



PY 2016-17 Local Workforce Development Board (LWDB)
Financial Disclosure Process Management Review Tool

LWDB Name and Number: _____

Dates of Review: _____

Review Period: _____

LWDB Staff Completing the Tool: _____

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

Demographic Data	YES	NO	COMMENTS
1. Please explain the process or procedure used to notify all board members of the requirement to file financial disclosure requirements. If written, please provide a copy or indicate where this can be found.			
2. Has the LWDB 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).	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did the local coordinator or board designee provide the names and addresses of all board members and the executive director to the Commission on Ethics by the annual reporting date?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Were financial disclosure statements filed by all current board members and the executive director by July 1, 2016?	<input type="checkbox"/>	<input type="checkbox"/>	
5. If no to #4, provide the name(s) of the board member(s) and the executive director who did not file.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Were any new members or the executive director appointed to the board during calendar year 2015 or 2016? If yes, provide the name(s) of the board member(s) and/or executive director and the appointment dates.	<input type="checkbox"/>	<input type="checkbox"/>	
7. If yes to #6, did the local coordinator timely provide the names of the new board members and/or the executive director to the Commission on Ethics?	<input type="checkbox"/>	<input type="checkbox"/>	
8. If yes to #6 and 7, did the new member or executive director file a financial disclosure statement within 30 days of the appointment date? If no, provide the name(s) of the board member(s) or executive director who did not file.	<input type="checkbox"/>	<input type="checkbox"/>	