



San Francisco Ethics Commission

**STATEMENT OF ECONOMIC INTERESTS – FORM 700
2019 ANNUAL FILING**

Filer Information Session

AGENDA

- Overview - Statement of Economic Interests
- Form 700 Schedules
- New Laws
- Filer Support and Resources


Overview

Statement of Economic Interests

STATEMENT OF ECONOMIC INTERESTS - FORM 700

- Political Reform Act
- Why Statement of Economic Interests Form 700s are filed
- How Form 700 disclosure supports Transparency and Accountability



Statement of Economic Interests	
<hr/>	
Form 700	
A Public Document	

WHO FILES FORM 700?

- Elected Officials, Departments Heads, Board Members and Commissioners
- Designated Employees

Learn more online:

[San Francisco Campaign & Governmental Conduct Code](#)

FORM 700 FILING REQUIREMENTS AND DUE DATES

- Assuming Office – Within 30 days
- Annual – Apr 2nd 2019* (*date change due to State holiday this year*)
- Leaving Office – Within 30 days

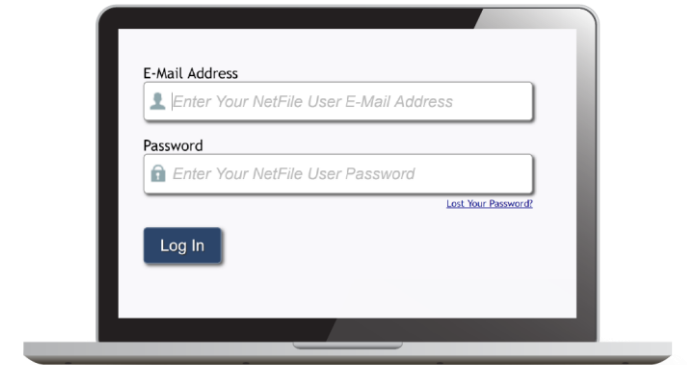
***Exception:** If you assumed office between Oct 1 2018 and April 1 2019, and filed an assuming office Form 700, you do not need to file annual Form 700 until April 1 2020.

Learn more online:
[Form 700 Filing Deadlines page](#)

FILING 2019 ANNUAL FORM 700 ELECTRONICALLY

Elected Officials, Departments Heads, Board Members and Commissioners

- Login to the Ethics Commission E-filing system (NetFile)
- Complete and submit the form online by due date



Learn more online:
[2019 Annual Form 700 Filing Requirements Page](#)

FILING 2019 ANNUAL FORM 700 ON PAPER

Designated Employees

- Complete and sign Form 700 on paper
- Submit the completed form to the Filing Officer by due date

The image shows the cover page of California Form 700, titled 'STATEMENT OF ECONOMIC INTERESTS COVER PAGE'. It is a public document from the Fair Political Practices Commission. The form includes fields for the filer's name (last, first, middle), office or court information (agency name, division, board, department, district, and position), and jurisdiction (state, multi-county, city, judge or court commissioner, county, or other). It also has a section for the type of statement.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court
Agency Name (Do not use acronyms)
Division, Board, Department, District, if applicable Your Position
If filing for multiple positions, list below or on an attachment. (Do not use acronyms)
Agency: Position:

2. Jurisdiction of Office (Check at least one box)
☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)

Learn more online:

[2019 Annual Form 700 Filing Requirements page](#)

ETHICS & SUNSHINE TRAINING

For Elected Officials, Departments Heads, Board Members and Commissioners

Ethics and Sunshine Ordinance Declaration Form

- Due Monday, Apr 1st 2019
- Filed Electronically via NetFile

Learn more online:
[Ethics and Sunshine Training page](#)

PUBLIC ACCESS TO FILED FORMS

- Form 700 statements filed electronically
 - Available at [Form 700 Online Disclosure](#) (with limited redactions)
 - Un-redacted forms are accessible to the public on request at the Ethics Commission
- Form 700 statements filed on paper
 - Retained with departmental filing officers and are accessible to the public on request
- Sunshine Ordinance Declarations and Certificates of Ethics Training
 - Available at [Online Disclosure](#) (with limited redactions)
 - Un-redacted forms are accessible to the public on request at the Ethics Commission

