

# 1990-1991

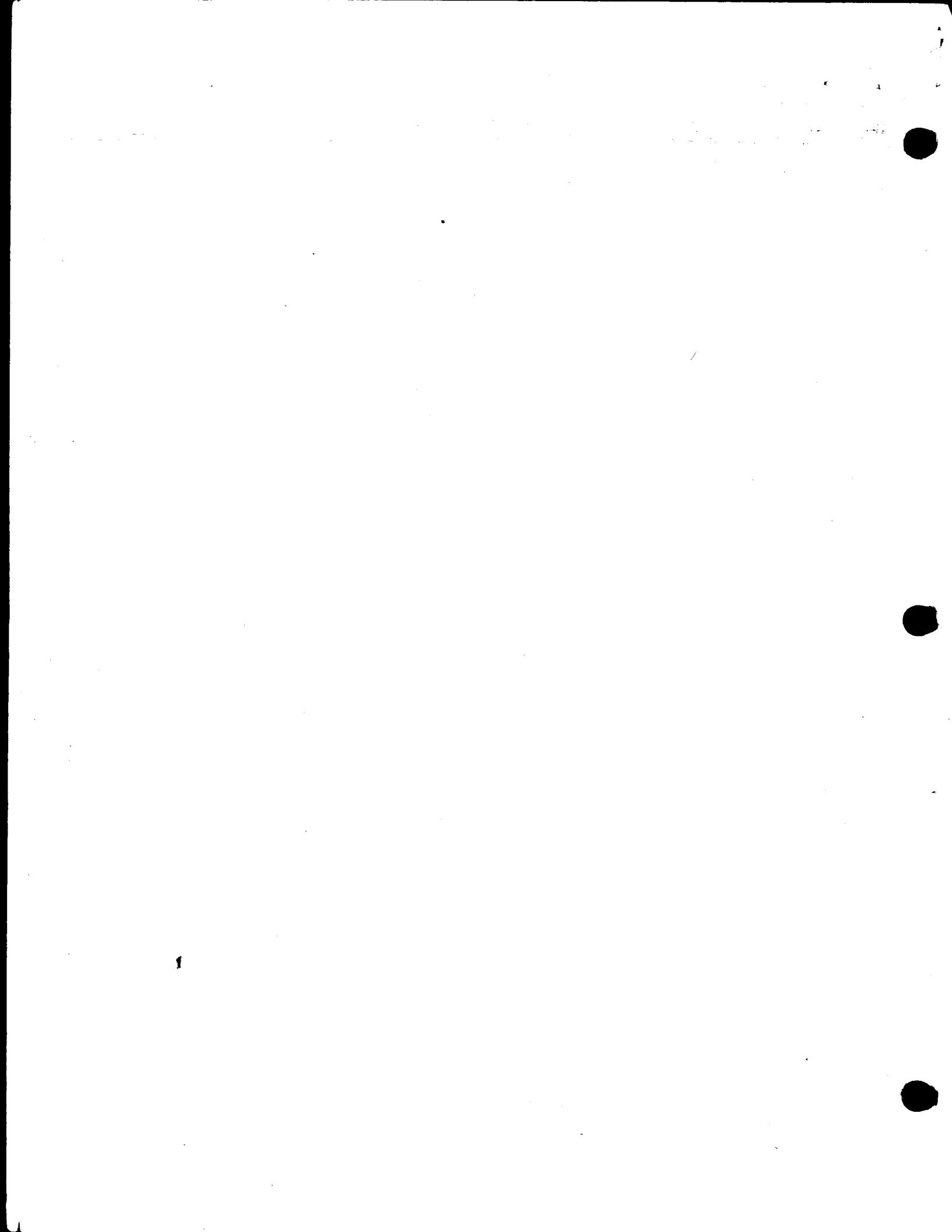
## STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES

### MANUAL AND FORM 730

IF YOU ARE AN OFFICIAL OR EMPLOYEE WHOSE POSITION IS DESIGNATED IN A  
CONFLICT OF INTEREST CODE, USE THE FORM 730 TO FILE:

- ASSUMING OFFICE STATEMENT
- ANNUAL STATEMENT
- LEAVING OFFICE STATEMENT
- INITIAL STATEMENT
- CANDIDATE STATEMENT

Prepared by the  
Fair Political Practices Commission  
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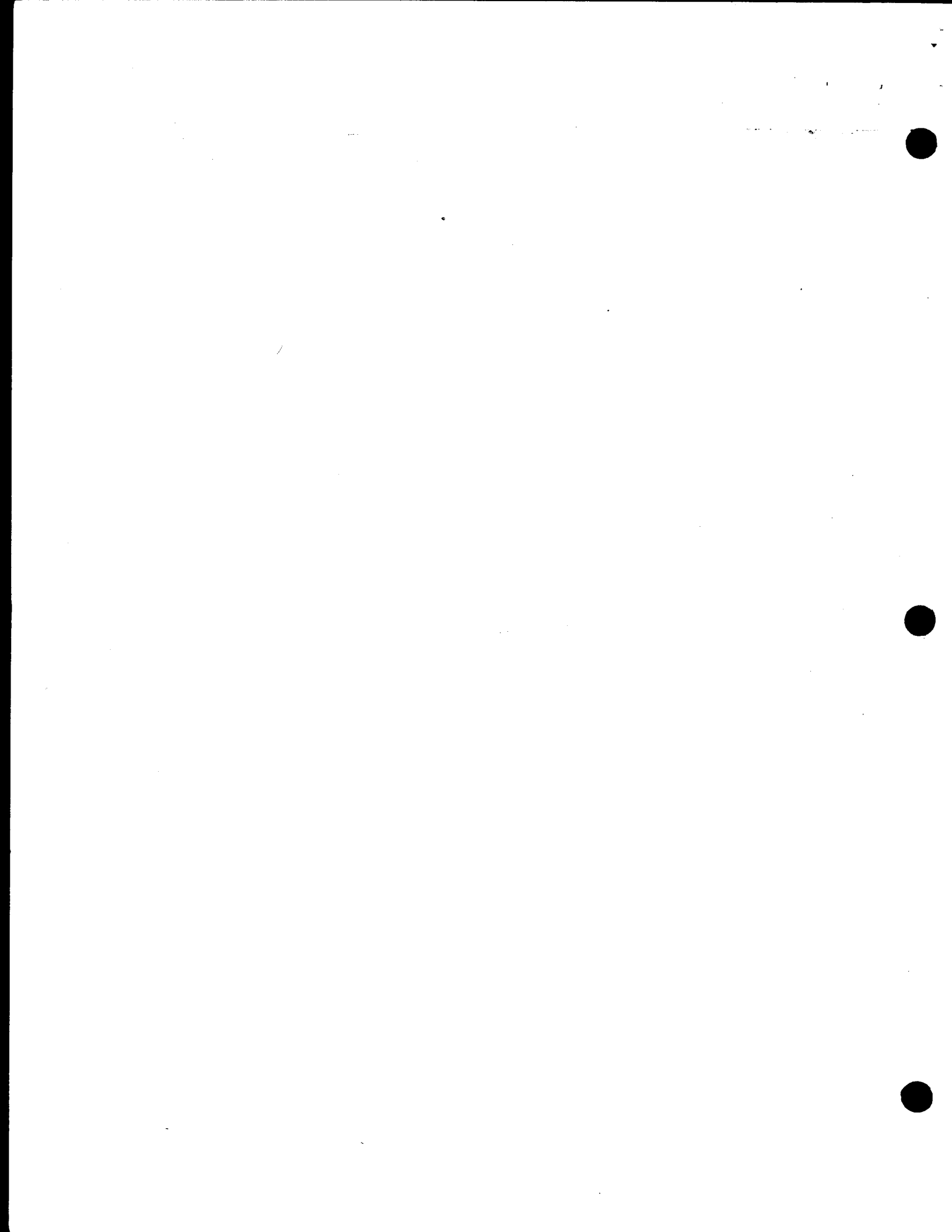
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# 1991 LEGISLATIVE CHANGES

Effective January 1, 1991, new prohibitions and limitations will be imposed on gifts and honoraria received by elected state and local officials, state agency officials, members of state boards and commissions, and certain employees of state agencies.

**WARNING:** These new prohibitions and limitations do not affect the requirements for disclosing gifts and honoraria received.

## **NEW GIFT LIMIT:**

Elected State Officers may not accept gifts with a value of more than \$250 in a calendar year from a single source.

Local Elected Officers may not accept gifts with a value of more than \$1,000 in a calendar year from a single source.

Members of State Boards and Commissions, State Agency Officials, and Designated State Employees may not accept gifts with a value of more than \$250 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

This prohibition does not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.

## **EXCEPTIONS TO NEW GIFT LIMIT:**

The following are not prohibited or limited under the new gift provisions:

- The items listed on page 19 "Exceptions From Disclosure."
- Payments, advances, or reimbursements for travel and related lodging and subsistence as described on the next page.
- Wedding gifts.

