

SCHENECTADY COUNTY
BOARD OF ETHICS

P.O. Box 823 - Schenectady, NY 12301-0823

March 15, 2016

Dear Schenectady County Filer,

The position you hold with Schenectady County, the Board of Ethics, SCCC, Metroplex, IDA, SCCC Trustees or Public Library Trustees has been determined to be a policy making position. Therefore you are required to file an annual Financial Disclosure Statement with the prior years' information.

DEADLINE: April 15, 2016

WAYS TO FILE:

- Mail it to the USPO box.
- Fax it to the secretary.
- Scan and email it to the secretary.
- Drop it off in a sealed envelope to the secretary.

FORMS: Available on the Schenectady County Website. www.schenectadycounty.com

QUESTIONS ANSWERED / SIGN & DATE FORM or it will be returned to you for completion. You still must comply with the April 15th deadline.

HOUSEHOLD: You are responsible for reporting for yourself, your spouse and your dependent children.

APPEAL: You can appeal the determination that your position is deemed to be policy making by filing an appeal form and asking for a review by the Board within ten days after receipt of this letter. An appeal request will be acknowledged upon receipt. A policy making position is determined using NYS Civil Service, Agency and Authority job specifications and duties.

EXTENSION: Prior to April 1st.

It is possible to obtain an extension for a specific period of time by making a written request based upon justifiable cause or hardship to the County Board of Ethics.

IRS EXTENSION: An automatic extension to file a supplementary statement regarding financial information is obtained by filing a notice with the County Board of Ethics that you have obtained an extension for the filing of your income tax returns. You must, however, still file the Financial Disclosure Statement form by April 15th with the information available at that time.

You would then be required to file the supplementary statement no later than August 30th.

LAW: If you knowingly and willfully fail to file, or if you knowingly and willfully, with the intent to deceive give incorrect information, there is the potential of a civil penalty (a fine not to exceed \$10,000), the potential of prosecution for a Class A misdemeanor and public disclosure. In addition, the County may impose disciplinary action, as otherwise provided by law.

MULTIPLE FILINGS:

Schenectady County will only accept a completed copy of the NY State's Financial Disclosure Statement in place of filing ours. Notification must be given that you are filing with the State which then places the deadline at May 15th.

CONTACT:

Patricia-Ann Ellis, Confidential Secretary

(518) 388-4358 *Fax: 388-4590*

County Auditor's Office, 6th floor, County Office Building, 620 State Street, 12305

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ethics@schenectadycounty.com

All information will be kept confidential.

Sincerely,

Patti Ellis