LATE FILING AND ENFORCEMENT

- No provision in the law to extend Form 700 due dates
- Late fees of \$10/day up to a \$100 for each required filing
- Non-filers may be subject to disciplinary and/or enforcement actions with potential fines of up to \$5,000 per violation

Learn more online:
[Late Filing and Enforcement page](#)

NON-FILER DISQUALIFICATION - BOARDS AND COMMISSIONS

- Members of City Boards and Commissions who fail to file Form 700 and/or Sunshine/Ethics Declarations by the deadline are disqualified from participating in or voting on matters listed on their boards' and commissions' meeting agendas until the filing requirements are met.

Learn more online:
[SF C&GCC Sec. 3.1-102.5\(c\)](#)

AMENDMENTS TO FILED FORM 700

- Amend the form electronically or on paper depending on the original filing
- Amendments can be made to current or prior years' filings
- Contact department's filing officer or the Ethics Commission for questions

Learn more online:
[How to File Form 700](#)

FORM 700 REVIEW

FORM 700 GENERAL REMINDERS

- Reporting period for 2019 annual filing: 1/1/2018 to 12/31/2018
- Filer's position and disclosure category will determine reportable financial interests
- Reportable financial interests include filer's own and those of filer's spouse/partner. They also include interests of dependent children.

HOW TO FIND YOUR DISCLOSURE CATEGORY

- Visit San Francisco Campaign & Governmental Conduct Code
- Click on the section for your department

The screenshot displays the American Legal Publishing Corporation website. On the left, a table of contents (TOC) lists various San Francisco codes, with 'San Francisco Campaign and Governmental Conduct Code' highlighted. The main content area shows a list of sections, with 'Sec. 3.1-230. Ethics Commission' circled in red. Below this, the 'SEC. 3.1-100. DEFINITIONS.' section is visible, starting with 'As used in this chapter:' and listing definitions, including '(a) "Political Reform Act" means the Political Reform Act of 1974, as said Act reads on the date'.

AMERICAN LEGAL Publishing Corporation

TOC ADA Compatible View

Quick Search: Search

Document Search Results Print Save Email Help

Start Over Prev Doc Next Doc

California

- San Francisco Charter
- San Francisco Administrative Code
- San Francisco Business and Tax Regulations Code
- San Francisco Campaign and Governmental Conduct Code
- San Francisco Environment Code
- San Francisco Fire Code
- San Francisco Health Code
- San Francisco Municipal Elections Code
- San Francisco Park Code
- San Francisco Planning Code
- San Francisco Zoning Maps
- San Francisco Police Code
- San Francisco Port Code
- San Francisco Public Works Code
- San Francisco Subdivision Code
- San Francisco Transportation Code
- San Francisco Building Inspection Commission (BIC)
- Comprehensive Ordinance List

Sec. 3.1-215. Elections, Department of.

Sec. 3.1-218. Emergency Management, Department of.

Sec. 3.1-225. Environment, Department of the.

Sec. 3.1-230. Ethics Commission

Sec. 3.1-240. Film Commission.

Sec. 3.1-242. Finance Corporation.

Sec. 3.1-245. Fine Arts Museums.

Sec. 3.1-250. Fire Department.

Sec. 3.1-251. General Services Agency – City Administrator.

Sec. 3.1-252. General Services Agency – Public Works.

Sec. 3.1-253. General Services Agency – Technology, Department of.

Sec. 3.1-255. Golden Gate Park Concourse Authority.

Sec. 3.1-260. Health Authority.

Sec. 3.1-267. Health Service System.

SEC. 3.1-100. DEFINITIONS.

