

# United States Senate Select Committee on Ethics - Financial Disclosure




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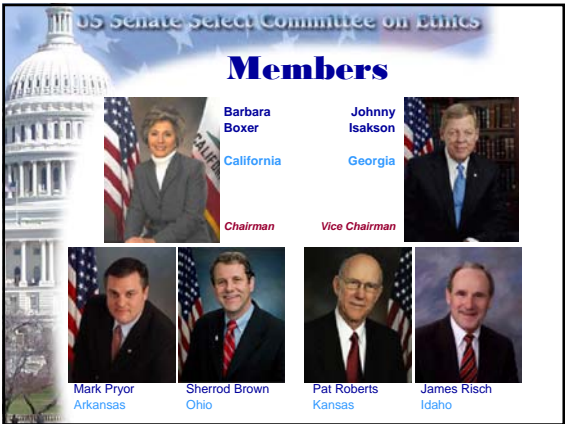
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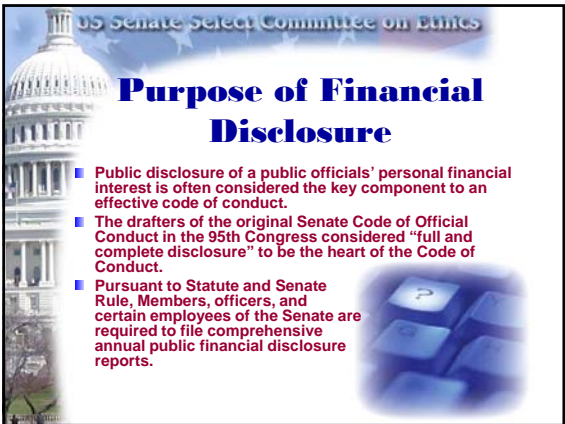
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**United States Senate**  
**Select Committee on Ethics - Financial Disclosure**

US Senate Select Committee on Ethics

### WHO REVIEWS REPORTS?

- **ETHICS COMMITTEE**
  - The committee is required by Section 106 of the Ethics in Government Act of 1978 to review public financial disclosure reports in order to determine whether they are in compliance with applicable laws and regulations.
- **STAFFER'S SUPERVISOR**
  - Pursuant to Resolution 236, the Ethics Committee is required to provide the supervising Senator or designated staff member to receive on a confidential basis the public financial disclosure reports filed by senate employees to check for possible conflicts of interests.
- **PUBLIC**
  - Any report required to be filed by made May 15 will be made available for public inspection by the Secretary of the Senate Office of Public Records within 30 days after May 15 - June 14.



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### WHERE TO FILE

**File Reports and Amendments with the Secretary of the Senate,**

OFFICE OF PUBLIC RECORDS, 232 HART	or	OFFICE OF PUBLIC RECORDS, P.O. Box 2517 Alexandria, VA 22301-0517
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*Reports will be made available for public inspection within 30 days of filing*

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### ON-LINE DISCLOSURE FORM

- **2 different versions to choose from**
  - Adobe
  - MS Word



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**DUE DATE**

Annual Reports Covering  
**CY 2008**  
are due  
**FRIDAY,**  
**MAY 15<sup>th</sup>, 2009**



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**EXTENSIONS**

- Requests for extensions of up to 90 days for filing reports may be submitted to the Ethics Committee



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**PENALTIES**

- \$200 late filing fee is imposed for filing a report 30 days after due date



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**REQUESTS TO ETHICS**

- Send requests for extensions and waivers of penalties and other general correspondence to the  
**ETHICS COMMITTEE**  
220 HART  
or  
Fax: (202) 224-7416



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**WHO HAS TO FILE Annual Reports?**

- SENATORS
- CANDIDATES FOR THE SENATE
- POLITICAL FUND DESIGNEES
- FELLOWS / DETAILEES who earned a rate of pay from an outside source equal to or in excess of \$114,468
- STAFFERS who earned a rate of pay equal to or in excess of \$ 114,468 for a period equal to or in excess of 60 days
  - > **Employees Who Received a Bonus: A report is required if:**
    - Paid at a rate of pay in excess of the reporting threshold of \$114,468 for more than 60 days; and
    - Gross earning for the calendar year was equal to or in excess of \$114,468