**NOTE:** Certain payments for travel and all wedding gifts received by elected state officers and certain state board and commission members and state agency officials and employees are subject to the lobbyist gift prohibition described below.

## **GIFTS FROM LOBBYISTS:**

Elected State Officers and Certain State Board and Commission Members and State Agency Officials and Employees are prohibited from accepting a gift or gifts aggregating more than \$10 in a month from a lobbyist or lobbying firm registered with the Secretary of State.

## **NEW HONORARIA PROHIBITION:**

Elected State Officers may not accept any honorarium. "Honorarium" means, with the exceptions noted below, any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal or like gathering.

Local Elected Officers may not accept an honorarium for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal or like gathering, or any gifts from any single source, which is in excess of \$1,000 in a calendar year.

Members of State Boards and Commissions, State Agency Officials, and Designated State Employees may not accept an honorarium from any source if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

This prohibition does not apply to any part-time member of the governing board of any public institution of higher education unless the member is also an elected official.

### **EXCEPTIONS TO NEW HONORARIA PROHIBITION:**

- 1) "Honorarium" does not include earned income for personal services which are customarily provided in connection with the practice of a bona fide business, trade, or profession, such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting, unless the sole or predominant activity of the business, trade, or profession is making speeches.
- 2) The new honoraria prohibition does not apply to payments, advances and reimbursements for travel and related lodging and subsistence, as described below.
- 3) The new honoraria prohibition does not apply to any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the Controller for donation to General Fund, without being claimed as a deduction from income for tax purposes.

### **PAYMENTS FOR TRAVEL:**

With the following exceptions, gifts of travel are subject to the new limits described above:

**Exceptions:** A payment, advance, or reimbursement for travel, including actual transportation and related lodging and subsistence, which is reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy, is not prohibited or limited, if any of the following apply:

- (1) The travel is in connection with a speech given by an elected officer, member of a state board or commission, or designated employee of a state agency, the lodging and subsistence expenses are limited to the day immediately preceding the day of, and the day immediately following the speech, and the travel is within the United States.
- (2) The travel is provided by a government, a governmental agency, a foreign government, a governmental authority, a bona fide public or private educational institution, as defined in Section 203 of the Revenue and Taxation Code, or a nonprofit charitable or religious organization which has exempt status under Section 501(c) (3) of the Internal Revenue Code.
- (3) The travel costs are paid from campaign funds.
- (4) The travel is provided by the agency of the elected officer, member of a state board or commission, or designated employee.
- (5) The travel is reasonably necessary in connection with a bona fide business, trade, or profession and satisfies the criteria for federal income tax deduction for business expenses in Sections 162 and 174 of the Internal Revenue Code, unless the sole or predominant activity of the business, trade, or profession is making speeches.
- (6) The travel is excluded from the definition of a gift by any other provision of the Political Reform Act.

### **IMPORTANT**

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions which will affect any of their financial interests, not just those which they are required to disclose on a statement of economic interests. The Fair Political Practices Commission's Guide to the Political Reform Act: California's Conflict of Interest Law for Public Officials explains what a conflict of interest is, and when disqualification is required by law.

# WHO MUST FILE STATEMENTS OF ECONOMIC INTERESTS?

All state and local government agencies (including cities and counties) are required to adopt conflict of interest codes designating certain positions which entail the making or participation in the making of decisions which may affect financial interests. You must file a Statement of Economic Interests (Form 730) because you are an employee or an appointed official whose position is designated in your agency's conflict of interest code. Certain elected officials not specified in Gov. Code Section 87200 file Form 730 if required by a conflict of interest code.

## TYPES OF STATEMENTS AND WHEN STATEMENTS MUST BE FILED

FAILURE TO FILE STATEMENTS ON TIME MAY RESULT IN PENALTIES INCLUDING BUT NOT LIMITED TO LATE FINES.

### **Assuming Office Statement:**

File if you assume a position designated in your agency's conflict of interest code.

- a. Positions subject to State Senate confirmation -- File no later than **30 days** after your appointment or nomination by the Governor.
- b. All other positions -- File no later than **30 days** after you assume office.

### **Annual Statement:**

File at the time prescribed in your agency's conflict of interest code (April 1 for most filers).

### **Leaving Office Statement:**

File no later than **30 days** after you leave your designated position.

