



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Guideline
0002.1

March 23, 1978

FINANCIAL DISCLOSURE STATEMENTS

This guideline implements the "disclosure of assets" provisions of the District Conflict of Interest Code. The Guideline must be used in consort with the Conflict of Interest Code and addresses only a limited part of the code's provisions.

FILING THE STATEMENT

The code requires that certain officers and employees of the District disclose their financial interests. Those positions within the District are designated in the San Diego Community College District Conflict of Interest Code.

1. Members of the District Board file the original with the Board secretary.
2. Candidates for election to the District Board file with the City Clerk of San Diego at the time of filing the declaration of candidacy.
3. All other designated employees required to submit a statement of financial interest file the original with the District Policy/Procedure Office.
4. A designated employee shall submit an initial statement of financial interest within 30 days after the effective date of this Code.
5. A person who, after the effective date of this Code, is elected, appointed, promoted or transferred to a designated position in the Classified Service of the District, shall file the statement within 30 days after such election, appointment, promotion or transfer.
6. Any other person who, after the effective date of this Code is appointed, promoted or transferred to a designated position shall file the statement not less than 10 days before the person assumes the designated position to which he is elected, appointed, promoted or transferred, unless an earlier assumption of the position is required by emergency circumstances certified to by the District, in which case the statement shall be filed within 30 days after assumption of the designated position.
7. Annual statements shall be filed no later than April 30 by all designated employees. Such statements shall cover the period of the preceding calendar year or from date of filing initial statement.
8. Closing statements shall be filed within 30 days of leaving a designated position. Such statements shall cover the period from the closing date of the last statement filed to the date of leaving the position.

9. Acquisition or Disposal During Reporting Period: If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.

RESPONSIBILITY

1. Designated employees shall file statements as required by the Code.
2. Any District Official employing a consultant or establishing a committee shall determine if disclosure is required by the Code.
3. The Assistant Chancellor - Administrative Services shall inform individuals effected by the requirements of the Code at such time as actions described in paragraphs f., g., or i. above occur/are anticipated.
4. The Assistant Chancellor - Administrative Services shall:
 - A. Establish the District Filing Officer in the
 - B. Establish the files as prescribed by law;
 - C. Permit public access to the files during normal business hours;
 - D. Provide copies to the public at a cost of 10 cents per page.

FORMS/REFERENCES (Available from District Policy/Procedure Office)

1. San Diego Community College District Conflict of Interest Code, 1/25/96.
2. Form 732 - Statement of Economic Interests For Designated Employees - Short Form
3. Form 730 - Statement of Economic Interests for Designated Employees
4. Schedule 730-A - Investments
5. Schedule 730-B - Interests in Real Property
6. Schedule 730-C - Investments and Interests in Real Property Held by Business Entities You Control
7. Schedule 730-D - Income (other than gifts)
8. Schedule 730-E - Gifts
9. Schedule 730-F - Income of a Business Entity in Which the Designated Employee or Spouse, Owns a 10% or greater Interest and Which Provides Legal or Brokerage Services
10. Schedule 730-G - Income of a Business Entity in Which the Designated Employee, or Spouse, Owns a 10% or Greater Interest and Which Does Not Provide Legal or Brokerage Services
11. Form 731 - Supplementary Disclosure Statement for Newly Acquired Reportable Interests in Real Property
12. County of San Diego Instructions Manual
13. California Government Code Section 81000 et. seq.

PENALTIES FOR VIOLATION OF CODE. The Conflict of Interest Code has the force of law and any violation constitutes a misdemeanor with specified penalties depending on the nature of the infraction; e.g., for late reports, \$10 per day with a limit of \$100, or for other violations, a fine of up to \$40,000 or three times the amount the person failed to report, whichever is greater.

SUPERSEDES:
New Guideline