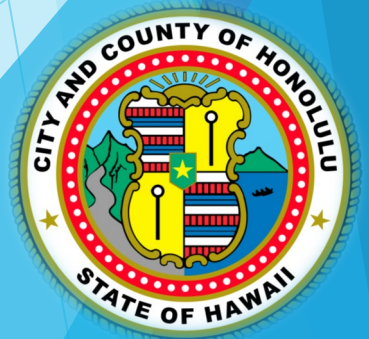


Boards & Commissions
Financial Disclosure
Training



— HONOLULU —
ETHICS COMMISSION




Agenda

- FAQ's
- Due Dates
- How to Submit
- Penalties



FAQ's

- Are Board and Commission members required to file Financial Disclosures?
- Why are Financial Disclosures important?
- Is my Financial Disclosure confidential?



Honolulu Ethics Commission
925 Dillingham Boulevard, Ste. 190
Honolulu, HI 96817

TEL: (808) 768-9242
Email: ethics@honolulu.gov
www.honolulu.gov/ethics/ethicforms

THIS SPACE FOR OFFICE USE ONLY

CONFIDENTIAL FINANCIAL DISCLOSURE (FOR CY2021)

Board and Commission Members

PART A BOARD AND COMMISSION MEMBERS COMPLETE

Type of Filing: Initial – Appointment Date _____ Annual Leaving Office-Resignation Date _____

Name _____
Last First Middle Initial (Jr.,Sr.,III)

Board/Commission Name _____ Email Address _____

Home Mailing Address _____ Cell Phone _____

Name of Spouse _____ Name(s) of Dependent Child(ren) _____

PART B BOARD AND COMMISSION MEMBERS COMPLETE

Where you are asked to state a dollar amount, answer by using the appropriate letter code.

A - Less than \$1,000	E - \$50,000 – \$99,999	I - \$300,000 – \$399,999	M - \$700,000 – \$799,999
B - \$1,000 – \$9,999	F - \$100,000 – \$149,999	J - \$400,000 – \$499,999	N - \$800,000 – \$899,999
C - \$10,000 – \$24,999	G - \$150,000 – \$199,999	K - \$500,000 – \$599,999	O - \$900,000 – \$999,999
D - \$25,000 – \$49,999	H - \$200,000 – \$299,999	L - \$600,000 – \$699,999	P - At least \$1,000,000

1. **INCOME** of \$1,000 or more, source and services rendered, during the preceding calendar year. Include income of spouse and dependent child(ren).
 None Additional sheets attached

RECIPIENT	EMPLOYER/SOURCE	POSITION/ SERVICE RENDERED	ANNUAL INCOME <small>(use codes)</small>
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Important Due Dates

- **Initial:** Due 20 days from swear in date
- **Annual:** Due January 31st
 - Filing period begins January 1st
- **Final:** Due 10 days prior to leaving office

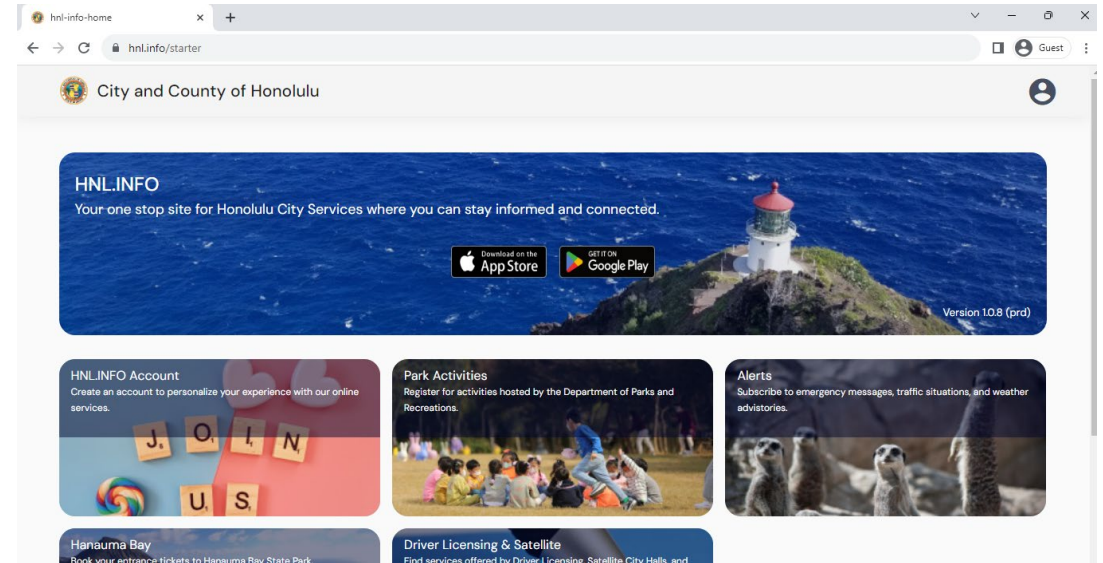
How to Submit

- **Current Process:**
 - **Access PDF form:**
 - Ethics website at honolulu.gov/ethics
 - Click on “City Board & Commission Members” tab
 - **Submit form:**
 - Email completed form to ethics@honolulu.gov; or
 - Mail to Honolulu Ethics Commission,
925 Dillingham Blvd Ste 190, Honolulu HI 96817

The screenshot displays the Honolulu Ethics Commission website. The header includes the City and County of Honolulu logo and the text "Ethics Commission Komikina Lawena Hana Kūpono". The main navigation menu on the left includes "Ethics Commission Home", "What's New", "Meeting Information", "FAQs", "Report an Issue or Concern", "Laws", "Advisory Opinions", "Publications and Guidelines by Subject Matter", "Mandatory Ethics Training", "City Board & Commission Members" (highlighted with a red box), "Disclosure Forms & Instructions", "Lobbyist Information", "Additional Resources", "Meet the Commission & its Staff", and "Email Subscription List". The "City Board & Commission Members" section is expanded, showing a red box around the link "Financial Disclosure Forms CY2022 - Due by January 31, 2023". Below this link are two sub-links: "Confidential Financial Disclosure form - Calendar year 2022" and "Instructions". The "Where to Submit Forms" section provides instructions on how to submit the forms, either by email to ethics@honolulu.gov or by mail to the Honolulu Ethics Commission. The "Resources" section lists links for "City Ethics Laws in a Nutshell", "Financial Disclosure - Frequently Asked Questions", and "Ethics Guidance for City Board Members". The "Dear Board & Commission Members" section includes a thank you message and a reminder to file financial disclosure forms annually before January 31st.

How to Submit, cont.

- **New Process:**
 - Electronic submission via DIT Database
 - HNL.INFO at hnl.info/starter
 - Create an account via “Self Register”
 - Create username and password
 - More information and handouts to come



Penalties



Fines in accordance with applicable city statutes and/or rules:

- Failure to file FD within 10 days of NOAV receipt:
 - \$100 for the first-time;
 - \$200 for the second late filing;
 - For each additional late filing, the fine imposed for the previous late filing plus \$200.
- \$5,000 fine for failure to file FD within 30 days of NOAV receipt.

Criminal penalty:

- Fine of not more than \$2,000 or imprisonment of not more than one year, or both.

Contact us:

- Email: ethics@honolulu.gov
- Website: www.honolulu.gov/ethics
- Phone: (808) 768-9242



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Mahalo!