

Statements of Economic Interests

Types of Statements

Type of Statement	What is This?	When to Solicit . . .	Period Covered	Deadline
Pre-Confirmation	The pre-confirmation statement consists of a completed Form 700 and is filed when an individual is appointed or reappointed to a position subject to Council approval.	Pre-confirmation statements are solicited by the CEC.	12 months prior to appointment	Within 21 days of appointment
Initial	The initial statement consists of a completed Form 700 and is filed when an individual's position is added or revised on your department's COI Code.	Every time your COI Code is revised and: <ol style="list-style-type: none"> 1. a position is added to Schedule A 2. there are changes to an existing disclosure category on Schedule B 	12 months prior to filing an initial statement	Within 30 days of notification
Assuming Office	The assuming office statement consists of a completed Form 700 and is filed by an individual who assumes a position on Schedule A of your COI Code.	Every time an individual assumes a position on Schedule A of your department's COI Code.	12 months prior to assuming office	Within 30 days of assuming office
Annual	The annual filing consists of a completed Form 700 for all designated filers. Department heads, commissioners, board members, and elected officials must also complete a CEC Form 10 or 11 as an addendum.	Every year during the annual filing SEI period (February-March)	January 1st - December 31st of previous calendar year OR The date a filer assumed office through December 31st*	April 1st
Semi-Annual	The semi-annual statement serves as an update to the annual statement. It is only applicable to department heads, commissioners, board members and elected officials who were required to file an annual statement.	Every year during the semi-annual SEI filing period (August-September)	January 1st through June 30th	October 1st

Leaving Office

The leaving office statement consists of a completed Form 700 and applies to all designated filers.

Every time an existing filer:

1. leaves your department

OR

2. transfers to a position not listed on Schedule A of your department's Conflict of Interest Code

Any time period not covered by the filer's last assuming or annual statement up until the day the filer leaves office.

Within 30 days of leaving office

*Filers who assumed office on or after October 1, 2008, and who filed an assuming office statement, do not have to file an annual statement.