

**HARFORD COUNTY
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS (FORM #1)**

(Pursuant to the Harford County Public Ethics Law, Harford County Code Chapter 23)

A MESSAGE TO THOSE WHO ARE REQUIRED TO FILE DISCLOSURE STATEMENTS

Please read the instructions carefully and be sure to provide all information requested for each interest you disclose on your statement. **We encourage you to use the electronic form** as it is programmed to display directions for each schedule and to provide access to the glossary of terms throughout the process. It will also direct the filer toward completion of all of the required information, thus making it unnecessary for the Board to write to you for additional information. It will also make completion in future years much easier as it will require you to enter only changes occurring during that filing period.

If you have any questions about the application of the Law, you may contact the Harford County Department of Law. Some schedules on the statement may require knowledge regarding whether an entity does business with the County. You may access that list from our website. If you have a question about a particular entity or need other assistance in completing the form, do not hesitate to contact the office of the Harford County Attorney.

Financial disclosure statements are public records that may be examined or copied by the public.

Thank you for your cooperation.

GENERAL INSTRUCTIONS

A. Persons Required to File Form #1 Statements – Harford County Public Ethics Law § 23-6.

1. Local elected officials, candidates to be local elected officials, certain employees and appointed officials.
2. Certain employees.
 - (1) Director of Administration.
 - (2) Director, officer or coordinator of the following County departments and agencies:
 - (a) Community Services;
 - (b) Economic Development;
 - (c) Human Relations Commission;
 - (d) Human Resources;
 - (e) Information and Communications Technology;
 - (f) Inspections, Licenses and Permits;
 - (g) The Director of the Library;
 - (h) Parks and Recreation;
 - (i) Planning and Zoning;
 - (j) Procurement;
 - (k) Public Works; and
 - (l) Treasury.
 - (3) County Attorney, Deputy County Attorney and Assistant County Attorneys.
 - (4) Council Administrator.
 - (5) County Council Attorney and Assistant Council Attorneys.

- (6) Hearing examiners.
- (7) People's Counsel.
- (8) All employees in the classified service at Grade Level MG1 or above.
- (9) Any other official, employee or appointee of the legislative branch of the County government whom the County Council designates by resolution.

B. When to File – Public Ethics Law § 23-6.

1. A person holding an office, for which a financial disclosure statement is required, must **file on or before April 30th each year during that person's term in office for the previous calendar year.** The statement due April 30 shall be for the period commencing January 1 and ending December 31. § 23-6A(2)
2. A person who does not have a current financial disclosure statement on file and who is appointed to fill a vacancy in a position or office for which a statement must be filed, shall file a statement **within 30 days** after appointment **for the previous calendar year.** § 23-6A(2)
3. If a person in a position requiring disclosure **leaves the position** after January 1 but prior to filing the regular annual statement due April 30th, he or she must file the **annual statement** (covering the previous calendar year), plus an **additional termination statement covering the part of the current year served.** You must file your termination statement **within 60 days of leaving your position.** § 23-6A(2)
4. **This paragraph applies only to candidates for office as a local official.** Except for a person who has already filed a statement for the appropriate reporting period, a candidate for nomination or election to local office must file the statement **for the previous calendar year in which the certificate of candidacy is filed, together with that person's certificate of candidacy.** In each calendar year subsequent to the year in which the certificate of candidacy is filed, except in the year of the election, a statement covering the previous calendar year shall be filed with the election board on or before April 30th. In the year of the election, a statement covering the previous calendar year shall be filed on or before April 30th or the last day for the withdrawal of candidacy, whichever is earlier. A candidate who fails to file a required statement after written notice is provided by the County or the Board of Election Supervisors at least twenty (20) days before the last day for the withdrawal of candidacy, shall be deemed to have withdrawn the candidacy. § 23-6B

C. Where to File and Where to Get Forms.

1. Both the electronic form and the downloadable paper form are available on the Harford County website under the Department of Law Documents section. If you do not have access to a computer, you may obtain a copy of the paper form from the Harford County Department of Law. If you are filing electronically, and you are encouraged to do so, you will need to print a copy of the receipt on the computer that contains the verification from the County that the form was submitted and give a copy of the receipt to the Department of Law. If you choose to file a paper form, you should return the completed forms to the Harford County Department of Law who will then return all of the forms to the Harford County Board of Ethics.