As used in this chapter:

(a) "Political Reform Act" means the Political Reform Act of 1974, as said Act reads on the date

HOW TO FIND YOUR DISCLOSURE CATEGORY

- View the disclosure category and description for the position (Note: description for disclosure category 1 is under 3.1-107)
- Filing Officers/Department Heads are the points of contact for questions

The screenshot shows the American Legal Publishing Corporation website. The left sidebar lists various San Francisco codes, with "ARTICLE III: CONDUCT OF GOVERNMENT OFFICIALS" selected. The main content area displays "SEC. 3.1-230. ETHICS COMMISSION." and "Disclosure Category 2. Persons in this category shall disclose any investments in, business position, or other financial interest in the Ethics Commission, including but not limited to, computer hardware or software companies, code of equipment to the Ethics Commission during the reporting period." Below this, a table lists designated positions and their corresponding disclosure categories.

Designated Positions	Disclosure Categories
Commission Member	1
Executive Director	1
Deputy Director	1
Assistant Deputy Director	1
Consultant/New Positions	*
Senior Fellow	1

The screenshot shows the American Legal Publishing Corporation website. The left sidebar lists various San Francisco codes, with "ARTICLE III: CONDUCT OF GOVERNMENT OFFICIALS" selected. The main content area displays "SEC. 3.1-107. DISCLOSURE CATEGORY 1." and "Unless otherwise specified, for each department or agency, Disclosure Category 1 shall read: 'Disclosure Category 1. Persons in this category shall disclose income (including gifts) from any source, in any form, including but not limited to, salary, honoraria, fees, gifts, or other compensation, for services rendered as an employee, or holds any position of management.'" Below this, a table lists designated positions and their corresponding disclosure categories.

Designated Positions	Disclosure Categories
Commission Member	1
Executive Director	1
Deputy Director	1
Assistant Deputy Director	1
Consultant/New Positions	*
Senior Fellow	1

FORM 700 COVER PAGE REMINDERS

- List business address
 - Contact information will not be redacted in the forms retained at departments
 - Electronic filers: Contact information will be redacted online but is available un-redacted at the Ethics Commission
- Select applicable schedules
- Sign the form

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court
Agency Name (Do not use acronyms)
Division, Board, Department, District, if applicable Your Position
If filing for multiple positions, list below or on an attachment. (Do not use acronyms)
Agency: Position:

2. Jurisdiction of Office (Check at least one box)
☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)
☐ Annual: The period covered is January 1, 2016, through December 31, 2016.
-or- The period covered is through December 31, 2016.
☐ Assuming Office: Date assumed
☐ Leaving Office: Date Left (Check one)
☐ The period covered is January 1, 2016, through the date of leaving office.
-or- The period covered is through the date of leaving office.
☐ Candidate: Election year and office sought, if different than Part 1:

4. Schedule Summary (must complete) ▶ Total number of pages including this cover page:
Schedules attached
☐ Schedule A-1 - Investments - schedule attached ☐ Schedule C - Income, Loans, & Business Positions - schedule attached
☐ Schedule A-2 - Investments - schedule attached ☐ Schedule D - Income - Gifts - schedule attached
☐ Schedule B - Real Property - schedule attached ☐ Schedule E - Income - Gifts - Travel Payments - schedule attached
-or-
☐ None - No reportable interests on any schedule

5. Verification
MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Date Signed (month, day, year) Signature (File the originally signed statement with your filing official)

FORM 700 SCHEDULES

- Schedules
 - A-1: Investments - Stocks, Bonds, and Other Interests (Ownership <10%)
 - A-2: Investments, Income, and Assets of Business Entities/Trusts (Ownership >10%)
 - B: Interests in Real Property
 - C: Income, Loans, and Business Positions
 - D: Income - Gifts
 - E: Income - Gifts of Travel Payments, Advances, and Reimbursements

Investments - Stocks, Bonds, and Other Interests (Ownership <10%)

- Investments worth \$2,000 or more
- Stocks/bonds chosen by the individual
- Mutual funds are not required to be disclosed

SAN FRANCISCO ETHICS COMMISSION | 2019

FORM 700 SCHEDULE A-2 REMINDERS

Investments, Income, and Assets of Business Entities/Trusts (Ownership >10%)

- Business ownership
- Must report any client that was a source of more than \$10k of income
- Trust funds

