

Board of Ethics Town of Greenwich, Connecticut

Instructions for Annual Disclosure Form for Town Officers

To be filed for the preceding Fiscal Year within 30 days after June 30th of each year.

Who has to file?

All **Town Officers** are covered by the requirements of the Code of Ethics with respect to the filing of Annual Disclosure Statements. A statement must be filed for each year that a Town Officer has a substantial personal financial interest in a **transaction** with the Town. *If a Town Officer didn't have a substantial personal interest in any transaction with the Town during the Fiscal Year, no filing is required.*

Who is a Town Officer?

A Town Officer is any official, employee or agent of the Town, any consultant to the Town or any member of any board, department, commission, committee, legislative body or other agency of the Town, whether elected or appointed.

What transactions are covered?

A transaction is defined broadly under the Code to include the sale or furnishing of any real or personal property, materials, supplies or services to the Town directly as a vendor or prime contractor, or indirectly as a subcontractor, beneficial owner, family member or otherwise. Transactions include offers, even if they are not accepted, but do not include gifts and similar arrangements where no valuable consideration is paid by the Town. Town employees and contractors are not required to report on the contract for services which makes them a Town Officer. Transactions with the Town include all Town boards, commissions, agencies or other entities owned or controlled by the Town.

What has to be reported?

Transactions aggregating less than \$100 a year do not need to be reported. The Code requires that Town Officers report both the nature of their interest in a Town transaction and the amount received during the year as a result of that interest.

Line by line guidance:

All Town Officers are required to use the form prescribed by the Board of Ethics. Following are explanations of the information required to be provided on each line.

1. **Name:** Give your full name as it appears in the Town's official records.

2. **Town Office:** List the title of your position as a Town Officer. If you have more than one appointed or elected position or are employed by more than one department or agency of the Town, a separate statement must be filed for each position.

3. **Transaction:** A separate form is required for each transaction. Where the Town enters into a single arrangement for a series of sales or engagements under the same terms, it should be considered a single transaction. Provide the date of the contract or service, its total value, the name of the Town department or other agency involved, the name and address of the party contracting with the Town and a brief description of the transaction.

4. **Nature of Interest.** Describe the nature of your interest in the transaction, such as contracting party or an owner, partner in or employee of the contracting party (or family member thereof). Family members include parents, spouses, siblings, children, nieces and nephews grandchildren and in-laws. Interests include only substantial financial interests.

5. **Value Received:** Indicate the total value received during the fiscal year, including increases in the value of tangible or intangible property owned, as well as cash received or profits distributed.

6. **Signature:** Use your normal written signature.

7. **Attestation:** This form must be sworn to under oath before a notary public or other official authorized to attest to statements made under oath and filed with the Town Clerk as indicated.

Board of Ethics
Town of Greenwich, Connecticut
Annual Disclosure Form for Town Officers

Name: _____

Position: _____

Transaction:

(A separate form is required to be filed for each transaction.)

Contract or Service Date: _____ Value: _____
(under \$100 need not be reported)

Department or Agency: _____

Contractor: _____

Contractor's Address: _____

Description of Transaction:

Nature of Interest, including relationship to Contractor:

Value Received: \$ _____

Signature:

Subscribed and sworn to before me this ____ day of _____ 200_.

Notary Public _____

This form must be signed and filed in the office of the Town Clerk between July 1st and July 30th and is to cover the Fiscal Year ended the June 30th prior to the filing.