

**Financial Disclosure Requirements
(2013)**

STATE REQUIREMENTS

LOCAL OFFICERS & CANDIDATES FOR LOCAL OFFICE*

FORMS TO FILE	WHEN FILED	WHERE FILED
<u>Statement of Financial Interests</u> (STATE FORM 1)	Officers & employees file within 30 days of appointment or employment and then annually by July 1 of each year Candidates for local elective office file at the same time qualifying papers are filed	Miami Dade Elections Department 2700 NW 87 th Ave. Miami, FL 33172 <i>or</i> P.O. Box 521550 Miami, FL 33152-1550 Candidates for municipal office file with respective municipal clerks. Candidates for county office file with the Miami-Dade County Elections Department
<u>Final Statement of Financial Interests</u> (STATE FORM 1F)	Within 60 days after leaving office or employment, unless taking another position that requires filing either Form 1 or Form 6	Miami Dade Elections Department 2700 NW 87 th Ave. Miami, FL 33172 <i>or</i> P.O. Box 521550 Miami, FL 33152-1550
<u>Amendment to Statement of Financial Interests</u> (STATE FORM 1X)	When seeking to amend a previously filed STATE FORM 1	Miami Dade Elections Department 2700 NW 87 th Ave. Miami, FL 33172 <i>or</i> P.O. Box 521550 Miami, FL 33152-1550
<u>Quarterly Gift Disclosure</u> (STATE FORM 9)	No later than the last day of the calendar quarter (<i>i.e.</i> , March 31, June 30, Sept. 30, Dec. 31, for any gift received from an individual or single entity during the previous calendar quarter and valued in excess of \$100 No reporting required if no gifts were received	Florida Commission on Ethics P. O. Drawer 15709 3600 Maclay Boulevard South, Suite 201 Tallahassee, FL 32317-5709
<u>Gifts from Governmental Entities</u> , Direct-Support Organizations, Honorarium Event Related Expenses (STATE FORM 10)	July 1, annually, if a reportable gift, honorarium, or honorarium-related expenses were received during the preceding calendar year	Florida Commission on Ethics P. O. Drawer 15709 3600 Maclay Boulevard South, Suite 201 Tallahassee, FL 32317-5709
<u>Quarterly Client Disclosure</u> , for an individual who (or whose professional firm) has represented a client for a fee before an agency at his or her level of government, with certain exceptions (STATE FORM 2)	No later than the last day of each calendar quarter (<i>i.e.</i> , March 31, June 30, Sept. 30, Dec. 31) for the previous calendar quarter in which a reportable representation occurred	Miami Dade Elections Department 2700 NW 87 th Ave. Miami, FL 33172 <i>or</i> P.O. Box 521550 Miami, FL 33152-1550

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**CIRCUIT COURT JUDGES, COUNTY JUDGES, CLERKS OF CIRCUIT COURTS,
SHERIFFS, COUNTY COMMISSIONERS, also referred to as Elected Constitutional Officers**