2. This paragraph applies only in an election year. A person filing this statement as a candidate for nomination or election to office will need to file a paper form and must file with either the local Board of Election Supervisors or the County.

D. Glossary of Terms – Public Ethics Law § 23-2.1 Definitions.

ACT AS A COMPENSATED REPRESENTATIVE

Doing anything that reasonably could be expected to help or aid a person to obtain anything of benefit in any matter involving the County or a County agency, where the former County official or employee receives anything of value in consideration of the help or aid.

BOARD

The Harford County Ethics Board established by this chapter.

BUSINESS ENTITY

Includes any entity, regardless of form.

COMPENSATION

Any money or thing of value, regardless of form, received or to be received by any individual covered by this chapter from an employer for services rendered. For the purposes of the lobbying section of this chapter, 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.

DIRECTOR OF HUMAN RESOURCES

If the position is vacant or is abolished, "Director of Human Resources" shall mean the personnel officer provided for in § 605 of this Charter.

EMPLOYEE

Any person, other than an official, employed by the executive or legislative branch of County government.

EMPLOYER

Any person paying or agreeing to pay compensation to another person for services rendered.

EXECUTIVE ACTION

Any act taken by the County Executive or an employee in the executive branch for which the executive branch is responsible.

FINANCIAL INTEREST

- A. Ownership of any interest as a result of which the owner has received within the past 3 years, is presently receiving, or in the future is entitled to receive, more than \$1,000 per year; or
- B. Ownership or the ownership of securities of any kind representing or convertible to ownership

of more than 3% of a business entity.

GIFT

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 in accordance with state law.

HOME ADDRESS

The address of the residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.

HONORARIUM

A. A payment of money or anything of value for:

- (1) Speaking to, participating in or attending a meeting, conference or other function; or
- (2) Writing an article, other than a book, that has been or is intended to be published.

B. "Honorarium" does not include payment of or reimbursement for reasonable expenses for meals, travel, lodging and care for children or dependent adults, if the expenses are actually incurred in speaking to, participating in or attending a meeting, conference or other function, or in writing an article, other than a book, that has been or is intended to be published.

IMMEDIATE FAMILY MEMBER

The spouse and dependent children of an official or employee.

INTEREST

Any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which is owned or held, in whole or in part, jointly or severally, directly or indirectly. "Interest" does not include:

- A. An interest held in the capacity of a personal representative, agent, custodian, fiduciary or trustee, unless the holder or a family member of the holder has an equitable interest therein;
- B. An interest in a time or demand deposit in a financial institution;
- C. 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;
- D. An interest in a common trust fund or a trust that forms part of a pension or profit-sharing plan that has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under Sections 401 and 501 of the Internal Revenue Code.
- E. A college savings plan under the Internal Revenue Code; or

- F. A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.

LEGISLATIVE ACTION

The introduction, sponsorship, consideration, debate, amendment, passage, defeat, approval, veto or any other official action or non-action on any legislation, resolution, amendment, nomination, appointment, report, any other matter pending or proposed before the County Council or any legislation pending before or presented to the County Executive for signature or veto.

LOBBYING

The performing of any act requiring registration under § 23-7 of this chapter.

LOBBYIST

Any person who, within a reporting period, in the presence of any official or employee in the legislative or executive branch has communicated with that official or employee for the purpose of influencing any legislative action, and who, for that purpose and exclusive of the personal travel or subsistence expenses of that person or representative of that person, either incurs expenses of \$100 or more or receives \$500 or more as compensation, or any person who expends a cumulative value of \$100 or more during a reporting period on one or more officials or employees in the executive branch for meals, beverages, special events or gifts in connection with or with the purpose of influencing executive action.

OFFICIAL

The County Executive, the members of the County Council, the director, officer or coordinator of each County department and agency, and each member appointed to a County board or commission.

QUALIFIED RELATIVE

An official or employee's spouse, parent, grandparent, child, grandchild, sibling or spouse of each qualified relative.

QUASI-GOVERNMENTAL ENTITY

An entity that is created by State statute, that performs a public function, and that is supported in whole or in part by the State but is managed privately.

