****

# PY 2014-15 Regional Workforce Board Financial Disclosure Review Tool

**RWB/Contractor Name:**

**Dates of Review**:

**Review Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Completed By:**

**Authority – Sections 112.3145 and 445.007, Florida Statutes; and DEO Final Guidance (FG-075), Required Financial Disclosure.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Demographic Data** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. Has the regional workforce board adopted a local policy or procedure (LOP) governing the filing of financial disclosure statements by board members and the executive director? (If yes, provide a copy of the policy and/or procedure). **Note: LOPs are not required).**
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Has the regional workforce board appointed a coordinator responsible for advising board members and the executive director on the requirements to file financial disclosure statements? (If yes, provide name of coordinator. If no, indicate how this is done).
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Did the local coordinator provide the names and addresses of all board members and the executive director to the Commission on Ethics?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Were financial disclosure statements filed by all current members of the board and the executive director by July 1, 2014?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If no to #4, provide the name(s) of the board member(s) and the executive director who did not file and the appointment start date(s).
 |  |  |  |  |  |  |
|  | 1. Were any new members appointed to the board during calendar year 2013 or 2014?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Was a new executive director appointed during calendar year 2013 or 2014?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If yes to #’s 6 or 7, did the local coordinator timely provide the names of the new board members and/or the executive director to the Commission on Ethics?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If yes to #6 or 7, did the new member or executive director file a financial disclosure statement within 30 days of the appointment date? (Provide the name(s) of the board member(s) or executive director and the appointment start date(s).
 |  | [ ]  |  | [ ]  |  |  |
|  | **Demographic Data** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. Did any board members or the executive director leave the board after July 1, 2013?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If yes to #10, did they file a Form 1F (Final Statement of Financial Interest) within 60 days of leaving the board? (Provide the name(s) of the board member (s)and/or executive director and the last day in office).
 |  | [ ]  |  | [ ]  |  |  |