

# PRINCE GEORGE'S COUNTY, MARYLAND, FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

## **PERSONS REQUIRED TO FILE STATEMENTS**

All persons holding positions stated in §2-294 of the current Prince George's County Code, all candidates for public office (as stated in §2-294), and all persons designated by Executive Orders are required to file a Financial Disclosure Statement for the previous calendar year. A list of designated positions is attached.

## **WHEN TO FILE**

The Financial Disclosure Statement is to be filed by incumbent officials and employees on or before **April 30<sup>th</sup>** each year, and it is to cover the prior calendar year, from January 1<sup>st</sup> to December 31<sup>st</sup>. Any official or employee who leaves County service must file, **within 60 days of departure**, a statement covering that portion of the calendar year during which the position was held. Candidates for office and new appointees are subject to different requirements, as stated in §2-294(c).

## **WHERE TO FILE**

Unless otherwise directed, return completed forms to your Department Head, who will file them with the Board of Ethics. (You may submit your form in a sealed envelope with your name on the outside.) If you are no longer affiliated with the County or do not file through a department head, mail your form directly to: **Board of Ethics, County Administration Building, Room 5121, Upper Marlboro, MD 20772; Telephone (301) 952-7465.**

## **WHERE TO OBTAIN FORMS**

Additional forms may be obtained from the Board of Ethics at the above address and the County Website at [www.goprincegeorgescounty.com](http://www.goprincegeorgescounty.com).

## **YOUR FINANCIAL DISCLOSURE STATEMENT IS A PUBLIC DOCUMENT!**

Prince George's County Code §2-294 provides that all Financial Disclosure Statements "shall be made available ... for examination and copying by the public.... Any person examining or copying these statements shall be required to record his name, home address and the name of the person whose disclosure statement was examined or copied. **This record shall be forwarded within five business days to the person whose disclosure statement is so examined or copied.**"

## **DIRECTIONS FOR COMPLETING YOUR FINANCIAL DISCLOSURE STATEMENT**

1. Complete the cover sheet, including the reporting period.
2. Check the appropriate "yes" or "no" column for every item on the Schedule Summary.
3. Complete and attach the appropriate schedule for every item you checked "yes" on the Schedule Summary. **PLEASE DO NOT ATTACH BLANK SCHEDULE PAGES.**
4. **Put YOUR NAME AND REPORTING YEAR on every schedule you fill in.**
5. You must report **all properties you PAY RENT FOR OR OWN** on **Schedule A** (make a copy of the form for each property).
6. The Code requires that you give the requested information **EACH YEAR**. **You may not put "same as last year" on your form.**

See **Definitions** for meaning of technical terms used in the form. If you have a doubt as to whether or not something should be listed, it may be in your best interest to go ahead and list it. If you have any questions, please call The Board of Ethics at (301) 952-7465.

## DEFINITIONS

**“Business entity”** means any corporation, general or limited partnership, sole proprietorship (including a private consultant operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit.

**“Compensation”** means any money or thing of value, regardless of form, received or to be received by any individual covered by this Division from an employer for service rendered. If lobbying is only a portion of a person’s employment, “compensation” means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties. For reporting purposes, a prorated amount shall be labeled as such.

**“Doing business with”** means: (1) having or negotiating a contract that involves the commitment (either in a single or combination of transactions) of \$5,000.00 or more of County or County-controlled funds; or (2) being regulated by or otherwise under the authority of an entity; or (3) being registered as a lobbyist in accordance with §2-295 of the County Code.

**“Financial interest”** means: (1) ownership of any interest as the result of which the owner has received, within the past 3 years, or is presently receiving, or in the future is entitled to receive, more than \$1,000.00 per year; or (2) ownership, or the ownership of securities of any kind representing or convertible into ownership, or more than three percent (3%) of a business entity.

