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# PY 2013-14 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 filing 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 and the Department of Economic Opportunity?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Were financial disclosure statements filed by all current members of the board and the executive director by July 1, 2013?
 |  | [ ]  |  | [ ]  |  |  |
|  | 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 2012 and 2013?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Was a new executive director appointed during calendar year 2012 and 2013?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If yes to #’s 6 and 7, did the local coordinator timely provide the names of the new board members and/or the executive director to the Commission on Ethics and the Department of Economic Opportunity?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If yes to #8, did they 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).
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Did any board members or the executive director leave the board after July 1, 2012?
 |  | [ ]  |  | [ ]  |  |  |
|  | 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).
 |  | [ ]  |  | [ ]  |  |  |