



San Francisco Ethics Commission

**STATEMENT OF ECONOMIC INTERESTS – FORM 700
2020 ANNUAL FILING**

Filer Information Session

AGENDA

- Overview - Statement of Economic Interests
- Form 700 Schedules
- Additional Filing Requirements for City Officials
- Filer Support and Resources

Overview


Statement of Economic Interests

STATEMENT OF ECONOMIC INTERESTS - FORM 700

Form 700 disclosure supports Transparency and Accountability

- Provides necessary information to the public about an official's personal financial interests
- Serves as a reminder to the public official of potential conflicts of interest



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 1st 2020*
- Leaving Office – Within 30 days

***Exception:** If you assumed office between Oct 1 2019 and April 1 2020, and filed an assuming office Form 700, you do not need to file annual Form 700 until April 1 2021.

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

FILING 2020 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:
[2020 Annual Form 700 Filing Requirements Page](#)

FILING 2020 ANNUAL FORM 700 ON PAPER

Designated Employees

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

The image shows the cover page of California Form 700, titled 'STATEMENT OF ECONOMIC INTERESTS COVER PAGE'. The form is from the 'FAIR POLITICAL PRACTICES COMMISSION' and is labeled 'A PUBLIC DOCUMENT'. It includes a 'Date Initial Filing Received' field and a 'Please type or print in ink.' instruction. The form is divided into sections for filer information, office details, jurisdiction, and 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:
[2020 Annual Form 700 Filing Requirements page](#)

ETHICS & SUNSHINE TRAINING

Elected Officials, Departments Heads, Board Members and Commissioners

Complete training and file *Ethics and Sunshine Declaration Form* via [NetFile](#)

- Due Wednesday, Apr 1st 2020
- Within 30 days of Assuming Office

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
- Ethics and Sunshine Training Declaration Forms
 - 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 method
- Amendments can be made to current or prior years' filings
 - Must use the same “year” version of Form 700 as the originally filed statement being amended
 - There are no penalties assessed for amendments
- Contact department's filing officer or the Ethics Commission for questions

