



Fair  
Political  
Practices  
Commission

# FORM 700

## Statement of Economic Interests

FPPC Form 700 (2001/2002)  
428 J Street, Suite 620 • Sacramento, CA 95814 • 866-ASK-FPPC  
(866-275-3772)  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

## QUICK TIPS FOR EASIER FILING

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### 1. Know your jurisdiction.

You only have to report investments and business positions in business entities, real property, and income from sources that are located or doing business in your agency's jurisdiction. Gifts are reportable regardless of the jurisdiction. (See Appendix-8 for an explanation of jurisdiction.)

### 2. Determine your type of disclosure.

Two types of public officials complete the Form 700.

- If you file this form because you hold a position listed under Gov. Code section 87200, disclose all of your financial interests in your agency's jurisdiction. (See Appendix-1 for a complete list of 87200 filers.)
- If you file because your position is listed in a state or local agency's conflict-of-interest code, review your disclosure categories because they will describe the specific interests you must report. *Obtain your disclosure categories from your agency – they are not contained in the Form 700.*

### 3. Reporting timeframes.

Report your financial interests based on the type of statement you are filing.

### 4. Check your calendar.

File this form by the due date. Statements that are mailed are considered filed on the date of the postmark. The law does not provide for filing deadline extensions.

### 5. Use the provided schedules.

Don't attach brokerage statements or other financial documents. For further guidance, the instructions for each schedule contain a detailed list of interests that are reportable.

### 6. Use your computer.

An interactive version of Form 700 is available on our website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

### 7. Review your statement.

Your Form 700 is a public record. Take a second look at your statement for accuracy and completeness before it is filed.

### 8. Sign your statement.

File your originally signed statement with your filing official. Keep a copy of your statement for your files.

### 9. Amendments.

You may amend your statement at any time. Amendment schedules are available from your filing official, the FPPC, or on our website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

### 10. Call the Commission.

Call toll-free at 866-ASK-FPPC if you need assistance.

### Where to Find...

- Types of Statements**  
See Appendix-2.
- When to File**  
See Appendix-3.
- Where to File**  
See Appendix-3.
- Terms and Definitions**  
See Appendix-5.

## INTRODUCTION

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The Political Reform Act (Gov. Code sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and copy any statement during normal business hours.

Individuals required to file Form 700 also should be aware of the following:

### **Gift Prohibition**

Most state and local officials, employees, and candidates are prohibited from accepting gifts totaling more than \$320 in a calendar year from a single source.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. (See Appendix-7 for more detailed information.)

### **Honorarium Ban**

Most state and local officials, employees, and candidates are prohibited from accepting any honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Appendix-7 for more detailed information.)

### **Loan Prohibitions**

State and local public officials may not receive any personal loan totaling more than \$250 from an official, employee, or consultant of, or from anyone who contracts with, their governmental agencies. In addition, elected officials may not receive any personal loan totaling more than \$500 from a single lender unless certain terms of the loan are specified in writing. Under certain circumstances, a personal loan that is not being repaid or is being repaid below certain amounts may become a gift to the official who received it. (See Appendix-8 for more detailed information.)

### **Disqualification**

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their financial

interests. This may include interests they are not required to disclose (for example, certain sources of income of \$500 or more are not reportable, but may be disqualifying).

### **Post-Governmental Employment**

Members of the State Legislature and certain state agency officials and employees who leave office are subject to restrictions on representing clients or employers before their former agencies.

### **Enforcement**

The filing officer who retains originally signed statements of economic interests may impose a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's enforcement division (and in some cases to the Attorney General or district attorney) for investigation and possible prosecution for violations of the Act. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed. The FPPC has instituted an expedited enforcement program to handle Form 700 nonfilers. To report a suspected violation, or to find out more about the expedited enforcement program, call the FPPC's enforcement staff at 1-800-561-1861.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Call the FPPC toll-free at (866) ASK-FPPC.
- Obtain the following FPPC publications from the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)):
  - Fact Sheet entitled "Can I Vote? Conflicts of Interest Overview"
  - Fact Sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans"
  - Fact Sheet entitled "Leaving Your State Job? Post-Employment Restrictions May Affect You"
  - Pamphlet entitled "Your Duty to File: A Basic Overview of State Economic Disclosure Law and Reporting Requirements for Public Officials."

# INSTRUCTIONS — COVER PAGE

Enter your name, mailing address, and daytime telephone number in the spaces provided. The Form 700 is a document available for public review so you may list your business/office address instead of your home address.

## Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)
- If you have multiple filing obligations (for example, a city councilperson who also is a member of a county board or commission), you may be required to file statements with each agency.

To simplify your filing obligations, you may complete an expanded statement.

To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions and file a copy with each agency. Each copy must contain an original signature.

### Example:

This filer is a member of the Sacramento City Council.

<b>1. Full Name of Office Sought or Held, Agency or Court:</b> City Council Division, Board, District, if applicable: District 5 Position: Member of the City Council ☐ If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary) Agency: _____ Position Title: _____
<b>2. Jurisdiction of Office</b> (Check one box) <input type="checkbox"/> State <input type="checkbox"/> County of _____ <input checked="" type="checkbox"/> City of Sacramento <input type="checkbox"/> Multi-County _____ <input type="checkbox"/> Other _____

## Part 2. Office Jurisdiction

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. (See Appendix-8 to determine your jurisdiction.)
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is other than a state office, court, county office, city office, or multi-county office (for example, school districts and special districts), check the “other” box and enter the county or city in which the agency has jurisdiction.

## Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. (See Appendix-2 for detailed information about types of statements.)

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. Consult your filing officer or the FPPC.

## Part 4. Schedule Summary

- Check the “Yes” box for each schedule you use to disclose interests.

- or -

If you have nothing to disclose on any schedules, check the “No reportable interests” box. (Please do not attach any blank schedules.)

- Enter the total number of pages included in your statement (including the cover page).

## Part 5. Verification

Complete the verification by signing the statement and entering the date signed. **An unsigned statement is not considered filed and you may be subject to late filing penalties.**

*A Public Document*

**COVER PAGE**

Please type or print in ink

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER
			( )
MAILING ADDRESS (May be business address)	STREET	CITY	ZIP CODE
			OPTIONAL: FAX / E-MAIL ADDRESS

**1. Full Name of Office Sought or Held, Agency or Court:**

Division, Board, District, if applicable: \_\_\_\_\_

Position: \_\_\_\_\_

➔ If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: \_\_\_\_\_

Position Title: \_\_\_\_\_

**2. Jurisdiction of Office** (Check one box)

- State
- County of \_\_\_\_\_
- City of \_\_\_\_\_
- Multi-County \_\_\_\_\_
- Other \_\_\_\_\_

**3. Type of Statement** (Check at least one box)

- Assuming Office/Initial Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Annual: The period covered is January 1, 2001, through December 31, 2001.
- or-**
- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2001.
- Leaving Office Date Left: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)
- The period covered is January 1, 2001, through the date of leaving office.
- or-**
- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.
- Candidate

**4. Schedule Summary**

(Check applicable schedules or "No reportable interests.")

➔ During the reporting period, did you have any reportable interests to disclose on:

Schedule A-1  Yes – schedule attached  
*Investments (Less than 10% Ownership)*

Schedule A-2  Yes – schedule attached  
*Investments (Greater than 10% Ownership)*

Schedule B  Yes – schedule attached  
*Real Property*

Schedule C  Yes – schedule attached  
*Income & Business Positions (Income Other than Loans, Gifts, and Travel)*

Schedule D  Yes – schedule attached  
*Income – Loans*

Schedule E  Yes – schedule attached  
*Income – Gifts*

Schedule F  Yes – schedule attached  
*Income – Travel Payments*

**-or-**

➔  No reportable interests on any schedule

**Total number of pages completed including this cover page:** \_\_\_\_\_

**5. Verification**

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 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.)

## WHAT SCHEDULE DO I USE TO REPORT?

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Business positions .....	Schedule A-2 or Schedule C
Commission income .....	Schedule A-2 or Schedule C (see Appendix-5)
Gifts received by family members .....	Disclosure may not be required, see Schedule E
Gifts received from family members .....	Disclosure not required, see Schedule E
Income to my business .....	Schedule A-2
Individual Retirement Account .....	Schedule A-1 or Schedule B (see Appendix-9)
Investments .....	Schedule A-1 or Schedule A-2
Loans made to others .....	Not required, but report repayments on Schedule C
Loans received .....	Schedule B for real property or Schedule D
Loans to my business .....	Schedule A-2
Owning a business	
If I own less than 10% of a business .....	Schedule A-1
If I own 10% or more of a business .....	Schedule A-2
Partnerships	
If I own less than 10% of a partnership .....	Schedule A-1
If I own 10% or more of a partnership .....	Schedule A-2
Real estate holdings .....	Schedule B (Schedule A-2 if held by a business entity/trust)
Rental income .....	Schedule B or Schedule C
Rental property .....	Schedule B (Schedule A-2 if held by a business entity/trust)
Sale of my home/automobile/boat .....	Schedule C
Sole proprietorship .....	Schedule A-2
Spouse's income .....	Schedule A-2 or Schedule C
Stock holdings	
If I own less than 10% of a company's stock .....	Schedule A-1
If I own 10% or more of a company's stock .....	Schedule A-2
Tickets and passes .....	Schedule E
Travel reimbursements or payments .....	Schedule F
Trusts .....	Schedule A-2 (see Appendix-10)

## ANSWERING YOUR QUESTIONS

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- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes. However, you may complete only one statement by listing the county and the two boards on the cover page of the Form 700 as the agencies for which you will be filing. Report your economic interests using the broadest jurisdiction and disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement *before signing it*, sign each copy with an original signature, and distribute one original to the county and to each of the two boards.
- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Possibly. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office in your jurisdiction. See Appendix-8 for guidance.
- Q. My financial interests are the same as those that I reported last year. May I file a copy of last year’s statement?
- A. No. You must file a new statement for the current reporting period.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. On Schedule B-Interests in Real Property, I have disclosed my interest in a rental property. Must I also disclose the names of my tenants?
- A. Only disclose the names of those tenants from whom your pro rata share of the income received was \$10,000 or more in the reporting period. Otherwise, leave the space blank. See Appendix-7 for guidance.
- Q. When completing the schedules for disclosing loans received, what is meant by disclosing the “term” of the loan?
- A. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was entered into. For example, report the term of a five-year automobile loan as “5 years” even if you have only three years left to pay on the loan.
- Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or C?
- A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Appendix-5 which defines “business entity” for more information.
- Q. How do I disclose my spouse’s income from an employer?
- A. Report the name of your spouse’s employer as a source of income on Schedule C.
- Q. I hold many stocks through an account managed by a brokerage firm. Must I disclose these stocks since I did not decide which stocks to purchase?
- A. Yes, any stock in a business entity located or doing business in your jurisdiction worth \$2,000 or more must be disclosed on Schedule A-1 or A-2.