### **Initial Statement:**

If your agency has a newly-adopted conflict of interest code, file no later than **30 days** after the effective date of your agency's conflict of interest code. If your position was newly designated in your agency's conflict of interest code, file no later than **30 days** after the effective date of the amendment to the code.

### **Candidate Statement:**

File no later than the final filing deadline for your declaration of candidacy. (Candidates for elective offices not specified in Gov. Code Section 87200 must file a "candidate" statement (Form 730) only if required in the agency's conflict of interest code.)

# WHAT IS THE REPORTING PERIOD FOR THE STATEMENT?

## **Assuming Office Statement:**

### **Positions Not Subject to Senate Confirmation:**

On an assuming office statement, you must disclose on Schedules A, B, C-1, C-2 and G any investments, interests in real property and business positions you held on the date you assumed office which are of the type described in your disclosure category. In addition, on Schedules D, E, F and H-1 through H-3, you must report income of the type described in your disclosure category received during the 12 months prior to the date you assumed office.

## **Assuming Office Statement:**

### **Positions Subject to Senate Confirmation:**

On an assuming office statement, you must disclose on Schedules A, B, C-1, C-2 and G any investments, interests in real property and business positions you held on the date of your appointment or nomination, which are of the type described in your disclosure category. In addition, on Schedules D, E, F and H-1 through H-3, you must report income of the type described in your disclosure category received during the 12 months prior to the date of your appointment or nomination.

## **Annual Statement: \***

The reporting period on an annual statement is the prior calendar year. On an annual statement, you must disclose investments, interests in real property, business positions held and income received (Schedules A-H) during the reporting period as required by your disclosure category.

### The reporting period begins on:

- January 1 (the day after the closing date of a previous annual statement), or
- The day after the date you assumed office, whichever is later. (*Draw a line through "January 1" on the cover page of the Form 730 and write in the date you assumed office.*)

### The reporting period ends on:

- December 31.

## **Leaving Office Statement: \***

On a leaving office statement, you must disclose investments, interests in real property, business positions held and income received (Schedules A-H) during the reporting period as required by your disclosure category.

### The reporting period begins on:

- January 1 (the day after the closing date of a previous annual statement), or
- The day after the date you assumed office, whichever is later.

### The reporting period ends on:

- The day you left office.

## **Initial Statement:**

On an initial statement, you must disclose investments, interests in real property and business positions (Schedules A, B, C-1, C-2 and G) of the type described in your disclosure category, held on the date your agency's conflict of interest code became effective or your position was newly designated. In addition, on Schedules D, E, F and H-1 through H-3, you must report income of the type described in your disclosure category received during the 12 months prior to the date your conflict of interest code became effective or your position was newly designated.

## **Candidate Statement:**

On a candidate statement, you must disclose on Schedules A, B, C-1, C-2 and G investments, interests in real property and business positions of the type described in your disclosure category held on the date you file your candidate statement, which must be no later than the final filing date of your declaration of candidacy.

\* See page 3 of this manual for special exceptions to annual and leaving office statements.



## **SPECIAL EXCEPTIONS TO ANNUAL AND LEAVING OFFICE STATEMENTS**

- If your annual filing deadline is April 1 or earlier and you assumed office between October 1 and December 31, and filed an assuming office statement, you are not required to file an annual statement until one year following the date specified in your agency's conflict of interest code for filing annual statements. If you choose to do this, the first annual statement you file will cover a period longer than a calendar year and the period will begin on the day after you assumed office.

**Example #1:** If you assumed office on December 15, 1990, and your annual filing deadline is April 1, you will not file an annual statement for the April 1, 1991 deadline, but will wait until the 1992 deadline. The period covered by your annual statement filed in 1992 will be December 16, 1990, through December 31, 1991.

- If you leave office after January 1 and before the filing deadline of your annual statement, you may combine your leaving office statement and your annual statement. The period covered will begin on January 1 of the previous year (the day after the closing date of your previous annual statement), or on the day after the date of your previous initial or assuming office statement, and end on the date you leave office. If you leave office after the filing deadline for your annual statement, you may not combine your statements, and must file both an annual and a leaving office statement.

**Example #2:** If you leave office on February 7, 1991, and your annual filing deadline is April 1, 1991, you may combine your annual statement and your leaving office statement. This statement will cover January 1, 1990 (the day after the closing date of your previous annual statement) through February 7, 1991, your leaving office date. Your statement would be due no later than March 9, 1991 (30 days after leaving office).

