



Q: What is a statement of economic interests?

A: A statement of economic interests (SEI) is a public document filed by government officials to disclose personal financial interests that could conflict with government duties.

For most officials, the SEI consists of the state's Form 700. For City elected officials, agency heads, board members, and commissioners,* an SEI consists of Form 700 and the City's restricted source financial disclosure statement (Form 60).

*Excluding HACLA, IDA, and WIB.

Q: What is a conflict of interests code?

A: A conflict of interests (COI) code designates positions in a City agency that are required to file SEIs and specifies the types of financial interests to be reported by individuals who hold those designated positions.

Each City agency is required by the California Political Reform Act to create a COI code that is adopted by the City Council. A COI code consists of three components:

Main Body

An introductory section that refers to state regulations and provisions relating to financial disclosure and conflicts of interests. This section of a COI code is the same for all City agencies.

Schedule A

A list of the agency's designated positions. Individuals who hold these positions have the authority to make or participate in making governmental decisions and are, therefore, required to file SEIs. A disclosure category is assigned to each designated position. This section of a COI code is customized for each agency.

Schedule B

A list of the agency's disclosure categories. The designated positions listed on schedule A are assigned to a disclosure category on schedule B. Based on the assigned position's type and level of decision-making authority, the categories describe the financial interests that are required to be disclosed on the SEI. This section of a COI Code is customized for each agency, based on disclosure categories that are the same for all City agencies.



Q: Who is a designated filer?

A: A designated filer is an individual who occupies a designated position on schedule A of a COI code or an individual who has the authority to make or participate in the making of City decisions but occupies a new position that was created after 2009 but is not yet listed on a COI code. New positions must be identified by filing CA Form 804 with the Ethics Commission.

Consultants who have the authority to make or participate in making City decisions are also designated filers. New consultants must be identified by filing CA Form 805 with the Ethics Commission.

All designated filers are required to file SEIs.

Q: How do I obtain a list of my agency's designated filers?

A: Log into eDisclosure at southtechhosting.com/LosAngelesCity/eDisclosure/. Select *Filer Reports* under the *Contact Person* menu. Select *List of Filers* from the *Report* dropdown list. Then select your *agency* and click on *Get Report*.

To update your list of filers, please refer to the *Guide to Updating Agency Designated SEI Filer List* in this manual.

Q: How does a designated filer know what to disclose on the SEI?

A: A designated filer must refer to her position's assigned disclosure category on her agency's COI code. Based on her position's type and level of decision-making authority, the assigned category describes the financial interests that are required to be disclosed on the SEI.

Individuals in positions created after 2009 who have the authority to participate in making City decisions but are not yet designated by a COI code, are required to file under the broadest disclosure category on their agency's COI code. The head of an agency may assign a more limited disclosure category by submitting a CA Form 804, along with a description of the position's duties, to the Ethics Commission.

**Q: How are Form 700 and Form 60 filed?**

A: Form 700 and Form 60 can be filed electronically through eDisclosure, the City's online SEI filing system, which can be accessed at southtechhosting.com/LosAngelesCity/eDisclosure/. eDisclosure has several features that streamline and improve the filing experience:

- Sends filers automatic filing notices;
- Indicates what type of Form 700 is required;
- Auto-fills filer's Form 700 and Form 60 cover pages;
- Provides instant feedback about errors; and
- Stores information for the next required filing.

Paper forms may also be filed. Please see the applicable paper filing process instructions located in this manual.

Q: What happens if a designated filer submits her form late?

A: The Ethics Commission and the state's Fair Political Practices Commission (FPPC) have the authority to levy fines when an SEI is not filed on time. Fines for the late filing of Form 700 are \$10 per day, with a maximum fine of \$100. Fines for the late filing of Form 60 are \$25 per day, up to \$500. The FPPC and the Ethics Commission also have the authority to levy administrative penalties of up to \$5,000 per violation for failing to file SEIs.

Q: What are § 87200 filers?

A: Section 87200 filers are typically not listed on schedule A of an agency's COI code because they are designated to file SEIs under § 87200 of the Political Reform Act. These filers are required to disclose all investments, businesses, positions, income, and interests in real property as defined by the Political Reform Act.

The following individuals are § 87200 filers:

- Mayor, City Councilmember, City Attorney, Chief Administrative Officer, City Treasurer, and Citywide Planning Commissioner.
- Board or commission member who exercises responsibility for the management of public investments (*e.g.*, City pension board members).
- Employee or City contractor who exercises primary responsibility for the management of public investments (*e.g.*, principal investment officer or chief financial manager).