

2009 Annual Filing of Statement of Economic Interests

Instructions for Department Heads, Board Members, and Commissioners

Please return your completed form to your Ethics Liaison by: _____.

(Deadline Date)

Must be no later than Wednesday, April 1, 2009

Ethics Liaison: _____ Ext. _____

Step 1: Determine What You Are Required To Disclose

_____ The financial interests you are required to disclose on your annual Statement of Economic Interests (SEI) are determined by your disclosure category (located on schedule B of your department's Conflict of Interest Code), the jurisdiction of your office and period of time covered by your statement. Please review the reporting criteria below.

Investments, income (including loans, gifts* and travel payments), interests in real property and business positions held are only reportable if they:

- Fall within your disclosure category;
- Fall within your jurisdiction**; and
- Were held at anytime from January 1, 2008 through December 31, 2008 (if you assumed your position on or after October 1, 2007, disclose financial interests held from the date you assumed office through December 31, 2008).

Step 2: Review Your Disclosure Category

_____ Based on your level and particular type of decision-making authority, your disclosure category specifies the types of financial interests that must be reported on your SEI.

_____ Contact your departmental ethics liaison if you have not received a copy of your department's Conflict of Interest Code. Or, download your department's Code from the CEC website at: <http://ethics.lacity.org/govethics/coiindex.cfm>

_____ To find your disclosure category you must first locate your position title and its corresponding category number on Schedule A of your department's Conflict of Interest Code.

_____ Using the corresponding number, find your position's assigned disclosure category on Schedule B of the Code.

_____ When reviewing your category, take note of any of your financial interests that fall within its description, your jurisdiction, and the time period covered by your statement. Please note that you may also be required to report community property interests (i.e., your 50% share of income received by a spouse or registered domestic partner) in addition to your own, if those interests fall within the disclosure criteria listed above.

_____ Gather the necessary personal documents to fill in the required information on the applicable schedules of your annual SEI.

Step 3: Complete your Statement of Economic Interest (Form 700)

- ___ Download the interactive version of the Form 700 from the CEC's website at: <http://ethics.lacity.org/pdf/forms/Form700-08-09.pdf> ***
Or, if you prefer, you may use the enclosed form.
- ___ Complete the top section of the Form 700 cover page. Your statement will be a public document; therefore, it is recommended that you use your agency mailing address rather than your home address.
- ___ Complete Part 1 of the cover page. Fill in the name of your agency, division, or board/ commission and your position in the spaces provided.
- ___ Complete Part 2 of the cover page. Check off the box adjacent to "City of" and write "Los Angeles" in the space provided.
- ___ Complete Part 3 of the cover page. Check off the second box titled "Annual." If applicable, write in the date the period covered by your form begins.
- ___ Consult the "What Schedules Do I Use To Report?" section (found on the backside of the cover page) to determine which Schedules you will have to complete.
- ___ Carefully read the instructions for the applicable Schedules. Consult the enclosed "Reference Pamphlet" for definitions and examples of interests.
- ___ Using the information you gathered in Step 2, complete the applicable schedules.
- ___ Complete Part 4 of the cover page. Indicate which Schedules you have completed and the total number of pages including the cover page. If no Schedules apply to you, check the "No reportable interests on any schedule" box. At minimum you will be submitting one page.
- ___ If you use the "online" Form 700, print out the completed pages and attach the cover page. If you use the paper copy provided, attach the cover page to any completed Schedules. Detach and recycle any unused Schedules.
- ___ **SIGN AND DATE** Part 5 of the cover page.

Step 4: Complete the CEC Form 11

- ___ Download the interactive version of the Form 11 from the CEC's website at: http://ethics.lacity.org/pdf/forms/form_11.pdf ***
Or, if you prefer, you may use the enclosed form.
- ___ Carefully read the instructions to determine which Schedules, if any, apply to you.
- ___ Complete the applicable Schedules.
- ___ Complete the cover page. Remember to indicate which Schedule, if any, you have completed and the total number of pages including the cover page. If no Schedules apply to you, check the "No Reportable Interests to Disclose" box.

- ___ If you use the "online" form, print out the completed pages and attach the cover page. If you use the paper copy provided, attach the cover page to any completed Schedules. Detach and recycle any unused Schedules.
- ___ **SIGN AND DATE** Part IV of the cover page.

Step 5: Submit Your Forms

- ___ Make a copy of your Forms for your personal records.
- ___ Attach your completed Form 11 to your completed Form 700. Please make sure you have signed and dated both forms. City and state law require all forms to have original signatures. Electronic and/or paper copies **will not** be accepted.
- ___ Return both completed and signed forms to your department's Ethics Liaison. **Your Forms must be filed NO LATER than Wednesday, April 1, 2009.** Late penalties will be assessed for statements filed after this date.

If you have questions or need assistance, please contact the CEC at (213) 978-1960, or the State Fair Political Practices Commission at their toll free number 1-866-ASK-FPPC (866-275-3772).

*Please note that gifts are reportable regardless of the location of the donor.

**For a complete definition of "jurisdiction," please consult the SEI Reference Pamphlet found in this packet or on the CEC's website at:

<http://ethics.lacity.org/PDF/manuals/SEIFiler/refpamphlet08-09.pdf>

***The interactive Form 700 and Form 11 work best with newer versions of the free Adobe Reader software. If you do not already have this software you can download a free version of it by visiting www.adobe.com and clicking on "Adobe Reader." Please check system requirements to determine the best version of Adobe Reader for your computer. These free versions of the Adobe software allow you to complete and print the form pages, **but do not allow you to save partially or fully completed pages to a disk or electronic filing system.** Hence, you should plan on completing the forms electronically in one sitting.