FORMS TO FILE	WHEN FILED	WHERE FILED
Full and Public Disclosure of Financial Interests (STATE FORM 6)	Incumbent officials must file annually by July 1 Candidates must file at the time of qualifying	Florida Commission on Ethics P. O. Drawer 15709 3600 Maclay Blvd. South, Suite 201 Tallahassee, FL 32317-5709. Candidates file with the officer before whom they qualify
<u>Final</u> Full and Public Disclosure of Financial Interests (STATE FORM 6F)	Within 60 days after leaving public office, unless taking another position that requires full and public financial disclosure using STATE FORM 6	Florida Commission on Ethics P. O. Drawer 15709 3600 Maclay Blvd. South, Suite 201 Tallahassee, FL 32317-5709
<u>Amendment</u> to Full and Public Disclosure of Financial Interests (STATE FORM 6X)	When seeking to amend a previously filed STATE FORM 6	Florida Commission on Ethics P. O. Drawer 15709 3600 Maclay Blvd. South, Suite 201 Tallahassee, FL 32317-5709
Quarterly <u>Gift</u> Disclosure , but not required of judges (STATE FORM 9)	No later than the last day of the calendar quarter (<i>i.e.</i> , March 31, June 30, Sept. 30, Dec. 31) for any gift received from an individual or single entity during the previous calendar quarter and valued in excess of \$100. No reporting required if no gifts were received.	Florida Commission on Ethics P. O. Drawer 15709 3600 Maclay Blvd. South, Suite 201 Tallahassee, FL 32317-5709
<u>Gifts from Governmental Entities, Direct-Support Organizations, Honorarium Event Related Expenses</u> , but not required of judges (STATE FORM 10)	July 1, annually, if a reportable gift, honorarium, or honorarium-related expenses were received during the preceding calendar year	Florida Commission on Ethics P. O. Drawer 15709 3600 Maclay Blvd. South, Suite 201 Tallahassee, FL 32317-5709
Quarterly <u>Client</u> Disclosure , for an individual who (or whose professional firm) has represented a client for a fee before an agency at his or her level of government, with certain exceptions (STATE FORM 2)	No later than the last day of the calendar quarter (<i>i.e.</i> , March 31, June 30, Sept. 30, Dec. 31) for the previous calendar quarter in which a reportable representation occurred	Miami Dade Elections Department 2700 NW 87 th Ave. Miami, FL 33172 <i>or</i> P.O. Box 521550 Miami, FL 33152-1550

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***LOCAL OFFICERS & CANDIDATES FOR LOCAL OFFICE**

as defined by Fla. Stat. 112.3145(1) (a) (2012)

1. Every person who is elected to office in any political subdivision of the state, and every person who is appointed to fill a vacancy for an unexpired term in such an elective office.
2. Any appointed member of any of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision of the state:
 - a. The governing body of the political subdivision, if appointed;
 - b. An expressway authority or transportation authority established by general law;
 - c. A community college or junior college district board of trustees;
 - d. A board having the power to enforce local code provisions;
 - e. A planning or zoning board, board of adjustment, board of appeals, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and such other groups who only have the power to make recommendations to planning or zoning boards;
 - f. A pension board or retirement board having the power to invest pension or retirement funds or the power to make a binding determination of one's entitlement to or amount of a pension or other retirement benefit; or
 - g. Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
3. Any person holding one or more of the following positions: mayor; county or city manager; chief administrative employee of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building code inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator, with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; district school superintendent; community college president; district medical examiner; or purchasing agent (regardless of title) having the authority to make any purchase exceeding \$20,000, on behalf of any political subdivision of the state or any entity thereof.

**FINANCIAL DISCLOSURE REQUIREMENTS
(2013)**

COUNTY REQUIREMENTS

† **CERTAIN COUNTY & MUNICIPAL PERSONNEL & NON-EXEMPT ADVISORY BOARD MEMBERS**, as defined by the Miami-Dade County Code at Sec. 2-11.1(i)(2) & (4).

FORMS TO FILE	WHEN FILED	WHERE FILED
<p>Financial Disclosure is satisfied by filing any <i>one</i> of the following</p> <ul style="list-style-type: none"> • Source of Income Statement (MIAMI-DADE CO. Form) • Statement of Financial Interests (STATE FORM 1) • 2012 Federal Income Tax Return for individuals or most recent federal income tax return for corporations 	<p>By July 1, 2013, by 12:00 Noon</p> <p>NOTE ALSO</p> <ul style="list-style-type: none"> • Candidates file at the same time qualifying papers are filed • Consultants file within 30 days of execution of their county contracts, and by July 1st every year thereafter 	<p>County personnel file with Miami Dade Elections Dept. 2700 NW 87th Ave. Miami, FL 33172</p> <p style="text-align: center;"><i>or</i></p> <p>P.O. Box 521550 Miami, FL 33152-1550</p> <p>Municipal personnel file with respective municipal clerk</p>
<p>Gift Disclosure is satisfied by filing the following</p> <ul style="list-style-type: none"> • Quarterly Gift Disclosure (MIAMI-DADE CO. Form) 	<p>No later than the last day of the calendar quarter (<i>i.e.</i>, March 31, June 30, Sept. 30, Dec. 31) for any gift received from an individual or single entity during the previous calendar quarter and valued in excess of \$100.</p> <p>No reporting required if no gifts were received.</p>	<p>County personnel file with the Miami Dade Clerk of the Board of Co. Commissioners 111 NW 1st St., #17-202 Miami, FL 33128</p> <p>Municipal personnel file with respective municipal clerk</p>