STATEMENT

The statement of financial interests required by Section 23-6 of this chapter.

FORM INSTRUCTIONS

Identifying Information

Print or type your **complete name** and **identify the department or agency in which you serve** (including identification of the division, branch, or other unit if applicable). Include a **complete current agency address** where you can be sent correspondence and **identify your agency position**. Non-incumbent candidates should enter an address where they may be sent correspondence. Your position may be described either by an organization title (such as "Chief, Division of Market Analysis") or by a personnel position title (such as "Economist IV"). Also **fill in the year of the reporting period**. Regular annual reports or reports by new officials will cover from January 1 through the last day of the **previous calendar year**. Termination reports will cover from the first day of the current calendar year until your last day in your position. The last lines of the general information block ("Office for which Certificate of Candidacy...") needs to be completed only during an election year and then only by individuals who are running for an elective office covered by the financial disclosure program. Please include your e-mail address, if you have one.

Signature

You **must file the financial disclosure statement under oath**, and willful and false filing is **subject to the penalties of perjury**. All paper forms filed **must therefore be signed and dated**. Electronic filers are not required to include a signature, however, **by including your initials** on the filing, it is considered as if you signed the electronic form.

Checklist – PAPER FORM ONLY.

Complete by checking the "yes" or "no" box as to each statement. **Do not leave any statement unanswered**. Note that each statement corresponds to a Schedule. If you have questions as to the meaning of a statement, review the corresponding Schedule and instructions for a more detailed description of the interests involved.

SCHEDULE A. Real Property

Real property held by the filer or by a partnership, limited liability partnership, or limited liability company **in which the filer has an interest** must be disclosed, if it is held at any time during the reporting period. You must report real property whether it is located **in or outside of Maryland**. Partnership property must be disclosed, without regard to the extent of the filer's interest in the partnership. **You must also report any interest you have in leasehold property, for example, property in which you are tenant, including business offices and personal residences. You must report your personal residence if it is owned directly by you or rented by you.** Note also that all appropriate information (e.g., date, seller, etc.) must be reported for land you own whether or not you have constructed improvements on it.

Schedule A deals with real property interests only; do not report here your interests in business entities. If real property held by an entity is a partnership, limited liability partnership, or limited liability company property, list the real property on this Schedule. Report your interest in the entity on Schedule B, C, or H (whichever is appropriate) if it falls within the reporting requirements of those Schedules.

Please answer the Questions 1 through 11c as appropriate. The Ethics Law requires for each property to be disclosed that you give the location, the type of property, the nature and extent of your interest, the identity of other persons holding an interest in the property, encumbrances, date and manner of acquisition, the identity of the person from whom you acquired the property,

and the nature and amount of consideration. Additionally if you transferred the property during the calendar year, the name of the person to whom you transferred the property, the portion of interest transferred and the amount of consideration received is required to be disclosed.

SCHEDULE B. Interests in Corporations/Partnerships

Report all interests in any corporation, partnership, limited liability partnership or limited liability company held by you during the reporting period, **whether or not the entity does business with the County**. Examples of frequently disclosed items on this schedule are corporate stocks, corporate bonds, partnerships, and interests in mutual funds (**not** the individual holdings of the mutual funds). Filers are not required to disclose holdings in an Internal Revenue Service qualified trust or college savings plan. This would include a § 401(a), § 401(k) and § 457 (deferred compensation) plans. This would also include Maryland College Savings Plans, such as 529 investment accounts. Other possible qualified retirement accounts include 403(b) plans. The filer must determine whether the plan in which they participate meets the requirements for exemption from disclosure. (See definition of "interest" in glossary of terms.)

Please answer the Questions 1 through 8C as appropriate. The Ethics Law requires for each interest to be disclosed that you give the name and address of the entity, the nature and extent of your interest, the amount of the interest, other interests held in the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed.

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

SCHEDULE C. Interests in Business Entities

Report all financial interests in any **business entity** not disclosed on Schedule B **that does business with the County**. A sole proprietorship is the type of entity that may be included on this Schedule.

Please answer the Questions 1 through 6C as appropriate. The Ethics Law requires for each interest in any non-corporate business entity doing business with the County that you give the name and address of the entity, the nature and extent of your interest, the amount of the interest, other interests held in the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed.

