

Where can you get help?

The Ethics Office is here to support all LAUSD affiliated filers in meeting the requirements of this state law.

Our office coordinates the process for providing designees with notifications, reminders, and forms. We have a number of reference guides, support materials, and online training tools (all of which are available on our website) to assist filers. We can also help you with general questions on completing your Form 700 Statement. For more technical reporting questions, please contact California's Fair Political Practices Commission (FPPC).

General Questions



Ask Ethics

1-866-322-5788

Technical Questions



FPPC

1-866-ASK-FPPC

To stay current about news and changes to your SEI filing requirements, please join our e-mail list by going to our website at: www.lausd.net/ethics.

Enforcement

State law mandates penalties and sanctions against individuals who do not comply. A \$10 fine must be assessed for each day that a filing is late. Unfortunately, there is no provision in the law for extending the filing deadline.

Also by law, those who fail to comply are to be referred to California's Fair Political Practices Commission for further fines and enforcement actions. *Please utilize Ethics Office resources early to avoid these penalties!*

Frequently Asked Questions

1. Do employees in other school districts have to complete a Form 700 SEI filing?

Yes. State law (Gov. Code 87300) requires every state and local government agency to adopt a Conflict of Interest Code. While different school districts may be at varying levels of compliance with this state law, every school district must comply or face sanctions and penalties.

2. What is the process for determining which individuals need to comply with the program?

By state law, all public agencies are required to review all job descriptions and responsibilities every two years at minimum, using guidelines and definitions set by the state, to determine which job positions need to be included in the agency's Conflict of Interest Code. LAUSD is required to get approval by the County of Los Angeles which is the final authority as to what positions need to be included in our COI Code.

3. What are examples of some positions that have to file a Form 700 Statement?

Statewide, examples of the positions that are required to file a SEI Form 700 include: elected officials, commissioners, judges, attorneys, directors, financial managers, contracts monitors, project specialists, et cetera.

At LAUSD, board members, superintendents, principals, directors, deputies, coordinators, buyers, attorneys and other decision-makers are among the positions required to file. For the full list and the most current Conflict of Interest Code, please visit our website at: www.lausd.net/ethics.



Ethics Office

Building Trust

Inside and Out

Understanding California's

Form 700

Statement of Economic Interests (SEI)

What You Need To Know

- What is the SEI requirement?
- Who is affected by this?
- What do you have to do to comply?
- How do you file?
- Where can you get help?

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What is the SEI requirement?

Filing a Statement of Economic Interests (SEI), also known more commonly as a "Form 700," is a requirement of state law. This annual requirement was enacted as part of the 1974 Political Reform Act which was passed by California voters to promote integrity in state and local government. The law seeks to help those making financial decisions on behalf of their agencies be aware of conflicts, so that they can avoid inappropriate personal gain. All elected officials and designated agency decision-makers are required to make public their financial interests in their Form 700.

Who is affected by this?

Any elected official, agency employee, consultant or adviser holding a position which involves them in influencing financial decisions on behalf of their agency could be subject to the SEI filing requirement. However, only those individuals whose positions have been *designated* in the agency's Conflict of Interest (COI) Code are required to file a Form 700. (For LAUSD's current Code, see: www.lausd.net/ethics).

How does a position get designated?

Using strict guidelines and definitions set by the state, local agencies like LAUSD are required to keep the positions designated in their COI Code updated. Every two years at minimum, LAUSD is required to identify and review all our positions and add, modify, or delete positions from our Code as responsibilities or titles change. Internally, our review is conducted with the support of Human Resources and the Personnel Commission. The review process is overseen by the County of Los Angeles which is the ultimate authority on deciding which positions and reporting categories are required in our COI Code for LAUSD to be in compliance of state law.

What do you have to do to comply?

Anyone in a position that is listed in LAUSD's most current COI Code must file a Form 700 annually by April 1 each year. Anyone who is leaving a position or newly taking on a position that has been designated has 30 days to file their Leaving Office or Assuming Office statement, respectively.

Snap Shot: Timeline Overview of Annual Filing

Feb
15

1 GET READY TO FILE

Download the Form 700 and helpful resources from the Ethics Office website at: www.lausd.net/ethics.

Mar
1

2 PREPARE YOUR INFO

Gather any financial records you may need to complete your Form 700 Statement of Economic Interests.

Mar
15

3 COMPLETE THE FORM

Fill out the cover page of your Form 700 and any other schedules required of your position. Sign and date your SEI to make it official.

Mar
25

4 FILE YOUR STATEMENT

Mail (preferred method) your original SEI to the Ethics Office, or submit it in person. *State law prohibits fax or e-mail.* Keep a copy for yourself.

April
1

5 BEAT THE DEADLINE

Remember your annual SEI must be received by April 1! State law defines any filing after this date as late and subject to fines.

Synopsis: Quick Answers about Filing

1. How long does it take to fill out the Form 700?



Looking at the Form 700, many first-time filers think that it will take them days to complete. However, for most filers, filing is fairly simple – with just one sheet in the lengthy, intimidating packet to complete.

Individuals who don't have many financial interests probably need about 30 minutes their first time while those with more complicated finances may need more time.

2. How personal is the information I have to share on the Form 700?



Given the nature of the law's intent, some of the information that has to be disclosed may seem very personal. However, filers are not required to report information about their primary personal residence, bank accounts, credit cards, mortgage and car loans, or any salary payments from government agencies.

3. What happens to the Form 700 after it's filed?



Filed Form 700 Statements are retained by an agency's filing office where they must be available to the public upon request in accordance with state law. For LAUSD, the filing office that maintains these statements is the Ethics Office.

4. Am I required to file in an 'acting' position?



Yes. By state law, you must file if you are in a designated position – regardless of whether or not the position is temporary.

5. Can I just submit the filing via fax or e-mail?



Unfortunately—no. The state requires us to have your original *signed* filing.