



**CITY OF PEORIA  
LOCAL PUBLIC OFFICERS**

**FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS**

**GENERAL FILING INFORMATION, A.R.S. §§ 18-444 and 38-543**

Pursuant to Arizona Revised Statute § 18-444.D, public officers shall file a *Financial Disclosure Statement* covering the preceding calendar year. This report is filed on or before January 31<sup>st</sup> of each year, covering the previous calendar year.

Pursuant to Arizona Revised Statute § 18-444.D, appointed public officers shall file a *Financial Disclosure Statement* covering the preceding calendar year. This report is filed within 60 days after filling a vacancy, covering the twelve-month period prior to and ending with the last full month before taking office.

Pursuant to Arizona Revised Statute § 18-444.D, public officers, whose final term expires less than thirty-one days into a calendar year, may file a *Financial Disclosure Statement* for the current year at the same time as the disclosure statement for the last immediately preceding year.

Pursuant to Arizona Revised Statute § 38-543, candidates for public office shall file a *Financial Disclosure Statement* covering the preceding twelve-month period. This report is filed at the time the candidate files nomination papers.

**WHERE SHOULD A FINANCIAL DISCLOSURE STATEMENT BE FILED?**

The completed form should be filed in the Office of the City Clerk, 8401 West Monroe Street, Peoria, Arizona 85345, or emailed to [cityclerk2@peoriaaz.gov](mailto:cityclerk2@peoriaaz.gov).

**VIOLATIONS – PENALTIES, A.R.S. §38-544**

Local public officers or candidates for local public office who knowingly fail to file a *Financial Disclosure Statement* required by an ordinance, rule, resolution or regulation of the City/Town, required by A.R.S. § 38-545, who knowingly files an incomplete *Financial Disclosure Statement*, or who knowingly files a false *Financial Disclosure Statement* is guilty of a class 1 misdemeanor.

Local public officers or candidates for local public office who violate this chapter are subject to a civil penalty of fifty dollars for each day of noncompliance but not more than five hundred dollars may be imposed as prescribed in A.R.S. § 16-937 and 16-938.

**DEFINITIONS – Section 2 of Resolution No. 2017-04**

- A. "Business" includes any enterprise, organization, trade, occupation or profession, whether or not operated as a legal entity or for profit, including any business trust, corporation, partnership, joint venture or sole proprietorship.
- B. "Compensation" means anything of value of advantage, present or prospective, including the forgiveness of debt.
- C. "Controlled business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a fifty percent interest.
- D. "Dependent business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a ten percent interest, and during the preceding calendar year the business received from a single source more than ten thousand dollars and more than fifty percent of its gross income.
- E. "Gift" includes any gratuity, special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without equivalent consideration and not provided to members of the public at large. "Gift" does not include travel-related expenses that are publicly reported as required by law or political campaign contributions that are publicly reported pursuant to Title 16, Chapter 6.
- F. "Local public officer" means a person holding an elective office of the City of Peoria.
- G. "Member of household" means a local public officer's spouse and any minor child of whom the local public officer has legal custody.
- H. "Travel-related expenses" means any costs associated with transportation, food, lodging and registration fees and other expenses directly related to travel to, or from, a meeting, conference or other event where the local public officer is participating in the local public officer's official capacity.

**AMOUNT OF VALUE CATEGORIES - Section 3 of Resolution No. 2017-04**

If an amount or value is required to be reported pursuant to this section, it is sufficient to report whether the amount or value of the equity interest falls within:

- **CATEGORY 1 – One thousand dollars to twenty-five thousand dollars.**
- **CATEGORY 2 – More than twenty-five thousand dollars to one hundred thousand dollars.**
- **CATEGORY 3 – More than one hundred thousand dollars.**