**“Gift”** means the transfer of anything of economic value regardless of the form without adequate and lawful consideration. “Gift” does not include the solicitation, acceptance, receipt, or regulation of political campaign contributions regulated in accordance with the provisions of Article 33, §26-1, et seq., Annotated Code of Maryland, or any other provision of State or local law regulation the conduct of elections or the receipt of political campaign contributions.

**“Interest”** means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which was owned or held, in whole or in part, jointly or severally, directly or indirectly. For purposes of §2-294 of the County Code, “interest” applies to any interests held at any time during the calendar year for which a required statement is to be filed. “Interest” does not include: (1) an interest held in the capacity of a personal agent, representative custodian, fiduciary, or trustee, unless the holder has an equitable interest therein; (2) an interest in a time or demand deposit in a financial institution; (3) an interest in an insurance or endowment policy or annuity contract under which an insurance company promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specified period; (4) a common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under §401 and 501 of the Internal Revenue Code of 1954.

**“Official” and/or “employee”** means any person elected to, appointed to, or employed by the County or any County agency, board, commission, or similar entity whether or not paid in whole or in part with County funds and whether or not compensated.

**“Person”** includes an individual or business entity.

## PERSONS REQUIRED TO FILE FINANCIAL DISCLOSURE STATEMENTS

**Pursuant to §2-294(a) of the County Code and various Executive Orders, the following officials and employees and candidates for office as such officials or employees, when such positions are elective, are required to file the financial disclosure statements.**

- County Council:** Members; Administrative and Deputy Administrative Officers; Legislative Officer; Clerk to the Council; Zoning Hearing Examiners; People's Zoning Counsel; Planning Coordinator; Legislative Aides I and II.
- Office of the County Executive:** County Executive; Chief and Deputy Chief Administrative Officers; persons appointed to any one of the five exempt positions as immediate staff to the County Executive as defined in §902(5) of the County Charter.
- All County Departments, Agencies and Offices:** Heads and their deputies or chief assistants.
- Office of Audits and Investigation:** County Auditor; Deputies or Chief Assistants to the County Auditor; Auditors III and IV.
- Office of Central Services:** Director, Deputy or Chief Assistants; all Inspectors and persons serving in supervisory positions to the Inspectors; Contractual Services Officer; Purchasing Standards Engineer; Chief, Vehicle Maintenance and Management.
- Department of Corrections:** Director; Deputy or Chief Assistants.
- Department of Environmental Resources:** Director; Deputy or Chief Assistants; all Inspectors and persons serving in supervisory positions to the Inspectors.
- Department of Family Services:** Director; Deputies and Chief Assistants.
- Office of Finance:** Director; Deputy or Chief Assistants.
- Fire Department:** Chief; Deputy or Chief Assistants; all Inspectors and persons serving in supervisory positions to the Inspectors as well as the **Office of Emergency Preparedness:** Executive Director, Deputy or Chief Assistants.
- Department of Housing & Community Development:** Director; Deputy or Chief Assistants.
- Office of Labor Relations:** Labor Commissioner; Deputy and/or Chief Assistants.
- Office of Law:** County Attorney; Deputy and Associate County Attorneys.
- Prince George's Memorial Library System:** Director; Assistant Directors.
- Office of Management and Budget:** Director; Deputies or Chief Assistants.
- Office of Personnel:** Personnel Officer; Deputies or Chief Assistants.
- Police Department:** Chief; Deputies or Chief Assistants.
- Department of Public Works and Transportation:** Director; Deputies or Chief Assistants; all Inspectors and persons serving in supervisory positions to the Inspectors; Building and Site Plans Examiners; Right-of-Way Engineer; Right-of-Way Appraiser; Right-of-Way Agents; Materials Engineer; Assistant Materials Engineer; all Material Technicians; Deputy Purchasing Agent; Buyers.
- Animal Control Commission:** Executive Director; Members; Attorney.
- Board of Appeals:** Members; Attorney.
- Board of Registration for Building Contractors:** Members; Attorney.
- Cable Television Commission:** Members; Attorney.
- Commission for Children, Youth and Families:** Executive Director.
- Citizen Complaint Oversight Panel**
- Consumer Protection Commission:** Members; Executive Director; Attorney.
- Commission for Persons With Disabilities:** Executive Director.
- Board of Registration for Master Electricians and Electrical Contractors:** Members.
- Board of Ethics:** Members; Attorney.

