John M. Martirano
County Attorney

Kirk C. Downey
Deputy County Attorney

Kendall A. McPeak
Assistant County Attorney

OFFICE OF THE COUNTY ATTORNEY

MEMORANDUM

To: Local Elected Officials; Candidates for Local Office; County Administrator; County Clerk; Director of Budget and Finance; County Attorney; Division directors, deputy directors, and departmental heads; and Appointees to County Boards, Commissions, and Committees

From: Kirk C. Downey, Deputy County Attorney

CC: John M. Martirano, County Attorney

Date: January 18, 2017

Re: Financial Disclosure Statements

The General Assembly has required local governments to enact an Ethics Ordinance requiring the annual filing of statements containing certain disclosures and conflicts of interest provisions. Local elected officials and candidates must file a statement disclosing conflicts of interests and financial interests, particularly those interests in entities doing business with the County. Employees and board and commission appointees must file a statement disclosing conflicts of interest and listing any gifts received (exclusive of those received from their immediate family). The reporting period is for the **2016** calendar year, and the statements must be filed by **April 30, 2017.** Based upon the number of interests that need to be disclosed, elected officials and candidates may have to print additional copies of certain schedules.

Please fill out the appropriate form for your position. If you are an appointee to more than one board or commission, you only have to file one statement; simply indicate the boards on which you serve on the appropriate line.

Statements may be filled out electronically, but a copy *with your signature* must be returned to my office by the filing deadline. You may mail or fax in your completed form or email it to kjacobson@washco-md.net. Please remember that the deadline for filing the statements is April 30, 2017.

Thank you for your cooperation.