† **CERTAIN COUNTY & MUNICIPAL PERSONNEL & NON-EXEMPT ADVISORY BOARD MEMBERS** include the County Attorney and Assistant County Attorneys; County Manager, Assistant County Managers, and Special Assistants to the County Manager; Heads or Directors of County Departments and their Assistant or Deputy Department Heads; Employees of the Miami-Dade County Police Dept. with the Rank of Captain, Major, and Chief; Building and Zoning Inspectors; Any Architect, Professional Engineer, Landscape Architect, or Registered Land Surveyor performing services for Miami-Dade County pursuant to a contract; Local Autonomous and Semi-Autonomous Personnel, Boards, and Agencies who were not required to file under State law; Local Personnel who perform quasi-judicial functions who were not required to file under State law; Local Advisory Personnel, whose sole or primary responsibility is to recommend legislation or give advice to the Board of County Commissioners, including Members of any County Board, who were not required to file under State law (except those exempted by ordinance or resolution); Candidates for certain County and Municipal Elective Office.

References to County positions are applicable to comparable municipal positions. Certain local officers who are required to comply with State financial disclosure requirements and file as per Fla. Stat. 112.3145 (2012) automatically satisfy Miami-Dade County disclosure requirements. However, compliance with Miami-Dade County disclosure requirements does not satisfy State requirements.

**FINANCIAL DISCLOSURE REQUIREMENTS
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COUNTY REQUIREMENTS

FULL-TIME COUNTY & MUNICIPAL EMPLOYEES ENGAGED IN OUTSIDE EMPLOYMENT

FORMS TO FILE	WHEN FILED	WHERE FILED
<p><i>File Both</i></p> <ul style="list-style-type: none"> ▪ Request for Outside Employment (MIAMI-DADE CO. Form) <p style="text-align: center;"><i>and</i></p> <ul style="list-style-type: none"> ▪ Outside Employment Statement (MIAMI-DADE CO. Form) 	<p>Before accepting job, and every year thereafter while engaged in outside employment, file “Request for Outside Employment”</p> <p>File “Outside Employment Statement” by July 1, 2013, and each year thereafter while engaged in outside employment.</p>	<p>“Request for Outside Employment” is filed with DPR and copy forwarded to Human Resources Dept. 111 NW 1st St., #2020 Miami, FL 33128</p> <p>“Outside Employment Statement” is filed with Miami Dade Elections Dept. 2700 NW 87th Ave. Miami, FL 33172</p> <p style="text-align: center;"><i>or</i></p> <p>P.O. Box 521550 Miami, FL 33152-1550</p> <p>Municipal personnel file with respective municipal clerk</p>

COUNTY REQUIREMENTS

ANY COUNTY EMPLOYEE AUTHORIZED TO APPROVE AN EXPENDITURE EXCEEDING \$20,000,¹ including electronic signature approvals in ADPICS and FAMIS.

FORMS TO FILE	WHEN FILED	WHERE FILED
<p>Statement of Financial Interests (STATE FORM 1)</p>	<p>By July 1, 2013, by 12:00 Noon</p>	<p>Miami Dade Elections Dept. 2700 NW 87th Ave. Miami, FL 33172</p> <p style="text-align: center;"><i>or</i></p> <p>P.O. Box 521550 Miami, FL 33152-15500</p>

¹Fla. Stats. 112.3145 (1) (2012) and 287.017 (2012).