## **WHERE MUST STATEMENTS BE FILED?**

All statements, except those filed by State Assembly staff members, are filed with your own agency, board or commission unless otherwise specified in your agency's conflict of interest code.

State Assembly staff members file their statements directly with the Fair Political Practices Commission.

You must file an originally signed statement of economic interests with each agency, board or commission in which you hold a designated position covered by a conflict of interest code.

## WHAT INTERESTS MUST BE DISCLOSED?

Consult your agency's conflict of interest code to determine the types of interests you are required to disclose. These interests are described in the disclosure category applicable to your position.

In general, the kinds of interests which may have to be disclosed are:

- Investments (partnerships, common stock, etc.)
  - Worth \$1,000 or more in business entities located in or doing business in your jurisdiction
- Interests in Real Property
  - Worth \$1,000 or more located in your jurisdiction
- Interests in Real Property and Investments Held by Business Entities or Trusts
- Income (Other Than Loans, Gifts and Honoraria)
  - Aggregating \$250 or more received from a source located in or doing business in your jurisdiction
- Loans (Received or Outstanding During the Reporting Period)
  - Aggregating \$250 or more from a source located in or doing business in your jurisdiction
- Gifts
  - Aggregating \$50 or more received from any source located inside or outside your jurisdiction
- Honoraria
  - Aggregating \$50 or more received from any source located inside or outside your jurisdiction
- Business Positions
  - Held in a business entity located in or doing business in your jurisdiction
- Commission Income (See Page 21.)
- Income and Loans to Business Entities or Trusts
- Income from Rental Property

Detailed explanations of these reporting requirements are provided on pages 9 through 23.

## DEFINITIONS OF TERMS FREQUENTLY USED

- AGENCY:** Any state agency or local government agency (including a city, county or district).
- BLIND TRUST:** See Appendix I, page 24.
- BUSINESS ENTITY:** Any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.
- CODE REVIEWING BODY:** (a) The FPPC with respect to the conflict of interest code of a state agency, or any local government agency with jurisdiction in more than one county; (b) the board of supervisors with respect to the conflict of interest code of any county agency other than the board of supervisors, and any local government agency, other than a city agency, with jurisdiction wholly within the county; and (c) the city council with respect to the conflict of interest code of any city agency other than the city council.

- COMMISSION INCOME:** Gross payments received as a result of services rendered as a broker, agent or salesperson.
- CONFLICT OF INTEREST CODE:** A set of rules and regulations adopted by an agency pursuant to Chapter 7 of the Political Reform Act. A code designates certain agency positions which must file disclosure statements and specifies appropriate levels of disclosure. The disclosure provisions may require the reporting of investments, interests in real property, income, business positions and other financial interests. In addition, a conflict of interest code contains specific provisions setting forth the circumstances under which employees must disqualify themselves from making or participating in the making of a decision.
- DISQUALIFICATION:** No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.
- DESIGNATED EMPLOYEE:** A person holding a position designated in an agency's conflict of interest code as being a position which entails the making of decisions that may foreseeably have a material effect on any of his or her financial interests.
- DISCLOSURE CATEGORY:** The section of a conflict of interest code which outlines the types of interests a designated employee must disclose.
- FAIR MARKET VALUE:** The estimated fair market value of goods, services, facilities or anything of value other than money. "Full and adequate consideration" means fair market value. This means whatever it would cost to purchase the goods or services.
- FILING OFFICIAL:** An agency official who receives original statements and forwards them to the filing officer.
- GIFT:** Any payment to the extent that consideration of equal or greater value is not provided, including a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status. Gifts are a type of "income."
- HONORARIUM:** A payment received for speaking at an event, participating in a panel or seminar, or providing a similar service.
- IMMEDIATE FAMILY:** The filer's spouse and dependent children.
- INCOME:** A payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness received by the filer.
- INTEREST IN REAL PROPERTY:** Any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the filer or his or her immediate family if the fair market value of the interest is \$1,000 or more.
- INVESTMENT:** Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the filer or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity is located in the jurisdiction, has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required.
- INDIVIDUAL RETIREMENT ACCOUNT (IRA):** See Appendix II, page 25.

**JURISDICTION:**

The state with respect to most state agencies and, with respect to local government agencies, the region, county, city, district or other geographical area in which it has authority.

A business entity or source of income is located in or doing business in the jurisdiction if it or a parent, subsidiary, or a related business entity:

- Manufactures, distributes or sells products or services on a regular basis in the jurisdiction.
- Plans to do business in the jurisdiction.
- Has done business in the jurisdiction within the previous two years.
- Has an interest in real property in the jurisdiction.
- Has an office in the jurisdiction.

