



FINANCIAL DISCLOSURE REQUIREMENTS

The General Assembly enacted the State Ethics Law in 1979 (Ch. 513, Acts of 1979). The purpose of the law is to protect the public's confidence and trust in government by assuring the impartiality and independent judgment of State officials and employees. The confidence and trust of the people erodes when the conduct of County business is subject to improper influence *or even the appearance* of improper influence.

The Maryland Public Ethics Law requires local jurisdictions to enact provisions that are similar to the State Public Ethics Law. Md. Code Ann., *State Govt.*, §§ 15-803 – 15-808. The Queen Anne's County Commissioners have complied with this requirement through the passage and amendments to the Queen Anne's County Public Ethics Law.

The Queen Anne's County Ethics Commission administers the County's Public Ethics Law (Chapter 8 of the Queen Anne's County Code) by encouraging and enforcing compliance of the financial disclosure requirements of elected County officials, certain employees, members of decision-making authority boards or commissions, and various other individuals as listed in the Public Ethics Law. The law provides that certain individuals disclose their financial affairs annually as a tool to guard against conflicts of interests and to assure the public that Queen Anne's County business is being properly conducted.

If you have any questions regarding this form, call the Ethics Commission staff at 410-758-4406 (Tina Miles, Clerk).

Some important tips:

- The statement is for the year **preceding** the filing year.
- The financial disclosure statement **must be signed under oath**; once filed, it is a **public document**.
- Forms must be submitted to 107 N. Liberty St., Centreville, MD 21617, *attn: Tina Miles*.
- Read the instructions carefully.

PERSONS REQUIRED TO FILE

All persons stated in §8-5A - §8-5C of the Queen Anne's County Public Ethics Law.¹

WHO AND WHEN TO FILE

1. **New Employee** – at time of acceptance of employment.*
2. **Members of boards, commissions and committees** – at the time of acceptance of the appointment.*
3. **Candidates for elected office** – concurrently with registration of candidacy.*

*** THEREAFTER, ALL INDIVIDUALS IDENTIFIED SHALL FILE THE REQUIRED STATEMENT WITH THE ETHICS COMMISSION ON OR BEFORE JANUARY 31ST FOR THE IMMEDIATELY PRECEDING CALENDAR YEAR DURING ANY PART OF WHICH THE INDIVIDUAL HELD AN OFFICE OR POSITION OR WAS A CANDIDATE FOR OFFICE (when an employee leaves public employment - the time after the employee's last previous annual statement).**

4. **Departure** – **within 30 days of the departure date** – to cover **any portion** of the calendar year up to and including the date of departure.

PENALTIES & ENFORCEMENT

Violations will be prosecuted via referral to the State's Attorney's Office and are subject of fines up to \$1,000.

¹ The Queen Anne's County Public Ethics Law can be found at: <http://www.qac.org/depts/ethics/ethicshome.htm>.