

Local Government Ethics Law Financial Disclosure Statement

Financial Disclosure Statement must be filed by April 30th each year, or within 30 days of take office.

IMPORTANT – BEFORE COMPLETING THE FORM, READ DEFINITIONS AND INSTRUCTIONS!

Instructions for Completing the Online “Fill-In” PDF Form

The PDF version of the form is at <http://www.nj.gov/dca/divisions/dlgs/programs/ethics.html>. You can download the form to your pc by doing the following:

1. Using your LEFT mouse button, click on the link above. The FDS form, and others, are available on the page that will open.
2. Using your RIGHT mouse button, click on the "Financial Disclosure Fill-In Form" link. A pop-up menu will open.
3. Using your LEFT mouse button, click on "Save Target As..." in the pop-up menu box. A "Save As" dialog box will then open. Near the very top of the "Save As" dialog box you will see a drop-down window which, if you LEFT click on its "down" arrow icon, will open to show various locations on your pc.
4. Using your LEFT mouse button, click on a location of your choice to which you want the file saved. "Desktop" is usually a convenient location for temporary use. At the bottom center of the dialog box you should find that the filename "fds_fill-in_form.pdf" and the file type "Adobe Acrobat Document" boxes are already completed.
5. Using your LEFT mouse button, click on the "Save" button in the lower right of the dialog box.
6. Using Adobe's [free Acrobat Reader program](#) the form can now be opened on your computer, filled out, printed, signed and mailed in. **You will NOT be able to save the filled-in version of the form**, but after you close Acrobat Reader you will still have the blank form available and can fill it out again in the future. **We recommend, however, that you obtain a new copy of the form each year you file in case there are changes made to the form between filing periods.**
7. If you own the full [Adobe Acrobat software program](#) and use that instead of the free Acrobat Reader program to fill in the form you should be able to save the completed form for easy use in the future. **We recommend, however, that you obtain a new copy of the form each year you file in case there are changes made to the form between filing periods.**
8. Using either program, open the form, LEFT click on the "Last Name" field at the top of the form and begin typing. You may tab from field to field or use your mouse and LEFT click in any field you wish to complete. Please note: you must fill in the "Year of Service" field located on the right side of the form near the top. When finished you can print the form (please remember to sign it), and submit it to the appropriate filing official. Consult the following instructions for information on completing the form.

DEFINITIONS AND INSTRUCTIONS

Requirements concerning the filing of this form are found in N.J.S.A. 40A:9-22.1 et seq.

DEFINITIONS

"Business organization" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, or other legal entity;

"Governing body" means, in the case of a municipality, the commission, council, board or body, by whatever name it may be known, having charge of the finances of the municipality, and, in the case of a county, the board of chosen freeholders, or, in the case of a county having adopted the provisions of the "Optional County Charter Law," P.L. 1972, c. 154 (C.40:41A-1 et seq.), as defined in the form of government adopted by the county under the act;

"Interest" means the ownership or control of more than 10% of the profits, assets or stock of a business organization but shall not include the control of assets in a nonprofit entity or labor union;

"Local government agency" means any agency, board, governing body, including the chief executive officer, bureau, division, office, commission or other instrumentality within a county or municipality, and any independent local authority, including any entity created by more than one county or municipality, which performs functions other than of a purely advisory nature, but shall not include a school board;

"Local government employee" means any person whether compensated or not, whether part-time or full-time employed by or serving on a local government agency who is not a local government officer, but shall not mean any employee of a school district;

"Local government officer" means any person whether compensated or not, whether part-time or full-time: (1) elected to any office of a local government agency; (2) serving on a local government agency which has the authority to enact ordinances, approve development applications or grant zoning variances; (3) who is a member of an independent municipal, county, or regional authority; or (4) who is a managerial executive or confidential employee of a local government agency, as defined in section 3 of the "New Jersey Employer-Employee Relations Act," P.L. 1941, c. 100 (C. 34:13A-3), but shall not mean any employee of a school district or member of a school board;

"Local government officer or employee" means a local government officer or a local government employee;

"Member of immediate family" means the spouse or dependent child of a local government officer or employee residing in the same household.

INSTRUCTIONS

All local government officers must file this form annually. Forms must be obtained from the municipal clerk if you serve a municipal government or the county clerk if you serve a county government. Other entities will receive their forms from the Local Finance Board.