An interest in real property is in the jurisdiction of a local agency if it is located in, or within two miles of the jurisdiction of the agency, or if it is located within two miles of any land owned or used by the agency. An interest in real property is located within the jurisdiction of a state agency if it is located within the State of California.

**PRO RATA SHARE:**

To determine your pro rata share of an interest in real property or investment, multiply the value of the interest or investment by the percentage of the real property or business entity owned by you or your immediate family.

**REPORTING PERIOD:**

The period beginning with the day after the closing date of the most recent statement or report which was required to be filed, and ending with the closing date of the statement or report in question.

## **HOW TO COMPLETE A STATEMENT OF ECONOMIC INTERESTS**

Check your agency's conflict of interest code for the disclosure category assigned to your position. Your disclosure category determines the types of interests you must report. Before completing the schedules, read the instructions in this Manual.

### **COVER SHEET AND SUMMARY PAGE**

**STEP 1** Cover Page: Enter your full name, the name of your agency, your position title with the agency, your mailing address and your telephone number. When indicating your position title, PLEASE DO NOT USE A POSITION NUMBER OR YOUR SOCIAL SECURITY NUMBER. The information required is a position title (i.e., Consultant, Legislative Aide, Commission Member, City Clerk, etc.)

**STEP 2** Cover Page: Check the box which describes the type of statement you are completing. See Page 2 for explanation regarding reporting period.

**STEP 3** On pages 9 through 23 are general reporting instructions. Carefully review the instructions AND YOUR DISCLOSURE CATEGORY which should be provided to you by your city, county or agency.

**STEP 4** Summary Page: After filling out the required schedules, complete the Summary Page indicating for each schedule that the schedule has been "Completed and Attached" or that you have "No Reportable Interests" or that the "Schedule Does Not Apply" to your disclosure category or to the type of statement you are filing.

**STEP 5** Summary Page: SIGN THE VERIFICATION and enter the date and the city and state in which you signed this form.

**STEP 6** File your completed and verified statement with your agency's filing officer.

**Information for SCHEDULE A: Investments**  
**(Which Are Not Held By A Business Entity Or Trust)**

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INVESTMENTS YOU MUST DISCLOSE.**

You must report as an investment any financial interest in any business entity of the type described by your disclosure category located in or doing business in your jurisdiction in which you or your immediate family (your spouse and your dependent children) had a direct, indirect or beneficial interest aggregating \$1,000 or more during the reporting period. In addition, if you have a 10% or greater interest in a business entity, please see Schedules C-1, C-2 and H-2.

**A business entity is located in or doing business in the jurisdiction if it, a parent or subsidiary, or a related business entity:**

- Manufactures, distributes or sells products or services on a regular basis in the jurisdiction; or
- Plans to do business in the jurisdiction; or
- Has done business in the jurisdiction within the previous two years; or
- Has an interest in real property in the jurisdiction; or
- Has offices in the jurisdiction

**The most common types of investments are:**

- Sole proprietorships
- Partnerships
- Stocks, bonds, warrants and options including those held in margin or brokerage accounts
- Individual Retirement Accounts (IRAs) which are invested in reportable interests or business entities (See Appendix II, page 25.)

**You are not required to report investments in:**

- Bank accounts, savings accounts and money market accounts
- Insurance policies
- Shares in a credit union
- Government bonds
- Diversified mutual funds registered with the Securities and Exchange Commission (SEC)
- Common trust funds created under California Financial Code Section 1564
- Individual Retirement Accounts (IRAs) invested in non-reportable interests such as insurance policies, diversified mutual funds or government bonds (See Appendix II, page 25.)

## EXAMPLE, SCHEDULE A

Assume that:

- On February 1, you purchased \$800 worth of stock in XYZ Corporation.
- On March 1, the stock had a market value of \$1,200.
- On May 1, you sold the stock for \$900.
- You have a 50% partnership interest in ABC Land Developers, valued at \$250,000, which you did not acquire or dispose of during the reporting period.
- Your spouse has a 50% ownership interest in the Summer Place Inn, valued at \$80,000.
- All of the business entities are covered by your disclosure category and do business in your jurisdiction.

