



ETHICS TOOL

**Form 700 – Statement of Economic Interests:
SEI REFERENCE ❶: “Key Filer Tips”**

Getting Ready to File

1. UNDERSTAND THE “BIG PICTURE” PURPOSE BEHIND THE FILINGS
 - The purpose behind the state-mandated Form 700 financial disclosure statement is to alert you – as a public official or designated agency employee – to personal interests that might be affected while you are performing your official duties, i.e., making governmental decisions, so that you can steer clear of any conflicts of interest.
 - Disclosure also helps inform the public about potential conflicts of interest. Form 700s are public documents and must be made available to anyone who requests them.
2. TAKE HEART - IT’S EASIER THAN IT LOOKS!
 - Most filers are surprised to find how simple it is to file. Don’t be discouraged by the notoriously intimidating length of the Form 700. For a vast majority of filers, the Form takes less than 30 minutes to complete.
3. REALIZE THAT YOU HAVE MANY INCENTIVES TO COMPLY:
 - It’s the law.
 - It’s part of the Public Record whether or not a filing is completed.
 - The state demands punishment for those who don’t comply – penalties can get up to \$5000 per violation.
 - Non-compliance creates unintended consequences that can hurt LAUSD overall.
4. RECOGNIZE THAT THERE IS LOTS OF HELP AROUND
 - Check our Ethics Office website first (www.lausd.net/ethics) for helpful tools, or call: (213) 241-3330.
 - California’s Fair Political Practices Commission [(866) ASK-FPPC] can help you with technical questions.
 - Your colleagues or supervisors who have filed in the past can also talk you through the process.
5. GET A COPY OF THE FORM 700 IN YOUR POSSESSION
 - Form 700 is now available electronically as an interactive PDF which you can type onto directly. Download the Form from www.lausd.net/ethics or www.fppc.ca.gov . If you do not have easy web access, you can also request a hard copy of Form 700 from the person in your division who is coordinating the filings.

Filling Out Your Form 700 – 4 Simple Steps

1. KNOW YOUR CATEGOR(IES) OF DISCLOSURE:
 - Remember that there are essentially two types of disclosure: a) “full”, or b) “partial” which are assigned to positions based on the breadth and reach of decisions a person holding that position makes.

(Excerpt from EXHIBIT “B”)

<i>Business Services</i>	
Business Manager	2,3
Deputy Business Manager	2,3
<i>Local District Superintendent & Schools</i>	
Principal	4

Example: An employee that approves contracts for goods or services for the district overall would be required to disclose investments and income from all individuals and entities of the type that supply equipment, materials or services to LAUSD (categories 2,3), but this employee would not need to disclose their real estate interests (category 1) because they do not make LAUSD decisions in the real estate area.

- You can check your categories by reviewing Exhibit “B” of LAUSD’s Conflict of Interest Code for the “Disclosure Categories” listed next to your position title.

Example: If your title is “Business Manager,” look on the Exhibit “B” and you’ll see that “2,3” are your disclosure categories. See “Disclosures” chart on next page for a better understanding of what this means.

4. SUBMIT YOUR FILING BEFORE THE APRIL 1ST DEADLINE

- By law, there is no provision for extending the deadline. Filings which are not submitted (i.e. received in the Ethics Office) by this date must be considered late.
- Also, please don't forget that, by law, your Form 700 needs to be submitted with an original signature, so faxes and e-mail submissions are not allowed to be accepted.
- When in doubt, remember that it's better to submit an initial filing and complete an “Amended Statement” later than to submit a late filing.
- Be aware that there might be follow-up contact.
 - *By law, we are required to audit 20% of statements for accuracy and completeness. While it's a filer's responsibility to ensure accuracy and completeness on their filings, we will follow up with the necessary individuals who are audited.*

After Filing

DON'T FORGET WHAT IT MEANS TO BE A FILER!

1. DISQUALIFY YOURSELF IF YOU HAVE A POTENTIAL CONFLICT

- Avoid participating in LAUSD matters if you have a financial interest and there is a potential conflict! *Remember, disclosing a conflict is not the same as permission to participate in the matter. In fact, a good general rule of thumb is that you should **NOT** participate on issues relating to sources you've disclosed in your Form 700. If you are not sure about a potential conflict, please seek guidance from the Ethics Office.*

2. AVOID HONORARIA

- Form 700 filers are prohibited from accepting any honorarium. For more information, see our SEI Reference titled “*Limitations & Restrictions on Gifts, Honoraria & Travel Payments*”

3. REMEMBER YOUR ONGOING REPORTING RESPONSIBILITIES

- Form 700 filers need to remember to track payments they receive – especially “gifts” received.
 - *Remember that all gifts with a market value over \$50 need to be reported, regardless of the source's jurisdiction.*

4. COMPLETE NEW STATEMENTS WHEN YOU CHANGE POSITIONS

- When you leave or take on a new position that's designated, you may need to complete a new statement.
 - *If you are leaving LAUSD, complete a new statement and check the “Leaving Office” box on the Form 700 Cover Sheet under **3. TYPE OF STATEMENT**.*
 - *If you are taking on a new position with different reporting categories, complete a new statement and check the “Assuming Office” box on the Form 700 Cover Sheet under **3. TYPE OF STATEMENT**.*
- * If you are entering a position that has the same reporting categories as your previous position for which you've already filed, you do not need to complete a new statement until your filing the following year.