**Fire Commission:** Members.

Historic Preservation Commission

**Housing Authority:** Director; Deputies or Chief Assistants; Members of the Board of Directors; Chief, Management; Chief, Housing Rehabilitation; Compliance Inspector; Maintenance Supervisor.

**Human Relations Commission:** Executive Director; Members; Attorney.

**Board of Library Trustees:** Members

**Board of License Commissioners:** Members; all Inspectors and persons serving in supervisory positions to the Inspectors.

**Minority Business Enterprise Commission:** Executive Director.

**Parking Authority:** Members; Attorney.

**Personnel Board:** Members; Attorney.

**Property Tax Assessment Appeals Board:** Members.

**Board of Refrigeration, Heating & Air Conditioning:** Members; Attorney.

**Supplemental Higher Educational Loan Authority**

**Taxicab Board**

**Commission for Women:** Executive Director; Members.

Any other officials, employees, and/or appointees of the County Government whom the County Executive shall by Executive Order designate for filing and who are directly responsible for making governmental decisions, policy or taking governmental action pursuant to any such decision or policy or recommending any such decision, policy, or action with regard to; (A) Procurement or contracting; (B) Administering or monitoring grants or subsidies; (C) Planning and zoning; (D) Inspecting, licensing, regulating, or auditing any nongovernmental enterprise; and (E) Other activities where the decision, action or policy might have significant economic impact on the interests of any nongovernmental enterprise.

Any other officials, employees, and/or appointees of the County Government whom the County Executive shall by Executive Order designate for filing and who are dependent partly or wholly in their private interest by their association with the County Government, and in the course of their private duties and/or services utilize public equipment, supplies, property, or the influence of their public office.

Under County Code §2-294(b), the following officials and employees shall file under oath or affirmation with the Board on or before the 30th day of April of each year during that person's term in office **a copy of the financial disclosure statement which that person filed as required with the State Ethics Commission** for the calendar year immediately preceding each such year in office. If the following officials and employees are not required to file financial disclosure statements with the State Ethics Commission, they shall file financial disclosure statements with the Board as required in Section 2-294(c), (d) and (e).

**Department of Social Services:** Director; Deputies or Chief Assistants to the Director.

**PRINCE GEORGE'S COUNTY, MARYLAND**

**FINANCIAL DISCLOSURE STATEMENT**

THIS FINANCIAL DISCLOSURE STATEMENT IS REQUIRED BY THE PRINCE GEORGE'S COUNTY CODE OF ETHICS §2-294. THE STATEMENT CONSISTS OF THIS COVER SHEET, THE SCHEDULE SUMMARY, AND ALL APPROPRIATE SCHEDULES.

**REPORTING PERIOD: January 1, \_\_\_\_\_, through December 31, \_\_\_\_\_**

\_\_\_\_\_  
**(First)**

\_\_\_\_\_  
**(Middle Initial)**

\_\_\_\_\_  
**(Last Name)**

\_\_\_\_\_  
**(Present Home or Work Address: Street, City, State and Zip Code)**