Please provide the information based on your prior calendar year financial information. In addition, definitions used in the Local Government Ethics Law necessary to complete this form are printed above. The phrases that are defined appear in italics throughout the form. Most of the information requested is

self-explanatory, however, some particular points are clarified below.

Section I. Personal Information- Local Government Officer

Name and Year

Enter your name in the fields at the top of the page - if you are using the fill-in feature it will automatically insert your name on the second page. Then enter the Year of Service for which you are submitting the form. *The Year of Service is the current year in which you are serving. The financial information to be supplied in Section II* reflects the year just before the current one, i.e., the form filled out in 2004 includes financial information for 2003. If you have a relative of the same name in the same municipality, please be sure the names are differentiated by middle initial, suffix, or however the names differ.

Local Government Served

Please list the municipality or county you serve. If you serve a county, leave the municipality blank. Do not fill in the name of the municipality you live in unless it is the same name as the municipality you serve. If you serve a regional authority or other local government, please list that name under "other." An example would be a Regional Sewerage Authority.

Positions Held

Position held refers to your title as a local government officer or employee.

If you hold more than one position that qualifies you to complete this form, please list the municipal/county agency, title and term for each position, such as, council member, municipal sewerage authority member, and planning board member. If you serve at different levels of local government such as regional authority, county, and municipal government, you must file separate forms with each entity. An example would be city council and board of freeholders. You may list both positions on one form if you serve at different levels, however, the form must be filed in each local government.

If you hold more than one position, but it is for the same municipality or county, only one form must be completed and filed. An example would be city council, planning board, and municipal authority. As a point of further clarification, local government officers and employees serving municipal or county authorities are deemed to be serving the municipality or county respectively for purposes of this act. Thus, authority officers must file with their local government and Local Finance Board.

Section II. Financial Information

Complete this section based on information for the prior calendar year.

Information is to be provided for the person filing and members of the immediate family based on the definition above. Fill in each line and check the appropriate box for yourself, your spouse or a dependent. If a dependent's source is indicated, fill in that dependent's name in the space provided.

If you require more room for any of the sources requested in A through E, please use Extension Forms,

as necessary.

Sources of Income

Consider as income, all sources required to be reported to the New Jersey Division of Taxation for income tax purposes. Earned and unearned income is to be reported. Earned income is that received for one's labor or services such as salaries and wages. Unearned income is monetary compensation received where no labor or services are exchanged, such as social security, pension, interest income or rental property income. The threshold applies to each source whose gross amount is over \$2,000. If you are in business for yourself, please list only the name of the business and not individual clients.

Fees and Honorariums

List each source of fees and honorariums received by the local government officer or family member for any purpose. This would include those received as a result of the public office and those received as a result of personal business.

Sources of Gifts, Reimbursements, or Prepaid Expenses

Sources must be listed, excluding gifts made by relatives. Examples may include mileage reimbursement, hotel and meal expenses, travel expenses, vacations, etc. This includes amounts received as a result of the public office and those received as a result of personal business.

Business Organizations

List when you or members of the immediate family hold more than 10% of profits, assets, or stocks.

Please include additional information in Section F. as needed to clarify data provided or indicate information not requested that you believe is pertinent.

Section III. Certification

Please read the certification statement, date and sign in the space provided. Signatures must be original on all copies required to be filed. Please do not make copies of this form after it has been signed. Make the copies, and then sign each one with an original signature.

Filing

Municipal Local Government Officers

File the original and one copy with original signature with the municipal clerk. If a local ethics board has been established, a copy of the Financial Disclosure Statement must also be filed with the local ethics board.

County Local Government Officers

File the original and one copy with original signature with the county clerk. If a local ethics board has been established, a copy of the Financial Disclosure Statement must also be filed with the local ethics

board.

Members of municipal or county authorities serving only one municipality or county must file with the municipal clerk if a municipal authority and the county clerk if a county authority.

Do not file directly with the Local Finance Board. To facilitate the filing, the clerks will forward all completed forms to the Board.

Regional Authority and County College Officers

File directly with the Local Finance Board and the authority or college only. Send to:

Chairperson

Local Finance Board

P.O. Box 803

Trenton, New Jersey 08625

Filing Deadline- April 30th each year, or within 30 days of taking office.

We recommend that you obtain a new copy of the form each year you file in case there are changes made to the form between filing periods.

Questions: If you have any questions regarding the completion of this form, please contact the Local Finance Board at (609) 292-0479.

You must have the free Adobe Acrobat Reader to view and print "pdf" files.