The stock in XYZ Corporation must be listed because your investment was worth \$1,000 or more for part of the period covered by the statement. Your partnership in ABC Land Developers, and your spouse's interest in Summer Place Inn must be disclosed also:

Schedule A should be completed as follows:

NAME OF BUSINESS ENTITY <b>XYZ Corporation</b>		VALUE <input checked="" type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input checked="" type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G. COMMON STOCK, PARTNERSHIP INTEREST <b>Common Stock</b>	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: <u>2/1/90</u> Date Disposed: <u>5/1/90</u>	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY <b>Manufactures Widgets</b>		
NAME OF BUSINESS ENTITY <b>ABC Land Developers</b>		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input checked="" type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input checked="" type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G. COMMON STOCK, PARTNERSHIP INTEREST <b>Partnership</b>	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY <b>Land Developer</b>		
NAME OF BUSINESS ENTITY <b>Summer Place Inn</b>		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input checked="" type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input checked="" type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G. COMMON STOCK, PARTNERSHIP INTEREST <b>Spouse's Ownership Interest</b>	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY <b>Restaurant</b>		

**NOTE: YOU MAY BE REQUIRED TO REPORT ON SCHEDULE D ANY SALARY, COMMISSION, DISTRIBUTION OR OTHER INCOME (\$250 OR MORE) FROM ANY INVESTMENT LISTED ON SCHEDULE A RECEIVED BY YOU OR YOUR SPOUSE.**

\*If you have checked this box, you must report on Schedule C-1 and C-2 any interests in real property and investments held by the business entity or trust. In addition, if your pro rata share of the gross income from any one source was \$10,000 or more, you must report the name of that source on Schedule H-2.

## Information for SCHEDULE B: Interests in Real Property (Which Are Not Held By A Business Entity Or Trust)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE IF YOU ARE REQUIRED TO DISCLOSE REAL PROPERTY INTERESTS.**

If required by your disclosure category, you must report interests in real property located in your jurisdiction, in which you or your immediate family had a direct, indirect or beneficial interest aggregating \$1,000 or more at any time during the reporting period.

*An interest in real property is in the jurisdiction of a local agency if it is located in, or within two miles of, the jurisdiction of the agency, or if it is located within two miles of any land owned or used by the agency. An interest in real property is located in the jurisdiction of a state agency if it is located anywhere within the State of California.*

### Interests in real property include:

- A leasehold interest\*
- A beneficial ownership interest
- A deed of trust
- An easement
- An option to acquire any of the above

### You are not required to disclose the following:

- Any residence which you utilize exclusively as your personal residence, unless it is also a place of business, e.g., family farm, retail business, or vacation rental, in which case you are required to disclose only the value of that portion of the property which is used in connection with your business activities.
- Interests in real property acquired by a blind trust pursuant to FPPC Regulation 18235. (For a discussion of blind trusts, see Appendix I, page 24.)

### Reporting Interests in Rental Property and Income from Rental Property

If you or your immediate family have an interest in a rental property directly, i.e., not through a business entity, you must report:

- The property on Schedule B;
- Your share of the total amount of rental income received from the property on Schedule D; and
- If your ownership interest is 10% or greater, the name of any tenant who paid rent of which your share was \$10,000 or more on Schedule H-3.

If you or your immediate family own a 10% or greater interest in a business entity, such as partnership or joint venture, which owns real property, you must report:

- The business entity on Schedule A;
- The property held by the business entity on Schedule C-1;
- Your share of the total amount of income, including rents, received from the business entity on Schedule D;
- The name of any tenant who paid rent to the business entity of which your pro rata share was \$10,000 or more on Schedule H-2.

\*An interest in a lease on real property is reportable if the value of the leasehold interest is \$1,000 or more. The value of the leasehold interest is the total amount of rent owed by you during the reporting period, or on a candidate or assuming office statement, during the prior 12 months. No leasehold interest with a value of less than \$1,000 need be reported. When reporting a leasehold interest, you must include the address or other precise location of the leased property and the date upon which the lease became effective, if this occurred during the reporting period.

## EXAMPLE, SCHEDULE B

Assume that:

- Your disclosure category requires you to disclose interests in real property.
- You have a 25% interest in a commercial rental building at 14738 Spruce Street, Little Town. The fair market value of your interest in the building is \$85,000 and you did not acquire or dispose of the property during the reporting period.
- During the reporting period, you paid \$4,500 to obtain an option to buy a parcel of land described as AP 5748 47390, in Little Town, Blossom County.
- You hold a \$10,500 interest in a deed of trust on property located at 7667 Mosswood Circle, Little Town, Blossom County.
- All pieces of property are located within your jurisdiction.

