Charles County Ethics Commission

Rev. Robert Charles Buehler, Chairman
Stephen P. Fitzgerald, Esq., Vice Chairman
Henry A. Collins, Jr.
William Purnell
Connie Celesine
Cindy Falkenstein

Melody Weschler, Clerk

2017 FINANCIAL DISCLOSURE FORMS

Dear Official / Employee/ Member:

Chapter 170 of the Charles County Code of Ethics requires certain officials and employees and members of certain boards and commissions to annually file a Financial Disclosure Statement.

NEW INFORMATION: There are two new items to this year's financial disclosure form.

1. If you are receiving this information via electronic mail, you have the option to complete the form electronically. The electronic form is attached and may be saved with changes. The form must still be signed, printed and returned to the County Attorney Office by the April 30 deadline.
2. To assist in completing Schedule H (Debts Owned to Entities doing business with the County), a list of financial institution doing business with the County is attached to this cover letter. Please refer to this list when completing Schedule H. Per County Code, doing business with also includes entities that are regulated by the County, so please refer to your department head to determine if there are other entities for which this schedule may apply.

Form 1 is for County Elected Officials, Candidates for County Office, County Administrator, County Attorney, County Department Heads and members of the following boards, which receive stipends: Board of Appeals, Board of Electrical Examiners, Board of License Commissioners and Planning Commission. **Form 2** has been designed for qualifying employees as listed in Section 170-6 of the Code and members who volunteer on the remaining boards listed in Section 170-7 of the Code. Regardless of the Form completed, members of boards and commissions listed in Section 170-7 of the County Code are required to disclose the information specified in §170-6(G) only with respect to those interests, gifts, compensated positions and liabilities that may create a conflict, as provided in §170-5 of the Code, between the member's personal interests and the member's official duties. If you completed Form 1 last year, this year you are able to complete **Form 3—Recertification Form**.

To that end, attached is the appropriate form. Please follow the instructions, answer the questions, type or print legibly, and only fill out the necessary Schedules that apply to you. Return the original signed form, along with any attachments, to the Charles County Ethics Commission, c/o Melody Weschler, Clerk to the Ethics Commission, P.O. Box 2150, La Plata, Maryland 20646, **NO LATER THAN APRIL 30, 2018. Failure to return the signed, completed form by this date will result in such failure being reported to the County Ethics Commission and the Board of County Commissioners. Sanctions may include any or all**

P.O. BOX 2150
LA PLATA, MARYLAND 20646
(301) 645-0555 OR Metro 870-2260
TDD 1-800-735-2258 or 7-1-1; FAX: (301) 645-0515

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actions authorized by §170-10 of the Code including, but not necessarily limited to, removal from employment and/or appointed position.

The Financial Disclosure Statement describes all interests, transactions and matters required to be disclosed by the Ethics Law throughout the annual reporting period. Financial Disclosure is required so that any conflicts of interest that might impact on the conduct of County business are identified and addressed before problems arise. Disclosure statements are made available to the public.

If at any time you may have a question about a conflict of interest, potential conflict of interest, or acceptance of a gift, you may request an advisory opinion from the Charles County Ethics Commission. Submit your written request to the Charles County Ethics Commission, P.O. Box 2150, La Plata, MD 20646 or via email to ethicscommission@charlescounty.org.

If you have any questions regarding the financial form please do not hesitate to contact Melody Weschler, Clerk to the Ethics Commission at 301-645-0555.

Sincerely,

CHARLES COUNTY ETHICS COMMISSION

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FINANCIAL INSTITUTIONS THAT DO BUSINESS WITH THE COUNTY

Banc of America
Bank of America
BB&T
BB&T Capital Markets
Cantor-Fitzgerald
Capital One Bank
Community Bank of the Chesapeake
JP Morgan Chase Equipment Lease
Jeffries & Company, Inc.
M&T Bank
M&T Bank/Wilmington Trust
Old Line Bank
PNC
PNC Bank (including MLGIP)
PayPal
Prudential
TD Equipment
US Bancorp
US Bank
Vining Sparks
Wells Fargo
Wilmington Trust