\_\_\_\_\_  
**(Current Work/Office Telephone Number)**

A. DEPARTMENT/AGENCY AND POSITION (JOB TITLE) FOR WHICH REPORT REQUIRED:

\_\_\_\_\_

B. DEPARTMENT/AGENCY AND POSITION CURRENTLY HELD (IF DIFFERENT FROM "A"):

\_\_\_\_\_

C. PREVIOUS YEAR/PERIOD FOR WHICH SIMILAR STATEMENT FILED: \_\_\_\_\_

D. DATE OF APPOINTMENT (IF APPOINTED TO POSITION IN REPORTING YEAR): \_\_\_\_\_

E. DATE OF DEPARTURE FROM COUNTY SERVICE (IF APPLICABLE): \_\_\_\_\_

**YOU MUST CHECK EVERY ITEM ON THE SCHEDULE SUMMARY EITHER "YES" OR "NO". ATTACH APPROPRIATE SCHEDULE ONLY IF BLOCK HAS BEEN MARKED "YES" ON THE SCHEDULE SUMMARY.**

**OATH OR AFFIRMATION**

I do solemnly declare and affirm under the penalties of perjury that the contents of the attached document are true and correct.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**FINANCIAL DISCLOSURE STATEMENT – SCHEDULE SUMMARY**

YOUR NAME: \_\_\_\_\_ REPORTING YEAR: \_\_\_\_\_

**YOU MUST COMPLETE EVERY ITEM ON THIS PAGE.**

- |    | YES   | NO    |  |
|----|-------|-------|--|
| A. | _____ | _____ | <b>Interests in Real Property.</b> You * owned or paid rent for real property <b>located inside and outside of Maryland</b> (including leasehold interests in oil, gas, or other mineral royalty or lease). (If “Yes”, complete a Schedule A for each property owned or rented.)   |
| B. | _____ | _____ | <b>Interest in Corporations.</b> You * owned stock or equity interest in a corporation. (If “Yes”, complete Schedule B.)   |
| C. | _____ | _____ | <b>Interests in Business Entities (Other Than Corporations) Doing Business with the County.</b> You * owned part or all of any business entity doing business with the County. (If “Yes”, complete Schedule C.)  |
| D. | _____ | _____ | <b>Gifts from Persons Doing Business with the County.</b> You received, or directed to be given to another, a gift or gifts in excess of \$25 in value, or a series of gifts totaling \$100 or more in value, from, or on behalf of, an individual or business entity doing business with the County. (Gifts from spouse, children or parents need not be disclosed.) (If “Yes”, complete Schedule D.) |
| E. | _____ | _____ | <b>Offices, Directorships and Salaried Employment in Business Entities Doing Business with the County.</b> You or your spouse or dependent child held an office, directorship, or salaried employment with a corporation or other business entity doing business with the County. (If “Yes”, complete Schedule E.)   |
| F. | _____ | _____ | <b>Indebtedness to Persons Doing Business with County.</b> You, or your spouse owned money or property to an individual or business entity doing business with the County. (If “Yes”, complete Schedule F.)  |
| G. | _____ | _____ | <b>Members of Immediate Family Employed by the County.</b> Your spouse or dependent child was employed by the County during the reporting period. (If “Yes”, complete Schedule G.)   |
| H. | _____ | _____ | <b>Other Sources of Earned Income.</b> You held salaried employment during the reporting period, other than with the County; and/or you, your spouse, or your dependent child earned income during the reporting period from a business entity of which you, your spouse, or your dependent child was sole or partial owner. (If “Yes”, complete Schedule H.)  |
| I. | _____ | _____ | <b>Contributions, Receipts and Expenses Associated with a Testimonial.</b> You were given one or more testimonials during the reporting period. (If “Yes”, complete Schedule I for each testimonial.)  |
| J. | _____ | _____ | <b>Other Interests and Information Disclosed.</b> You wish to disclose additional interests and information regarding your financial affairs. (If “Yes”, complete Schedule J.)   |

<p>* Include any interest held by: (1) a spouse or child if you directly or indirectly controlled the interest at any time during the reporting year; (2) any business entity in which you had a 30% or greater ownership or equity interest during the reporting year; or (3) a trust or estate in which you held reversionary interest, were a beneficiary, or were a settlor in the reporting year (this does not include IRS 401 and 501 qualified trusts). [2-294(f)]</p>
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**SCHEDULE B – CORPORATIONS**

**YOUR NAME:** \_\_\_\_\_ **REPORTING YEAR:** \_\_\_\_\_  
Complete if you owned<sup>1</sup> STOCK or some other type of interests in a CORPORATION during the reporting year.

