

ST. MARY'S COUNTY PUBLIC SCHOOLS  
ETHICS PANEL

23160 Moakley Street | Leonardtown, MD 20650

**FINANCIAL DISCLOSURE STATEMENT FORM B**

**STATEMENT DISCLOSING GIFTS**

This form is to be used by school officials and school employees who, acting alone or as members of a committee, panel, or other entity under the authority of the school system or the Board, need to file a disclosure statement of any gifts as described in the Policy BCA (Board of Education of St. Mary's County Ethics Policy) and Regulation BCA-R (Board of Education of St. Mary's County Ethics Regulations). References to the "Board" shall refer to the Board of Education of St. Mary's County, and references to "SMCPS" shall refer to the St. Mary's County Public Schools.

**Instructions:**

1. You only need to complete the remainder of this form if you answer yes to the following question:

I did accept a gift of greater than \$20.00 in value, or a series of gifts with a total value of \$100.00 during the reporting period, from a person who is under the authority of the Board or SMCPS (this does not apply to students in a classroom setting), or who has, is, or anticipates negotiating doing business with the Board or SMCPS, except where such gifts would not present a conflict of interest if so specifically determined by the Ethics Advisory Panel.

- Each gift reported, shall include a description of the nature and value of the gift, the identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received. (attached description)
- Form B shall be filed on or before January 15 of each year for the preceding calendar year reporting period during which an employee holds employment, disclosing gifts received by that date, or file upon receipt of a gift as defined by the regulation, or more often, during the reporting period with an entity that you know, or have reason to know, is doing business with the Board or SMCPS or is under the authority of the Board or the SMCPS.
- Fill in the preliminary information requested in the box below.
- If required to complete the financial disclosure statement, sign and date the lower portion of the last page.

In the Regular Reporting Period: Calendar Year 20\_\_ - January 1, 20\_\_ through December 31, 20\_\_

or

Date reporting the receipt of a gift, or any time during the reporting year: \_\_\_\_\_

**PLEASE PRINT OR TYPE**

FIRST NAME	INITIAL	LAST NAME
CURRENT POSITION OR OFFICE HELD, IF ANY		
LOCATION		
E-MAIL ADDRESS		