SCHEDULE A-2 Investments, Income, and Assets of Business Entities/Trusts (Ownership Interest is 10% or Greater)		CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION Name _____
1. BUSINESS ENTITY OR TRUST Name _____ Address (Business Address Acceptable) _____ Check one <input type="checkbox"/> Trust, go to 2 <input type="checkbox"/> Business Entity, complete the box, then go to 2	1. BUSINESS ENTITY OR TRUST Name _____ Address (Business Address Acceptable) _____ Check one <input type="checkbox"/> Trust, go to 2 <input type="checkbox"/> Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS FAIR MARKET VALUE <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000 IF APPLICABLE, LIST DATE: ACQUIRED _____ / _____ / 16 DISPOSED _____ / _____ / 16 NATURE OF INVESTMENT <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other _____ YOUR BUSINESS POSITION _____	GENERAL DESCRIPTION OF THIS BUSINESS FAIR MARKET VALUE <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000 IF APPLICABLE, LIST DATE: ACQUIRED _____ / _____ / 16 DISPOSED _____ / _____ / 16 NATURE OF INVESTMENT <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other _____ YOUR BUSINESS POSITION _____	
2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST) <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> OVER \$100,000 <input type="checkbox"/> \$1,001 - \$10,000	2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST) <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> OVER \$100,000 <input type="checkbox"/> \$1,001 - \$10,000	
3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (attach a separate sheet if necessary) <input type="checkbox"/> None or <input type="checkbox"/> Names listed below _____ _____ _____	3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (attach a separate sheet if necessary) <input type="checkbox"/> None or <input type="checkbox"/> Names listed below _____ _____ _____	
4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST Check one box: <input type="checkbox"/> INVESTMENT <input type="checkbox"/> REAL PROPERTY Name of Business Entity, if investment, or Assessor's Parcel Number or Street Address of Real Property _____ Description of Business Activity or City or Other Precise Location of Real Property _____ FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000 IF APPLICABLE, LIST DATE: ACQUIRED _____ / _____ / 16 DISPOSED _____ / _____ / 16 NATURE OF INTEREST <input type="checkbox"/> Property Ownership/Deed of Trust <input type="checkbox"/> Stock <input type="checkbox"/> Partnership <input type="checkbox"/> Leasehold <input type="checkbox"/> Other _____ Check box if additional schedules reporting investments or real property are attached	4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST Check one box: <input type="checkbox"/> INVESTMENT <input type="checkbox"/> REAL PROPERTY Name of Business Entity, if investment, or Assessor's Parcel Number or Street Address of Real Property _____ Description of Business Activity or City or Other Precise Location of Real Property _____ FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000 IF APPLICABLE, LIST DATE: ACQUIRED _____ / _____ / 16 DISPOSED _____ / _____ / 16 NATURE OF INTEREST <input type="checkbox"/> Property Ownership/Deed of Trust <input type="checkbox"/> Stock <input type="checkbox"/> Partnership <input type="checkbox"/> Leasehold <input type="checkbox"/> Other _____ Check box if additional schedules reporting investments or real property are attached	
Comments: _____		
FPPC Form 700 (2016/2017) Sch. A-2 FPPC Advice Email: advice@fppc.ca.gov		

FORM 700 SCHEDULE B REMINDERS

Interests in Real Property

- Report interests (worth \$2,000 or more) in real property owned within the city (personal home is generally excluded)
- Report rental income from properties owned within the city (including personal home, if a portion of it is rented out)
- Tenants names are also reported and not redacted on paper filings (names are redacted online for electronically filed forms)
- Personal mortgages are not reportable if they are at rates available to the general public

SCHEDULE B Interests in Real Property (Including Rental Income)		CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION Name _____
ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____ CITY _____ FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000 IF APPLICABLE, LIST DATE: _____/_____/16 ACQUIRED DISPOSED NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold Yrs. remaining: _____ <input type="checkbox"/> Other: _____ IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000 SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None _____ _____ _____	ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____ CITY _____ FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000 IF APPLICABLE, LIST DATE: _____/_____/16 ACQUIRED DISPOSED NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold Yrs. remaining: _____ <input type="checkbox"/> Other: _____ IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000 SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None _____ _____ _____	
<p>* You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:</p>		
NAME OF LENDER* _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF LENDER _____ INTEREST RATE _____% <input type="checkbox"/> None TERM (Months/Years) _____ HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000 <input type="checkbox"/> Guarantor, if applicable _____	NAME OF LENDER* _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF LENDER _____ INTEREST RATE _____% <input type="checkbox"/> None TERM (Months/Years) _____ HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000 <input type="checkbox"/> Guarantor, if applicable _____	

