

WHO FILES WHAT: STATEMENTS OF FINANCIAL INTERESTS

Overview

The Board of Ethics coordinates the filing of two Statements of Financial Interests. Certain City officers and employees are required to file one or both of the following:

- **City Form** (required by Section 20-610 of the City Code)
- **State Form** (required by Section 1104(a) of the State Ethics Act)

NOTE: The Board of Ethics coordinates the Financial Disclosure process, but only has jurisdiction over the City Form. Legal determinations about the State Form should be made by the State Ethics Commission.

City Form

If you hold (or at any time during the current or previous calendar year held) the positions below, you must file the City Form.

- Any City elective office
- Finance Director
- Mayor's Chief of Staff
- City Solicitor
- Managing Director
- Members of the Mayor's cabinet not otherwise listed
- Members & executive directors of City boards & commissions that exercise significant powers of government
- Heads of executive branch agencies
- Other executive branch employees as designated by the Mayor

State Form

Each "public employee" and "public official" (as defined by the State Ethics Act and the State Ethics Regulations) must file a statement of financial interests for the preceding calendar year no later than May 1 of each year they hold such a position and of the year after they leave such a position.

Public Employees. Whether a City worker is a "public employee" depends on their job duties. This term generally includes City employees who take or recommend official action. Most supervisors, as well as anyone with the ability to spend City funds or issue an official determination, are public employees.

Public Officials. Under State law "public official" includes all elected officials. It also includes appointed members (including alternates) of boards and commissions that exercise significant powers of government.

Determinations about who is a public employee or public official under State law are initially made by Human Resources in consultation with the Board of Ethics, the Law Department, and the Chief Integrity Officer (for Executive Branch positions), but the State Ethics Commission has the ultimate authority to determine who must file the State Form. If you have questions about whether you or someone you supervise must file, Board staff can help you navigate the process of getting a determination.