

Frequently Asked Questions about Completing the Form 802

Q. If an agency's elected official takes a staff member to a ceremonial event, does the staff member's name need to be disclosed on the Form 802?

A. No. The staff member's name is not required. The official's name is required in Part 3, Section B, and two tickets would be listed.

Q. An organization gives 10 concert tickets to an agency. The agency distributes the tickets to its employees. The agency does not have a ticket policy. Does this need to be disclosed on the Form 802?

A. No. Since the agency does not have a ticket policy, the individuals receiving the tickets would report the value of the tickets on their Form 700 if the organization is a reportable source and the value of the ticket(s) to each individual is \$50 or more. In order for tickets not to result in reportable gifts to its employees, the agency must adopt a policy identifying the public purpose of distributing tickets.

Q. An agency adopts a ticket policy. A local minor league baseball team donates 10 tickets to the city and the city distributes the tickets in accordance with the agency's ticket policy to employees in its parks department. Does this need to be disclosed on the Form 802?

A. Yes. In Part 3, Section A, the department must be listed, but the individuals' names are not required.

Q. The county fair board members received tickets to the county fair. Does the agency complete Part 3, Section A or Section B?

A. Section B. When tickets are used by governing board members, the individuals' names must be listed.