FORM 700 SCHEDULE C REMINDERS

Income, Loans, and Business Positions

- Sources of income of \$500 or more
- Need not report governmental salary
- Income from businesses and non-profits
- Income from sale of property (home, car etc.)
- Source of income consideration: Entity conducts business within the city
- Do not double report business ownership as employment

SCHEDULE C Income, Loans, & Business Positions (Other than Gifts and Travel Payments)		CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION Name _____
1. INCOME RECEIVED		
NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____	NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____	
GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000		
CONSIDERATION FOR WHICH INCOME WAS RECEIVED <input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.) <input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.) <input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.) <input type="checkbox"/> Loan repayment <input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more _____ (Describe) <input type="checkbox"/> Other _____ (Describe)		
2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD		
<p>* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:</p>		
NAME OF LENDER* _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF LENDER _____	INTEREST RATE _____% <input type="checkbox"/> None	TERM (Months/Years) _____
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	SECURITY FOR LOAN <input type="checkbox"/> None <input type="checkbox"/> Personal residence <input type="checkbox"/> Real Property _____ Street address _____ City _____ <input type="checkbox"/> Guarantor _____ <input type="checkbox"/> Other _____ (Describe)	

FORM 700 SCHEDULE D REMINDERS

Income – Gifts

- Report gift(s) with cumulative value of \$50 or more
- Gift limit – Not more than \$470 in 2018 from a single source
- Common exceptions
 - Gifts from family members
 - Gifts of informational material (example: conference admission)

Learn more online:
[Gifts and Travel page](#)

SCHEDULE D Income – Gifts			CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION Name _____
NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____			NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S)
/ /	\$		/ / \$
/ /	\$		/ / \$
/ /	\$		/ / \$
NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____			NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S)
/ /	\$		/ / \$
/ /	\$		/ / \$
/ /	\$		/ / \$
NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____			NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S)
/ /	\$		/ / \$
/ /	\$		/ / \$
/ /	\$		/ / \$

FORM 700 SCHEDULE E REMINDERS

Income - Gifts of Travel Payments, Advances, and Reimbursements

- Need not report gifts from family members
- Need not report travel paid for by the City to carry out your official duties

Learn more online:
[Gifts and Travel page](#)

SCHEDULE E Income – Gifts Travel Payments, Advances, and Reimbursements		CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION Name _____
<ul style="list-style-type: none">• Mark either the gift or income box.• Mark the "501(c)(3)" box for a travel payment received from a nonprofit 501(c)(3) organization or the "Speech" box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.• For gifts of travel, provide the travel destination.		
<p>▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ (if gift) AMT: \$ _____</p> <p>▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="checkbox"/> Made a Speech/Participated in a Panel <input type="checkbox"/> Other - Provide Description _____</p> <p>▶ If Gift, Provide Travel Destination _____</p>	<p>▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ (if gift) AMT: \$ _____</p> <p>▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="checkbox"/> Made a Speech/Participated in a Panel <input type="checkbox"/> Other - Provide Description _____</p> <p>▶ If Gift, Provide Travel Destination _____</p>	
<p>▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ (if gift) AMT: \$ _____</p> <p>▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="checkbox"/> Made a Speech/Participated in a Panel <input type="checkbox"/> Other - Provide Description _____</p> <p>▶ If Gift, Provide Travel Destination _____</p>	<p>▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ (if gift) AMT: \$ _____</p> <p>▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="checkbox"/> Made a Speech/Participated in a Panel <input type="checkbox"/> Other - Provide Description _____</p> <p>▶ If Gift, Provide Travel Destination _____</p>	
Comments: _____		

NEW LAWS

GIFTS AND CONFLICT OF INTEREST RULES

- Annual gift limit for City officials and employees
 - \$470 until December 31, 2018 (for 2019 annual Form 700 reporting period)
 - Increases to \$500 for 2019 and 2020
- New Conflict-of-Interest Rules for Elective Officers and Members of City Boards and Commissions

