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May 6, 2013

To: Agency Ethics Officers

From: Robert S. Cohen  
Special Counsel and Director of Ethics and Lobbying Compliance

Subject: Reports on *Honoraria*

The New York State Joint Commission on Public Ethics ("JCOPE") regulations set limitations on the receipt of *honoraria* by State officers and employees and impose a **June 1, 2013** deadline for heads of State agencies or their designees to submit to JCOPE a list of *honoraria* received by employees of the agency from April 1, 2012 through March 31, 2013 (see 19 NYCRR Part 930, available at <http://www.jcope.ny.gov/about/ethc/Part930.html>). A form for your use in responding to this reporting requirement is available at [http://www.jcope.ny.gov/forms/ethc/Honoraria%20Report%20Form%205\\_6\\_13.pdf](http://www.jcope.ny.gov/forms/ethc/Honoraria%20Report%20Form%205_6_13.pdf). **Please submit your completed honoraria response form by email to JCOPE at [jcope@jcope.ny.gov](mailto:jcope@jcope.ny.gov) by June 1, 2013.**

As always, JCOPE remains available to provide assistance or answer any questions you may have concerning this topic. A list of frequently asked questions is available at <http://www.jcope.ny.gov/forms/ethc/Honoraria%20Frequently%20Asked%20Questions.pdf>. Please submit any other questions to [jcope@jcope.ny.gov](mailto:jcope@jcope.ny.gov).

You may wish to remind employees of their *honoraria* reporting obligations as they relate to the financial disclosure requirements. An *honorarium* in excess of \$1,000 must be reported on Question 13 of the financial disclosure statement.