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

SCHEDULE D. Gifts You must report **each gift in excess of \$20 in value, or a series of gifts from any one person totaling \$100 or more**, received by you at any time during this reporting period or by any other person at your direction, **from or on behalf of**, directly or indirectly, any **person who does business with the County or is regulated by the County, or is registered or required to register under the lobbying title of the Public Ethics Law** for each gift, answer Questions 1 through 4. Generally, gifts received by members of your immediate family

will be considered as gifts received by you for reporting purposes. You should note if the gift was received by a spouse or dependent child.

The following gifts need not be reported:

1. Gifts received from your spouse, children and parents.
2. Political campaign contributions regulated in accordance with the provisions of the Elections Article or any other provision of State law regulating the conduct of elections or the receipt of political campaign contributions. Contributions to legal defense funds are generally considered to be gifts under the Ethics Law.

SCHEDULE E. Offices, Directorships, Salaried Employment, and Similar Interests

List on this schedule the name and address of the principal office of each business entity doing business with the County in which, at any time during the reporting period, you or a member of your immediate family (spouse and dependent children) held an office, directorship, salaried employment, or similar interest. Also list any other similar interests (such as being a partner) held by you or a member of your immediate family during the reporting period, and not otherwise disclosed on this Schedule, in any business entity doing business with the County. For example, the presidency of a corporation or a partnership in a law firm should be reported, as should employment as an engineer in a consulting firm that is a partnership. For each office, directorship, and employment to be disclosed, answer Questions 1 through 6.

SCHEDULE F. Debts

Report all **debts you owed** during the reporting period **to any entity doing business with the County**. **Exclude retail credit accounts** (which includes store and bank charge accounts). You must, however, include installment loans, mortgages, car loans, or other time-fixed **liabilities owed to an entity doing business with the County**.

Please answer Questions 1 through 7 for each debt to be disclosed. The Ethics Law requires that you identify the person or entity to whom the debt is owed, the date the debt was incurred, the terms of payment of the debt, the amount of the debt owed as of the last day of the calendar year, the extent to which the principal amount of the debt increased or decreased during the calendar year, and a description of any security given for the debt. Additionally, if this transaction resulted in a debt being owed by your spouse or dependent child, you need to identify your spouse and/or child and describe the transaction.

SCHEDULE G. Family Members Employed by the County

Please answer Questions 1 through 3 as appropriate listing all members of your **immediate family (spouse and dependent children)** who were **employed by the County in any capacity at any time during the reporting period**. Include the name of the department, agency or division where employed.

SCHEDULE H. Employment and Business Ownership

Please answer Questions 1 and 2 as appropriate listing the **name and address of any places of employment and of business entities** wholly or partially owned by you, your spouse or a dependent child, and **from which income was earned during the reporting period whether or not the entity did business with the County**. For example: salaried employment, individual consulting activities, private practices, and business activities involving income-producing real property. A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of

the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's family received earned income, at any time during the reporting period. A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over or contract with the place of employment or business entity of the minor child.

SCHEDULE I . Relationship with the University of Maryland Medical System and other state and local government entities/quasi-governmental entities

You are required to report any financial or contractual relationship with: (i) the University of Maryland Medical System, (ii) a governmental entity of a state or a local government in the state, or (iii) a quasi-governmental entity of the State or a local government of the State. For each financial or contractual relationship reported, you must report (1) a description of the relationship; (2) the subject matter of the relationship; and (3) the consideration you received.

SCHEDULE J. Other

You may use this Schedule for any interests or transactions you have not been required to disclose on Schedule A through I but wish to disclose. This Schedule may also be used to further explain any prior entry.

HARFORD COUNTY FINANCIAL DISCLOSURE STATEMENT - FORM #1

Instructions:

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page.

Regular Reporting Period: January 1 through December 31
or

Termination Report: January 1 through _____

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY)		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by Harford County Public Ethics Law with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through J.

I hereby certify under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing: _____

Date: _____

Instructions:

Check the proper block to Questions A through J. Do not leave any questions unanswered. If you check "Yes" to any questions be sure to complete the corresponding Schedule.