BEHESTED PAYMENTS REPORTING

- Elected Officials
 - Per State law, officials must file FPPC Form 803 with their agency for payments of \$5,000 or more, and forward a copy to the Ethics Commission
 - Per City law, officials must e-file SFEC Form 3610b with the Ethics Commission for certain payments of \$1,000 or more (*New filing requirement effective 1/1/2019*)
- Members of City Boards and Commissions
 - Per City law, officials must e-file SFEC Form 3610b with the Ethics Commission for certain payments of \$1,000 or more (*New requirements effective 1/1/2019*)
- Additional filing requirements for Donors and Recipients of behested payments (*New requirements effective 1/1/2019*)
- For details visit [Behested Payments](#) and [SF Campaign & Governmental Conduct Code Sec. 3.600 et seq.](#)

RECUSAL NOTIFICATION

- Any member of a City board or commission who has a conflict of interest or who must recuse himself or herself from a proceeding shall in the public meeting of the board or commission prior to the consideration of the matter:
 - Publicly identify the circumstances, recuse himself or herself, and leave the room until after the consideration of the matter
- Recusal Notification
 - File a notification form for each recusal
 - File the form along with a copy of the meeting agenda with the Ethics Commission
 - File within 15 calendar days after the date of the meeting at which the recusal occurred
- For more details visit [SF Campaign & Governmental Conduct Code Sec. 3.209](#)

FILER SUPPORT & RESOURCES

SUPPORT & RESOURCES

■ Filer Assistance

- Filing Officer for the department
- Ethics Commission – ethics.commission@sfgov.org or (415) 252-3100
- Fair Political Practices Commission (FPPC) - (866) 275-3772 (866-ASK-FPPC)
- Deputy City Attorney assigned to your department

■ Online Resources

- Ethics Commission website - www.sfethics.org
- Fair Political Practices Commission website - www.fppc.ca.gov/Form700.html

NEXT FILER INFORMATION SESSION

- **Session FI-2:** Monday, **March 20th 2019** – 1:30 PM to 2.30 PM
City Hall, Room 421

Online form to sign up for the session

MORE INFORMATION ON OUR WEBSITE – SFETHICS.ORG



City & County of San Francisco
Ethics Commission

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Compliance

City Officers

Statement of Economic Interests (Form 700)

Statement of Economic Interests (Form 700)

City officers and designated employees are required to disclose reportable financial interests by filing Statement of Economic Interests (SEI), also known as [Fair Political Practices Commission \(FPPC\) Form 700](#). These public filings help officials and employees monitor their financial interests, identify when those interests might conflict with their government actions, and take steps to avoid conflicts of interests. The Political Reform Act of 1974 prohibits public officials from using their official position to influence a governmental decision in which they have reason to know they have a financial interest (Gov. Code, § 87100).

2019 Annual Form 700 due Tuesday, April 2 2019, and Ethics and Sunshine Training Declaration Form due Monday, April 1 2019. [Learn More.](#)

File SEI – FPPC Form 700



Designated Employees: File [Hard Copy Form 700](#) with your filing officer. Learn more about [how to file Form 700](#).



Elected Officials, Department Heads, Board Members and Commissioners: File your Form 700 online. Learn more about [how to file Form 700](#).



[E-File Account Setup](#) | [Password Reset](#)

Ethics & Sunshine Training



- Elected Officials, Department Heads, Board Members and Commissioners need to fulfill [Ethics and Sunshine training requirements](#).
- Watch [Ethics and Sunshine Online Training](#)
- E-File [Ethics and Sunshine Training Declaration Form](#)

Compliance

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City Officers

Statement of Economic Interests (Form 700)

How to File Form 700

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Gifts and Travel

Incompatible Activities

Lobbyists

Campaign Consultants

Major Developers

Permit Consultants

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Thank you

San Francisco Ethics Commission
25 Van Ness Avenue, Suite 220
San Francisco, CA 94102
(415) 252-3100
www.sfethics.org