

FINANCIAL DISCLOSURE STATEMENT DEFINITIONS AND INSTRUCTIONS

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

Requirements concerning the filing of this form are found in the Local Government Ethics Law (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

This form must be filed annually by all local government officers. Local government officers are alerted to the requirement to file by a local government entity representative such as the municipal clerk, local

ethics board secretary, county clerk, regional authority board secretary, county college president, or joint insurance fund executive director.

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. Most of the information requested is self-explanatory; however, some particular points are clarified below.

Section I. Personal Information - Local Government Officer

List of Positions Held

Please verify that the correct local government entity, category, board/agency, and position held are identified at the bottom of Section I (List of Positions Held). This information was entered by your local government entity representative when the entity's local government officer roster was created.

If you hold more than one position within the same local government entity you should see a separate row for each position. For example, if you are a borough council member who also serves on the municipal planning board you should see a row for "borough council member" and a separate row for "planning board member." As a point of further clarification, local government officers and employees serving independent municipal or county authorities are deemed to be serving the municipality or county, respectively, for purposes of this act.

If you serve as a local government officer for more than one local government entity, the names of each entity will appear at the bottom of Section I (List of Positions Held) after you validate each PIN assigned to you by using the Manage Positions tool. Each entity will appear on a separate row after you validate each PIN.

Report any relevant discrepancies to the local government entity representative who created your entity's roster.

Personal Information

Please note that if you file your financial disclosure statement containing optional information such as your home address and phone number(s), **you will not be able to remove the optional information after your statement is submitted.**

You **must** include your spouse's name if you have a spouse to report. If you do not have a spouse to report you should leave these fields empty. A spouse includes a civil union partner.

Section II. Financial Information

Complete this section based on information for the **prior calendar year**. For example, in regard to financial disclosure statements that are required to be filed in calendar year 2015, Section II should be completed using 2014 financial information; that is, financial information pertinent to the period January 1, 2014, through December 31, 2014.

Information is to be provided for the local government officer **and members of the officer's immediate family** based on the definition set forth above. If a dependent's information is included in Section II, please enter the dependent's name in the field provided.

If it is necessary to make multiple entries, use the Save button after completing each entry. Each entry is saved in the List of Entries near the bottom of the page. When you are finished entering information use the Next button to proceed to the next section of the form.

If a financial information section does not apply to you or your immediate family, select None and proceed to the next section.

Sources of Income

Report **all earned and unearned income for yourself, your spouse and any dependents**. Earned income is income 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 of income exceeding \$2,000 (gross). If you own a business, please identify only the name of your business and not the names of individual clients. **Do not state self or spouse as a source of income; you must state where (i.e. the name of the company) the income is derived from.**

Fees and Honorariums

Report each source of fees and honorariums. This includes fees and honorariums received as a result of both public office and in private life.

Sources of Gifts, Reimbursements, or Prepaid Expenses

Report each source of gifts, reimbursements, or prepaid expenses having an aggregate value exceeding \$400 from any single source, excluding relatives. Examples include, but are not limited to, automobile mileage reimbursement, hotel and meal expenses, travel expenses, vacations, etc. This includes gifts, reimbursements, or prepaid expenses received as a result of both public office and in private life.

Business Organizations

If your spouse or dependent(s) own or control an interest in a business organization in which you also own or control an interest, you must separately identify the interest owned or controlled by your spouse and/or dependent(s).

Real Property

Identify all "real property" that is located in the State of New Jersey in which you or your immediate family hold an interest.

Although your home address is an optional field in Section I of the form, you are **required** by State law to report in Section II all real property in which you hold an interest. Real property could potentially include your personal residence and, therefore, it must be reported for purposes of Section II.

Optional Comments

Enter additional information, as needed, to clarify information provided or to include information not specifically requested that you believe is pertinent.

Section III. Certification

READ BOTH CERTIFICATIONS CAREFULLY.

Review your financial disclosure statement in order to activate the Submit Financial Disclosure button.

Type your name where indicated.

Click the Submit Financial Disclosure button. A pop-up window will appear stating “Are you sure that you want to submit your form today? Once you submit your form you will not be able to amend, supplement, modify, or change your form in any manner whatsoever.”

If you proceed to file your form, you should see a message stating that your financial disclosure statement was submitted successfully with a record of the submission date and time. It is recommended that you print a copy of this page and/or print a copy of your filed statement.

Filing

Once you submit your financial disclosure statement electronically it is immediately available to the public through the “Public Search Portal.” It is unnecessary to file a paper copy of your statement with your local government entity representative or with the Local Finance Board.

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

Questions

Please visit <http://www.nj.gov/dca/divisions/dlgs/resources/fds.html> for additional information concerning financial disclosure statement filing requirements. If you have any questions regarding the completion of the form, please contact the Local Finance Board at (609) 292-4537 or send your question via email to lfb_fds@dca.nj.gov and note in the subject line “FDS Question.”