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

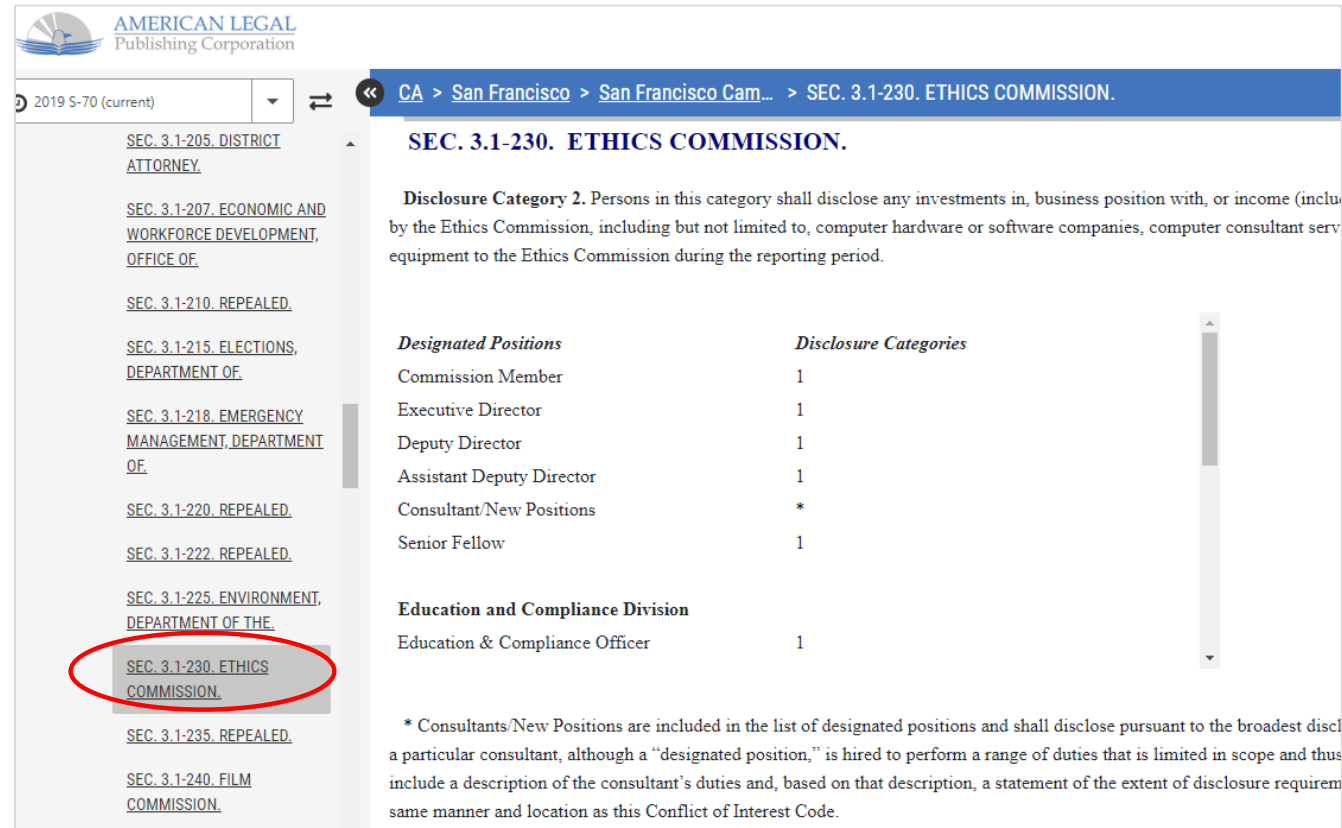
FORM 700 REVIEW

FORM 700 GENERAL REMINDERS

- Reporting period for 2020 annual filing: 1/1/2019 to 12/31/2019
- 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 as well as interests of dependent children

HOW TO FIND YOUR DISCLOSURE CATEGORY

- Visit [San Francisco Campaign & Governmental Conduct Code](#)
- Click on the section for your department



AMERICAN LEGAL Publishing Corporation

2019 S-70 (current)

CA > San Francisco > San Francisco Cam... > SEC. 3.1-230. ETHICS COMMISSION.

SEC. 3.1-230. ETHICS COMMISSION.

Disclosure Category 2. Persons in this category shall disclose any investments in, business position with, or income (including but not limited to, computer hardware or software companies, computer consultant services, or equipment) to the Ethics Commission during the reporting period.

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

Education and Compliance Division

Education & Compliance Officer	1
--------------------------------	---

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category applicable to a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus does not include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements in the same manner and location as this Conflict of Interest Code.

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

AMERICAN LEGAL
Publishing Corporation

Search Login Select Language ? Re

current) << CA > San Francisco > San Francisco Cam... > SEC. 3.1-107. DISCLOSURE CATEGORY 1.

SEC. 3.1-107. DISCLOSURE CATEGORY 1.

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, interests in real property, investments, and all business positions in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management."

(Added by Ord. 71-00, File No. 000358, App. 4/28/2000; Ord. 320-10, File No. 101272, App. 12/23/2010)

(Derivation: Former Administrative Code Section 58.8)

SEC. 3.1-108. CONSULTANTS.

Unless otherwise stated in this Chapter, consultants for departments and agencies covered by this Chapter shall be deemed designated employees for the purposes of this Chapter and shall disclose economic interests in Disclosure Category 1; provided, however, that the director of the department or agency for which a consultant works may determine in writing that the consultant is not required to comply with the disclosure requirements described in this section or is not required to disclose economic interests in a disclosure category other than Disclosure Category 1 because the consultant performs a range of duties that are limited in scope. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination shall be a public record and shall be retained for public inspection in the same manner and location as statements filed under this Chapter.

(Added by Ord. 80-07, File No. 070122, App. 4/19/2007)

SEC. 3.1-109. REPEALED.

SEC. 3.1-101. ADOPTION OF STATE CODE.
SEC. 3.1-102. FILING REQUIREMENTS.
SEC. 3.1-102.5. FAILURE TO FILE.
SEC. 3.1-103. FILING OFFICERS.
SEC. 3.1-104. FILING OFFICER REPORTS.
SEC. 3.1-105. NOTICE OF APPOINTMENT AND RESIGNATION.
SEC. 3.1-106. DISCLOSURE CATEGORIES.
SEC. 3.1-107. DISCLOSURE CATEGORY 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 through
☐ 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

FORM 700 SCHEDULE A-I REMINDERS

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

SCHEDULE A-1
Investments
Stocks, Bonds, and Other Interests
(Ownership Interest is Less Than 10%)
Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

NAME OF BUSINESS ENTITY	NAME OF BUSINESS ENTITY	NAME OF BUSINESS ENTITY	NAME OF BUSINESS ENTITY
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$1,000,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> Over \$1,000,000	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	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	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
NATURE OF INVESTMENT <input type="checkbox"/> Stock <input type="checkbox"/> Other (Describe) <input type="checkbox"/> Partnership <input type="checkbox"/> Income Received of \$0 - \$499 <input type="checkbox"/> Income Received of \$500 or More (Report on Schedule C)	NATURE OF INVESTMENT <input type="checkbox"/> Stock <input type="checkbox"/> Other (Describe) <input type="checkbox"/> Partnership <input type="checkbox"/> Income Received of \$0 - \$499 <input type="checkbox"/> Income Received of \$500 or More (Report on Schedule C)	NATURE OF INVESTMENT <input type="checkbox"/> Stock <input type="checkbox"/> Other (Describe) <input type="checkbox"/> Partnership <input type="checkbox"/> Income Received of \$0 - \$499 <input type="checkbox"/> Income Received of \$500 or More (Report on Schedule C)	NATURE OF INVESTMENT <input type="checkbox"/> Stock <input type="checkbox"/> Other (Describe) <input type="checkbox"/> Partnership <input type="checkbox"/> Income Received of \$0 - \$499 <input type="checkbox"/> Income Received of \$500 or More (Report on Schedule C)
IF APPLICABLE, LIST DATE: _____/_____/16 ACQUIRED DISPOSED	IF APPLICABLE, LIST DATE: _____/_____/16 ACQUIRED DISPOSED	IF APPLICABLE, LIST DATE: _____/_____/16 ACQUIRED DISPOSED	IF APPLICABLE, LIST DATE: _____/_____/16 ACQUIRED DISPOSED