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**LATE NOTICES**

- Committee policy is to mail late notices certified mail, return receipt requested
- A copy of the late notice is also cc:d to the supervising Senator

Civil and criminal sanctions may be imposed for individuals who knowingly and willfully fail to file this report



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**PART IIIA.**  
**Publicly Traded Assets & Unearned Income**

- Report the complete name of each publicly traded asset held by you, your spouse, or your dependent child, for production of income or investment which:
  - had a value exceeding \$1,000 at the close of the reporting period; and/or
  - generated over \$200 in "unearned" income during the reporting period

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**PART IIIA.**  
**YOU SHOULD REPORT ALL :**

■ Stocks	■ Futures Contracts
■ Bonds	■ Excepted Trusts
■ Mutual Funds	■ Qualified Blind Trusts
■ Pension Interests	■ Underlying personal trade accounts
■ Annuities	➢ (e*trade, Ameritrade, etc.),
■ IRA assets	■ Personal Banking Accounts
■ 529 Plans	➢ Other bank accounts in excess of \$5000, which include:
	• CD's & Money Market Accounts

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**PART IIIA.**

- **PUBLICLY TRADED STOCKS & BONDS**
  - Identify by complete name, and preferably the exchange upon which it's listed
- **MUTUAL FUNDS**
  - Identify by complete name,
  - including name of investment institution offering the fund (Templeton, Vanguard, etc.)
  - and the specific identification of the fund (Total Return, Equity, etc.).
- **MUNICIPAL BONDS**
  - Identify by name of municipality offering the bond and complete name of the bond

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**PART IIIA.  
PERSONAL SAVINGS  
ACCOUNTS**

- Report the complete name of the financial institution where personal accounts are held
  - (This would include personal savings, checking, money market, certificates of deposit, and any other accounts at any institution)
- AGGREGATE MORE THAN \$5,000 at the end of the reporting period or which
- GENERATED MORE THAN \$200 in unearned income during the reporting period.

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**PART IIIA.  
EXCEPTED  
INVESTMENT FUND**

- A mutual fund, common trust fund of a bank, pension or deferred compensation plan, or any other investment fund which is:
  - Widely held (i.e. has more than 100 participants or investors); and
  - Publicly traded (or available) or widely-diversified; and
  - Held under circumstances where you don't have control over the financial interests held by the fund.

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**PART IIIA.  
INVESTMENT CLUBS  
OR OTHER  
HOLDING ARRANGEMENTS**

- Identify the investment club and also any underlying investment asset or property held by the club where
  - (i) you (your spouse or dependent child's) interest in the underlying asset exceeds \$1,000 in value or
  - (ii) where the underlying asset generated more than \$200 in income for you (your spouse or dependent child)
  - (iii) if the investment club or holding itself meets the definition of an excepted investment fund, the information regarding the underlying assets are not reportable

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**PART IIIA.**  
**RETIREMENT PLANS**

- Identify each asset held by a self-directed retirement plan.
- A self-directed retirement plan is one which does not meet the definition of an excepted investment fund.
  - Widely held (i.e. has more than 100 participants or investors); and
  - Publicly traded (or available) or widely-diversified; and
  - Held under circumstances where you don't have control over the financial interests held by the fund.

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**PART IIIA.**  
**EXCEPTED TRUST**

- An excepted trust is one which:
  - Was not created by you, your spouse, or your dependent child; and
  - Has holdings or sources of income of which you, your spouse, and any dependent child have no knowledge.

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**PART IIIA.**  
**QUALIFIED BLIND TRUST**

- A qualified blind trust is a trust which has been certified by the Senate Select Committee on Ethics, in accordance with Senate Rule 34.

**CERTIFIED**  
By the  
Select Committee  
on Ethics

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**United States Senate**  
**Select Committee on Ethics - Financial Disclosure**

US Senate Select Committee on Ethics

**IF YOU HAVE ANY  
QUESTIONS, PLEASE  
CALL**

**The Senate Select Committee on Ethics**



**224-2981 (main)**  
**224-7416 (fax)**

*mailbox\_office@ethics.senate.gov (email)*

*All Advice is Confidential*

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