Caution: Please read all instructions on accompanying instruction sheet, including all definitions, before completing this form.

		YES	NO
Sched A.	I held interests during reporting period in real property located in or outside Maryland <u>as an owner or tenant</u> . (Required , you must complete Schedule A)	A.	
Sched B.	I held interests during reporting period in corporations, partnership, and similar entities. (If "Yes," complete Schedule B.)	B.	
Sched C.	I held interests in a business entity which did business with the County. (If "Yes," complete Schedule C.)	C.	
Sched D.	I received gifts during reporting period from person doing business with the County, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)	D.	
Sched E.	I, or a member of my immediate family, was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the County. (If "Yes," complete Schedule E.)	E.	
Sched F.	I, or a member of my immediate family, owed debts (excluding retail credit accounts) during reporting period to persons doing business with the County. (If "Yes," complete Schedule F.)	F.	
Sched G.	A member of my immediate family was employed by the County during reporting period. (If "Yes", complete Schedule G.)	G.	

		YES	NO
Sched H.	I or a member of my immediate family <u>received a salary</u> or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (Required , you must complete Schedule H.)	H.	
Sched I.	I, or member of my immediate family, had a financial or contractual relationship with (1) the University of Maryland Medical System; (2) a governmental entity of the state or a local government in the state; (3) a quasi-governmental entity in the state. (If “Yes,” complete Schedule I.)	I.	
Sched J.	Additional information. (If “Yes,” complete Schedule J.)	J.	

Schedule A – Real Property Interests

Do you have any interest (**as an owner or a tenant**, including interests in time shares) in real property in Maryland or in any other state or country?

- ☐ Yes
☐ No (Go to Schedule B)

If Yes; (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)

1. What is the address or legal description of the property? (Give Street Address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)

Street Address _____
City/State/Zip _____

2. What kind of property is it?

Improved (indicate whether property is residential or commercial property): _____

Unimproved (vacant lot): _____

3. Is the interest held directly by you?

Direct _____

4. Are you the owner or tenant?

Owner ☐ Tenant ☐

5. Do you hold the interest solely or is it jointly held with another?

Solely ☐ Jointly ☐ Tenants by the Entirety ☐

If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s): _____

6. Are there any legal conditions or encumbrances on the property? (Example: mortgages, liens, contracts, options, etc.)

- ☐ Yes
☐ No

If yes, what is/are the name(s) of the lender(s), creditor(s), lien holder(s), etc? _____

7. What date was the property acquired? _____

8. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

9. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

10. What consideration was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) _____

11. Have you transferred any interest in this property during the reporting period?

☐ Yes
☐ No

If Yes;

11.A. What percentage of interest did you transfer: _____%

11.B. What consideration did you receive for the interest: _____

11.C. To whom did you transfer the interest: _____

If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Schedule B – Interests in Corporations and Partnerships

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period whether or not the entity did business with the County?

- ☐ Yes
☐ No (Go to Schedule C)

If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol: _____

2. Does the stock of the corporation trade on a stock exchange?

- ☐ Yes
☐ No

If "no," the legal address of the entity's principal office.

3. Is the interest held directly by you?

Directly: _____

4. Do you hold the interest in your name alone, or is it held jointly?

In your name alone: _____ Jointly: _____

If jointly, the percentage of your interest: _____%

5. What is the nature of your interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: _____

Dollar Value of Shares: _____ or Number of Shares: _____

percentage of ownership: _____%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

- ☐ No
☐ Yes; **If yes**, name of entity holding the encumbrance: _____

7. Did you acquire an interest in the entity during the reporting period?

☐ Yes
☒ No

If Yes:

7A. In what month was the interest acquired? _____

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.): _____

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage): _____

7D. What consideration was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property): _____

8. Have you transferred any interest in this entity during the reporting period?

☐ Yes
☒ No

If Yes:

8A. What portion of the interest was transferred? _____

8B. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): _____

8C. To whom did you transfer your interest in the entity? _____

8D. In what month was the interest transferred? _____

If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule C – Interests in Business Entities Doing Business with the County

Do you have a financial interest in any business entity that did business with the County during the reporting period not reported on Schedule B?

☐ Yes
☐ No (Go to Schedule D)

If Yes: (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Is the interest held directly by you?