**STOCK/INTEREST OWNED DURING THE REPORTING YEAR**

<u>Name of Corporation</u>	<u>Principal Corporate Address</u>	<u>Amount of Stock/Int<sup>2</sup></u>	<u>Conditions or Encumbrances</u>	<u>IF PURCHASED/RECEIVED DURING REPORTING YEAR:</u>		
				<u>Date Acquired</u>	<u>Amount Paid<sup>3</sup></u>	<u>How Acquired<sup>4</sup> Person from Whom Acquired</u>

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**STOCK/INTEREST SOLD OR GIVEN AWAY DURING THE REPORTING YEAR**

<u>Name of Corporation</u>	<u>Principal Corporate Address</u>	<u>Amount of Stock/Int<sup>2</sup></u>	<u>Conditions or Encumbrances</u>	<u>Date Sold or Given Away</u>	<u>Amount Red<sup>3</sup>d<sup>3</sup></u>	<u>Person(s) To Whom Sold/Given</u>
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<sup>1</sup>/Include any stock or interest owned by: (1) a spouse or child if you directly or indirectly controlled the interest at any time during the reporting year; (2) any business entity in which you had a 30% or greater ownership or equity interest during the reporting year; or (3) a trust or estate in which you held reversionary interest, were a beneficiary, or were a settlor in the reporting year (this does not include IRS 401 and 501 qualified trusts). [2-294(f)]

<sup>2</sup>/The amount of stock or like evidence of equity interest may be reported either: (1) by dollar amount; or (2) by number of shares held; or (3) by the percentage of equity interest so held unless the corporation's stock is publicly traded on a stock exchange, in an over-the-counter market or otherwise.

<sup>3</sup>/Amount paid for stock/interest or the market value of the stock/interest at the time of transaction.

<sup>4</sup>/Indicate whether a Purchase (P), Gift (G), Inheritance (I) or Other (O). If other, specify.

**SCHEDULE C – BUSINESS ENTITIES DOING BUSINESS WITH COUNTY**

**YOUR NAME:** \_\_\_\_\_ **REPORTING YEAR:** \_\_\_\_\_

**Complete if you owned<sup>1</sup> INTEREST in BUSINESS ENTITIES DOING BUSINESS WITH THE COUNTY (other than corporations).**

**INTEREST OWNED DURING THE REPORTING YEAR**

<u>Name of Business</u>	<u>Principal Business Address</u>	<u>Amount &amp; Type of Interest<sup>2</sup></u>	<u>Conditions or Encumbrances</u>	<u>IF PURCHASED/RECEIVED DURING REPORTING YEAR:</u>		
				<u>Date Acquired</u>	<u>Amount Paid<sup>3</sup></u>	<u>How Acquired<sup>4</sup> Person from Whom Acquired</u>

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**INTEREST OWNED DURING THE REPORTING YEAR**

<u>Name of Business</u>	<u>Principal Business Address</u>	<u>Amount &amp; Type of Interest<sup>2</sup></u>	<u>Conditions or Encumbrances</u>	<u>Date Sold or Given Away</u>	<u>Amount Red'd<sup>3</sup></u>	<u>Person(s) To Whom</u>
						<u>Sold/Given</u>

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<sup>1</sup>/Include any interest held by: (1) a spouse or child if you directly or indirectly controlled the interest at any time during the reporting year; (2) any business entity in which you had a 30% or greater ownership or equity interest during the reporting year; or (3) a trust or estate in which you held reversionary interest, were a beneficiary, or were a settlor in the reporting year (this does not include IRS 401 and 501 qualified trusts). [2-294(f)]

<sup>2</sup>/The amount of interest may be reported either: (1) by dollar amount; or (2) by number of shares held; or (3) by the percentage of equity interest so held.

