



**CITY OF PEORIA
LOCAL PUBLIC OFFICERS**

FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

GENERAL FILING INFORMATION, A.R.S. §§ 38-542 and 38-543

Pursuant to Arizona Revised Statutes § 38-542A, public officers shall file a *Financial Disclosure Statement* covering the preceding calendar year. This report is filed on or before January 31st of each year, covering the previous calendar year.

Pursuant to Arizona Revised Statutes § 38-542D, 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 Statutes § 38-542D, 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 Statutes § 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.

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

Local public officers or candidates for local public office who knowingly fails 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. § 16-924.

DEFINITIONS – Section 1 of Resolution No. 83-51

- 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 or 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 per cent 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.
- 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.

AMOUNT OF VALUE CATEGORIES - Section 2 of Resolution No. 83-51

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.**

Exception: Information that is privileged or confidential by law need not be disclosed.