Direct: _____

3. Do you hold the interest solely or is it jointly held with another?

Solely: _____ Jointly: _____

3.A. If jointly, the percentage of your joint interest: _____%

4. What is the nature of your interest and its dollar value or the number of shares?
(Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: _____

Dollar Value of Shares: _____ or Number of Shares: _____

percentage of ownership: _____%

5. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

☐ Yes, If yes give name of creditor: _____
☐ No

6. Was any interest acquired during the reporting year?

☐ Yes
☐ No

If Yes:

6A. What month was the interest acquired? _____

6B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)

6C. From whom did you acquire the interest? _____

6D. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) _____

7. Did you transfer any of your interest during the reporting period?

☐ Yes
☒ No

If yes:

7A. What percentage of interest, if less than all, was transferred? _____ %

7B. What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): _____

7C. To whom did you transfer your interest in the entity? _____

7D. In what month was the interest transferred? _____

If you have additional interests in a business entity that did business with the County during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule D – Gifts

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value of \$100 or more from a person or entity who: 1) did business with the County; 2) engaged in an activity that was regulated or controlled by the County; or 3) was a regulated lobbyist? Gifts received from a member of the official's or employee's immediate family, another child, or a parent of the individual, do not need to be disclosed.

- ☐ Yes
☐ No (Go to Schedule E)

If Yes; (Answer each question below. A separate Schedule D will be required for each gift.)

1. Who gave you the gift?

2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, book, etc.)

3. What was the value of the gift?

4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the County?

- ☐ Yes
☐ No (Go to Schedule F)

If Yes; (Answer each question below. A separate Schedule E will be required for each disclosure.)

1. What is the name and address of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse, dependent child)

Self: _____ Spouse: _____ Dependent child: _____

2A. Name of spouse or dependent child: _____

3. What is the title of the office you, your spouse or dependent child held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.) _____

4. What year did the position begin? _____

5. With what County Agency(ies) did the business entity do business? _____

6. What was the nature of the business? (Example: regulated by your agency, registered under the lobbying law, or involved with sales and contracts with the County)

If necessary, please use additional sheet(s) for any additional entries.

Schedule F – Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the County? **[NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the County as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.]**

- ☐ Yes
☐ No (Go to Schedule G)

If Yes; (Answer each question below. A separate Schedule F will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

2. When was the debt incurred? _____

3. What are the interest rate and terms of payment of the debt?

Interest Rate _____

Terms (monthly, bimonthly, annually, etc): _____

4. What was the amount of the debt as of the end of the reporting period. If debt existed during the reporting period but was paid in full at the end of the period, put \$0.

\$ _____

5. Did the principal of the debt increase ☐ or decrease ☐ during the reporting period, and by how much? \$ _____

6. Was any security given for the debt?

- ☐ Yes
☐ No

If Yes; Please state what type of security was given (home, car, boat, etc):

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction. _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule G – Family Members Employed by the County

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the County in any capacity?

- ☐ Yes
☐ No (Go to Schedule H)

If Yes; (Answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the County.)

1. What is the relation and name of the immediate family member employed by the County? _____
2. What is the name of the department, agency or division that employed the member of your immediate family? _____
3. What was the title of your immediate family member's position in the County agency during the reporting period? _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule H – Employment/Business Ownership

During the reporting period, did you or any member of your immediate family, receive any earned income from any entity? Please note that your dependent child's employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of your agency.

- ☐ Yes
☐ No (Go to Schedule I)

If Yes; (Answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name: _____

Relationship: _____

Name of Employer: _____

Address: _____

City/State/Zip: _____

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

Name: _____

Relationship: _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule I – University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity

During the reporting period, I or a member of my family had any financial or contractual relationship with (i) University of Maryland Medical System, (ii) governmental entity of the State or local government of the State, or (iii) a quasi-governmental entity of the State or local government of the State.

☐ Yes

☐ No (Go to Schedule J)

If Yes: (Answer each section below.)

Your Name or Name of Family Member: _____

Please describe the nature of the relationship, the subject matter of the relationship, and any consideration received as a result of that relationship. Please complete for yourself and family member(s).

Schedule J – Other

Is there any additional information or interest you would like to disclose?
