

Financial Disclosure Summary Page for Executives

What is Financial Disclosure?

- Certain officials and employees of the City of Philadelphia are required to submit Financial Disclosure Information by May 1 for the previous year
- Up to three types of forms may be required:
 - ◆ State
 - ◆ City
 - ◆ Mayor

Contacts:

- Board of Ethics (215-686-9450)
 - ◆ Decisions on who files what form(s)
 - ◆ Assistance with what must be reported (disclosed) in specific blocks on forms
- Records Department
 - ◆ Financial Disclosure on-line system
 - ◆ Receives reports

Key Dates:

- **Week of April 13, 2009** : Filer Training
- **April 20 – May 1, 2009**: Filer Support at Marriott Residence Inn
- **5:00 pm May 1, 2009**: Filing Deadline
 - ◆ *You can file now, however many wait until they file their taxes and use the schedules for the information*

FDS Websites:

- **TEST website**
 - <http://64.78.150.79/FDS>
 - Userid/password:
 - ◆ Test1/Test1, Test2/Test2...Test10/Test10
 - You can practice using the system on this test site.
- **PRODUCTION website**
 - <https://fds.phila-records.com/FDS>

Online Filing: Key Advantages

- Data is entered once for all 3 forms
- Data can be copied from previous year
- Easy to view/amend and reprint forms

Your HR Managers' Roles and Responsibilities:

- Manage department filer lists
- Attend training sessions in March and April
- Manage requests from filers for bar-coded paper forms
- Collect and send completed paper documents to Records Department

Recap:

- All submissions require bar coded forms
- Only one filing method can be chosen per filing year for each filer: Online or Manual
- If forms are submitted online, a paper form must be printed, signed and delivered to HR Managers (this process will fully automated next year)
- Supervisor reviews forms per EO 01-90
- HR Managers deliver all submitted, signed paper forms to Department of Records

Notes and Cautions:

- HR Managers can get paper forms with bar codes on behalf of individual filers who do not have internet access
- The online filing option will no longer be available once a paper form (manual filing) is requested.
- The bar code acts as an individual identifier for the report that is eventually scanned in. Therefore, each time an individual filer requests forms, they should be printed from the FDS, not copied from previous forms
- Forms are not FILED until they are received in paper form with signature by the Records Department (this process will fully automated next year)