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
☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE
☐ \$0 - \$1,999
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:
ACQUIRED _____ / 16 _____ / 16
DISPOSED _____ / 16 _____ / 16

NATURE OF INVESTMENT
☐ Partnership ☐ Sole Proprietorship ☐ Other _____

YOUR BUSINESS POSITION _____

2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME OF THE ENTITY/TRUST)

☐ \$0 - \$499 ☐ \$10,001 - \$100,000
☐ \$500 - \$1,000 ☐ OVER \$100,000
☐ \$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.)

☐ None or ☐ Names listed below

4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
☐ INVESTMENT ☐ 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
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:
ACQUIRED _____ / 16 _____ / 16
DISPOSED _____ / 16 _____ / 16

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership
☐ Leasehold _____
Yes, remaining _____
☐ 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 <input type="checkbox"/> Other Yrs. remaining _____ 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 <input type="checkbox"/> Other Yrs. remaining _____ 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 TERM (Months/Years) _____% <input type="checkbox"/> None 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 TERM (Months/Years) _____% <input type="checkbox"/> None 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 _____		
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		
* 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:		
NAME OF LENDER* _____		
ADDRESS (Business Address Acceptable) _____		
BUSINESS ACTIVITY, IF ANY, OF LENDER _____		
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		
INTEREST RATE _____ % <input type="checkbox"/> None		
TERM (Months/Years) _____		
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 \$500 in 2019 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): ____/____/____ • ____/____/____ AMT: \$_____ (if gift)</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 _____ _____ ▶ 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): ____/____/____ • ____/____/____ AMT: \$_____ (if gift)</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 _____ _____ ▶ 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): ____/____/____ • ____/____/____ AMT: \$_____ (if gift)</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 _____ _____ ▶ 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): ____/____/____ • ____/____/____ AMT: \$_____ (if gift)</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 _____ _____ ▶ If Gift, Provide Travel Destination _____</p>	
Comments: _____		

ADDITIONAL FILING REQUIREMENTS FOR CITY OFFICIALS

BEHESTED PAYMENTS REPORTING

- Elected Officials
 - Per State law, elected officials must file [FPPC Form 803](#) with their agency for payments of \$5,000 or more made at the officials behest, and forward a copy to the Ethics Commission
 - Per City law, elected officials must e-file [SFEC Form 3610b](#) with the Ethics Commission for certain behested payments of \$1,000 or more
- 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
 - Additional filing requirements for [Donors and Recipients of behested payments](#)
- 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
 - Electronically file [Form SFEC-3.209](#) with the Ethics Commission for each recusal along with a copy of the meeting agenda
 - 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](#)

GIFTS AND CONFLICT OF INTEREST RULES

- Annual gift limit for City officials and employees
 - \$500 until December 31, 2020 (for 2019 annual Form 700 reporting period)
- For more information regarding gifts, travel and conflict of interest rules, refer to:
 - Conflict-of-Interest Rules for Elective Officers and Members of City Boards and Commissions
 - City Attorney's Good Government Guide
 - Your department's Statement of Incompatible Activities (SIA)
 - FPPC Local Gifts & Travel Fact Sheet
 - FPPC Form 700 FAQ
 - FPPC Statement of Economic Interests Reference Pamphlet

FILER SUPPORT & RESOURCES

SUPPORT & RESOURCES


■ Filer Assistance

- Designated Filing Officer/Liaison 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

Navigation breadcrumbs:
Compliance > City Officers >
Statement of Economic Interests



City & County of San Francisco
Ethics Commission

Commission

Compliance

Disclosures

Enforcement

Laws

E-File

Home

>

Compliance

>

City Officers

>


Statement of Economic...

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).

2020 Annual Form 700 [and](#) Ethics and Sunshine Training Declaration Form due Wednesday, April 1 2020. [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 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](#)

SEI Resources

- [How to File Form 700 and FPPC FAQ Guides](#)
- [Filing Deadlines](#)
- [Late Filing and Enforcement](#)
- [Filing Officer Duties](#)

Information Sessions

Attend [upcoming information sessions](#) to learn more about 2020 Annual Form 700 filing requirements.

Compliance

Campaigns

City Officers

Statement of Economic Interests (Form 700)

How to File Form 700

Form 700 Filing Deadlines

E-File Account Setup

Form 700 Filing Support

Late Filing and Enforcement

Filing Officer Duties

Behested Payments

Conflict of Interest

City Contracts

Ethics and Sunshine Training

Gifts and Travel

Incompatible Activities

Lobbyists

Campaign Consultants

Major Developers

Permit Consultants

Behested Payments

SAN FRANCISCO ETHICS COMMISSION | 2020

32

Thank you

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