<sup>3</sup>/Amount paid for interest or the market value of the interest at the time of transaction.

<sup>4</sup>/Indicate whether a Purchase (P), Gift (G), Inheritance (I) or Other (O). If other, specify.



**SCHEDULE F – INDEBTEDNESS<sup>1</sup> TO PERSONS/ENTITIES DOING BUSINESS WITH THE COUNTY**

YOUR NAME: \_\_\_\_\_ REPORTING YEAR: \_\_\_\_\_

<u>Person/Entity to Whom Given, Liability Owned</u>	<u>Date Incurred</u>	<u>Amount Owned</u>	<u>Terms of Payment</u>	<u>Increase/ Decrease<sup>2</sup></u>	<u>Security If Any</u>
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<sup>1</sup>/Retail credit accounts do not have to be reported. Indebtedness of spouse or dependent child also need not be reported if you were not involved in the transaction giving rise to the debt.

<sup>2</sup>/Extent to which principal amount of liability was increased or reduced during the reporting year.

**SCHEDULE G – MEMBERS OF IMMEDIATE FAMILY<sup>3</sup> EMPLOYED BY THE COUNTY**

YOUR NAME: \_\_\_\_\_ REPORTING YEAR: \_\_\_\_\_

<u>Name of Family Member</u>	<u>Relationship</u>	<u>County Agency Where Employed</u>
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<sup>3</sup>/“Immediate Family” includes only spouse and dependent children.

**SCHEDULE H – OTHER SOURCES OF EARNED INCOME**

YOUR NAME: \_\_\_\_\_ REPORTING YEAR: \_\_\_\_\_

List the name and address of each business, other than the County, from which the person making this statement received a salary, and the name and address of each business owned solely or partially by the person making this statement, spouse or dependent child.

<u>Business Name and Address</u>	<u>Person Receiving Income from Business</u>
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**SCHEDULE I – CONTRIBUTIONS, PROCEEDS AND EXPENSES ASSOCIATED WITH A TESTIMONIAL**

YOUR NAME: \_\_\_\_\_ REPORTING YEAR: \_\_\_\_\_

List all contributions, proceeds, and expenses associated with a testimonial for the person making the statement. The schedule also is to be submitted when the testimonial is for the person making the statement, but the contributions are made to any other person at the direction of the person making the statement. **COMPLETE A SEPARATE SCHEDULE FOR EACH TESTIMONIAL.** Attach additional sheets or facsimile as necessary.

DATE OF TESTIMONIAL: \_\_\_\_\_

**CONTRIBUTIONS/PROCEEDS**

<u>Date Received</u>	<u>Complete Name and Home Address of Payor</u>	<u>Receipts Values and Types<sup>1</sup></u>	<u>Total Value<sup>2</sup></u>
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	

<sup>1</sup>/For each type of receipt, indicate the value and circle the type (cash or check (C) , ticket(s) (T), or other (O); if other, specify.)

<sup>2</sup>/Total value of all types of receipts.

**EXPENSES/DISBURSEMENTS ASSOCIATED WITH THE TESTIMONIAL**

<u>Date Paid</u>	<u>Payee and Address</u>	<u>For</u>	<u>Amount</u>

**TOTAL EXPENSES/DISBURSEMENTS \$**

**SCHEDULE J – OTHER INTERESTS AND INFORMATION DISCLOSED**

**YOUR NAME:** \_\_\_\_\_ **REPORTING YEAR:** \_\_\_\_\_

List any additional interests or information you wish to disclose.

<b><u>Nature of Interest or Transaction in Question</u></b>	<b><u>Other Persons Involved in Interest or Transaction if Pertinent</u></b>	<b><u>Other Pertinent Info.</u></b>