

VILLAGE OF MAMARONECK
ANNUAL DISCLOSURE STATEMENT FOR THE CALENDAR YEAR 20____
Rev. May 2010 (year)

Last Name	First Name	Initial
Title	Department or Board	
Work Address	Phone Number <small>check box if you wish phone number to be kept confidential <input type="checkbox"/></small>	
Home Address	Phone Number <small>check box if you wish phone number to be kept confidential <input type="checkbox"/></small>	
E-Mail Address (Optional)		

INSTRUCTIONS FOR COMPLETION OF FORM

A. Completion of this form is required by Chapter 21 of the Village's Ethics Code. The Village Clerk-Treasurer's office is to mail this form out by the second Friday in January. It must be notarized and returned no later than February 15 of the current year. If the answer to any question is "none," please so indicate. If the answer is left blank, it will be returned for an answer, unless its completion is not required.

B. Use additional paper if necessary. If additional space is needed, complete the response on extra sheets of paper and clearly identify the number of the question.

C. Your obligation.

The intent of this form is to disclose any conflicts or potential conflicts between the applicant and the Village of Mamaroneck. To the extent this form does not expressly request the disclosure of certain information, it remains your obligation to disclose any conflicts or potential conflicts. Please use Exhibit A to make these disclosures.

D. Privacy request.

If there are circumstances in which a reporting individual believes that answers to any questions should not be made public, the reporting individual may request, **upon submission of this completed form**, that certain information be kept confidential. **A privacy request cannot be considered until a completed form has been submitted.**

E. Advice in answering questions.

A reporting individual may request advice from the Board of Ethics as to the completion of this form or as to any question in this form. Questions should be addressed to the Board of Ethics, in care of the Village Clerk-Treasurer.

You must sign before a Notary Public (do not sign and then bring to the notary.) Return notarized disclosure form in the enclosed envelope which will be opened ONLY by the Board of Ethics. Please note that the Village Clerk is a Notary.

1. **Gifts.** (Completed by All) List all gifts that you or your spouse received last year from any entity or person, or agent or representative of such entity or person, who (i) within the past twenty-four (24) months has received or sought a financial benefit from the Village of Mamaroneck, has made an application to the Village of Mamaroneck, or has had business dealings with the Village of

Mamaroneck or (ii) has a financial interest in any matter proposed or pending before the Village of Mamaroneck.

Gifts include, but are not limited to, tangible items of value, cash in any form, entertainment, any interest, security or item for which the donee paid less than fair consideration or did not pay for, expenses for trip or accommodations, or travel or accommodations provided at a cost of less than full value or at no cost, loans for which interest payments are deferred, no interest is paid, or interest is paid at less than prevailing rates, or other economic benefits, excluding earned income from wages derived from the Village of Mamaroneck.

Indicate whether the gift was received by you or your spouse.

Gift (Describe)	Approximate Value	Name of Donor	Self or Spouse

2. Loans. (Completed by All) List all loans in excess of \$500.00, except those from commercial lending institutions, which you and/or your spouse has received from any person or entity, or agent or representative of person or entity who is (i) employed by the Village of Mamaroneck, (ii) who within the past twenty-four (24) months has received or sought a financial benefit from the Village of Mamaroneck, has made an application to the Village of Mamaroneck, or has business dealings with the Village of Mamaroneck; or (iii) who has a financial interest in any matter proposed or pending before the Village of Mamaroneck.

Name of Creditor	Description of Obligation	Amount	Self or Spouse

3. Relatives Employed by the Village of Mamaroneck or by Businesses or Persons Doing Business with the Village of Mamaroneck. (Completed by All) List any relatives, including any spouse, child, grandchild, parent, grandparent, sibling, in-law, aunt, uncle, first cousin, niece, nephew, stepparent, stepchild, half brother or half sister, whether or not they are living with you, employed by the Village of Mamaroneck or by persons or entities known by you to be doing business with the Village of Mamaroneck.

Name of Employer	Name of Relative	Relationship	Position Held

4. Interest in Village of Mamaroneck Contracts. (Completed by All) List any financial interest that you or your spouse had in any contract made or executed by the Village of Mamaroneck, excluding bonds and notes purchased on the open market.

Description of Interest	Self or Spouse

5. Volunteer Positions. (Completed by All) List each volunteer office or position that you currently hold with any not-for-profit organization in a policy making, administrative capacity. Do not list entities of which you were a member only or for which you volunteered only in a non-policy making, non-administrative capacity, such as a Little League coach. Provide the same information for your spouse.

Self or Spouse	Name of Entity	Position	Nature of Business

6. Real Estate Ownership.

(Instruction for completion by elected officials, Village Attorney, Village Clerk/Treasurer, Village Manager, and members of the following boards: Ethics, ZBA, BAR, HCZMC, and Planning.) List the address of each piece of property located in the Village of Mamaroneck that you and/or your spouse, child, grandchild, parent, grandparent, sibling, in-law, aunt, uncle, first cousin, niece, nephew, stepparent, stepchild, half brother and half sister (collectively “family members”) owns or leases, whole or in part, or otherwise have a financial interest, including your primary residence.

(Instruction for completion by Fire Chiefs and Police Chief & Lieutenants.) List the address of each piece of property located in the Village of Mamaroneck that you and/or your spouse, or other family member that resides in your household, owns or leases, whole or in part, or otherwise have a financial interest.

(If your position with the Village is not listed above, you do not need to answer #6.)

As to investment property, provide the type and percentage of ownership by you or your spouse or other relative.

Owner’s Name	Self or Spouse	Address	Investment or Primary Residence

7. Outside Employer or Business. (Instruction for completion by elected officials, Village Attorney, Village Clerk/Treasurer, Village Manager, Fire Chiefs, Police Chief & Lieutenants, and members of the following boards: Ethics, ZBA, BAR, HCZMC, and Planning.) List the name of your and your spouse’s outside employer or business from which you receive compensation. Also, list any entity in which you or your spouse had an Ownership interest, except a corporation of which you owned less than five percent (5%) of the outstanding stock or debt of the entity or \$10,000 whichever is less. Identify the name and type of business, and list the relationship to the business (i.e., owner, partner, officer, director, member, employee, or shareholder. (If your position is not listed above, you do not need to answer #7.)

Name of Business	Type of Business	Relationship	Self or Spouse

8. Client Disclosure. (Instruction for completion by elected officials, Village Attorney, Village Clerk/ Treasurer, Village Manager, and members of the following boards: Ethics, ZBA, BAR, HCZMC, and Planning.) Unless legally prohibited from doing so, list the names of your or your firm's clients or customers known to you who had matters before the Village of Mamaroneck, active clients within the last two (2) years. (If your position is not listed above, you do not need to answer #8.)

Name

Description of Matters

9. Agreements for Future Employment. (Completed by elected officials, Village Attorney, Village Clerk/ Treasurer, Village Manager, and members of the following boards: Ethics, ZBA, BAR, HCZMC, and Planning.) List any assurances or promises of future employment and/or contracts you received during the reporting year from any person or enterprise engaged in business with the Village of Mamaroneck. (If your position is not listed above, you do not need to answer #9.)

Future Prospective Employer

When Applicable

I attest under oath that all information given here is true and accurate to the best of my knowledge.

Sworn to me this _____ day of _____, (year)

(Signature)

Please Print:

Name

Notary Public

Address

