are **NOT REPORTABLE** as gifts on this form: a gift accepted on behalf of a government entity or charitable organization; a gift having a public purpose from a legislative or judicial branch entity, from an executive branch department or commission, from a water management district, the South Florida Regional Transportation Authority, or from a county, municipality, airport authority, or school board; a gift from a direct-support organization authorized by law to support a government entity to an officer or employee of that entity; salary, benefits, services, fees, commissions, gifts, or expenses primarily associated with the recipient’s business, employment, or service as an officer or director of a corporation or organization; contributions or expenditures reported pursuant to the election laws, campaign-related personal services provided by individual volunteers, and any contribution or expenditure by a political party; an honorarium or an expense related to an honorarium event to the official or official’s spouse; an award, plaque, certificate, or similar personalized item given in recognition of the official’s public, civic, charitable, or professional services; an honorary membership in a service or fraternal organization presented merely as a courtesy; and the use of public property or facilities for a public purpose. Also exempted are some gifts from state, regional, and national organizations that promote the exchange of ideas between or the professional development of governmental officials or employees.

## HOW I VALUE A GIFT?

Except as provided below, the value of a gift is the actual cost to the donor valued on a per occurrence basis. Compensation provided within 90 days of the gift by the recipient to the donor should be deducted from the value of the gift. Taxes and gratuities are not included in valuing a gift.

- Entrance fees, admission fees, or tickets: face value of the ticket/fee or on a daily per event basis, whichever is greater. If an admission ticket is given by a charitable organization, its value does not include the portion of the cost that represents a contribution to that charity.
- Lodging: on consecutive days is considered a single gift; lodging in a private residence is valued at \$44 per night.
- Transportation: value as a single gift on a round-trip basis (unless only one-way transportation is provided); value transportation in a private conveyance as if it were in a comparable commercial conveyance.
- Food and beverages consumed at a single sitting or event are a single gift valued for that sitting or meal; other food and beverages provided on a calendar day are considered a single gift, with the total value of all food and beverages provided on that date being the value of the gift.
- Personal services: value at the reasonable and customary charge for such services in the community where provided.
- Membership dues: value as a single gift all dues paid to the same organization during any 12-month period.
- Prorate total costs of an event among all invited persons if gift value for an individual participant cannot be determined. A gift given to several persons may be attributed among all of them on a pro rata basis. Food, beverages, entertainment, etc. provided at a function for more than ten people should be valued by dividing the total costs by the number of persons invited, unless the items are purchased on a per-person basis, in which case the per-person cost should be used.
- Do not include additional expenses required as a condition precedent to the donor’s eligibility to purchase or provide the gift if such expenses are primarily for the benefit of the donor or are of a charitable nature.

## FOR MORE INFORMATION:

This statement is required by Section 112.3148, Florida Statutes. Questions about the form or this law may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; telephone (850) 488-7864; information is also provided at: [www.ethics.state.fl.us](http://www.ethics.state.fl.us).