Schedule B should be completed as follows:

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>14738 Spruce Street</b>		CITY <b>Little Town</b>	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input checked="" type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Ownership</b>			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input checked="" type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>AP 5748 47390</b>		CITY <b>Little Town</b>	FAIR MARKET VALUE <input checked="" type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Option to buy</b>			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: <u>2/2/90</u> Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>7667 Mosswood Circle</b>		CITY <b>Little Town</b>	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input checked="" type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Deed of Trust</b>			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*

**NOTE: You may be required to report on Schedule D any income (\$250 or more) from rental property listed on Schedule B received by you or your spouse.**

\*If you have a 10% or greater interest in a rental property, you may have additional reporting requirements on Schedule H-3.



## EXAMPLE, SUMMARY PAGE

Assuming the following facts, if you were filing an annual statement, the summary page would be completed as indicated:

**Schedule A--Investments (Which Are Not Held By A Business Entity Or Trust).** Your agency's conflict of interest code requires you to report investments in entities which are contractors and land developers. You have an investment in a land development company, located in your jurisdiction, worth \$1,000 or more. You reported it on Schedule A. On the summary page, under Schedule A--Investments, check the box for "Schedule Completed and Attached."

**Schedule B--Interests In Real Property (Which Are Not Held By A Business Entity Or Trust).** Your agency's conflict of interest code requires you to report interests in real property. The only real property that you own is your residence, which is exempt from disclosure. Thus, you did not complete Schedule B. On the summary page, under Schedule B--Interests in Real Property, check the box for "No Reportable Interests."

**Schedules C-1 and C-2--Interests In Real Property And Investments Held By Business Entities Or Trusts.** Because you have a 50% ownership interest in your land development company, you were required to, complete Schedules C-1 and C-2 by reporting interests in real property and investments held by your land development company, in which your pro rata share was \$1,000 or more, of the type required to be disclosed under your disclosure category. On the summary page, under Schedules C-1 and C-2--Interests in Real Property and Investments Held by Business Entities or Trusts, check the boxes for "Schedule Completed and Attached."

**Schedule D--Income (Other Than Loans And Gifts).** Your agency's code requires you to report income from any source. You received income from your land development company which you reported on Schedule D. On the summary page, under Schedule D--Income (Other Than Loans And Gifts), check the box for "Schedule Completed and Attached."

**Schedule E-- Income -- Loans (Received Or Outstanding During The Reporting Period).** Your agency's code requires you to report income (which includes loans). You did not receive any loans and had no outstanding loans. Therefore, you did not complete Schedule E. On the summary page, under Schedule E -- Loans, check the box for "No Reportable Interests."

**"Schedule F-- Income -- Gifts.** Your agency's code requires you to report income (which includes gifts). You did not receive any gifts and did not complete Schedule F. On the summary page, under Schedule F--Gifts, check the box for "No Reportable Interests."

**Schedule G--Business Positions.** Your agency's code does not require you to report business positions. Therefore, you are not required to complete Schedule G. On the summary page, under Schedule G - Business Positions, check the box for "Schedule Does Not Apply To My Disclosure Category."

**Schedules H-1, H-2 and H-3--Commission Income, Income And Loans To Business Entities Or Trusts And Income From Rental Property.** Your agency's code requires you to report all sources of income. Your pro rata share of a payment received by your land development company from a client located in your jurisdiction was over \$10,000. You reported the name of this client on Schedule H-2. On the summary page, under Schedule H-Commission Income, Income And Loans To Business Entities Or Trusts And Income From Rental Property, check the box for "Schedule Completed and Attached."

The summary page would be completed as follows:

**SCHEDULE A -- INVESTMENTS (Which Are Not Held By A Business Entity Or Trust)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE B -- INTERESTS IN REAL PROPERTY (Which Are Not Held By A Business Entity Or Trust)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE C-1 -- INTERESTS IN REAL PROPERTY HELD BY A BUSINESS ENTITY OR TRUST**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE C-2 -- INVESTMENTS HELD BY A BUSINESS ENTITY OR TRUST**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE D -- INCOME (Other Than Loans And Gifts)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE E -- INCOME - LOANS (Received Or Outstanding During The Reporting Period)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE F -- INCOME - GIFTS**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE G -- BUSINESS POSITIONS**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE H -- COMMISSION INCOME, INCOME AND LOANS TO BUSINESS ENTITIES OR TRUSTS AND INCOME FROM RENTAL PROPERTY**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on March 29, 19 91, at Sacramento, California  
(Date) (City and State)

SIGNATURE \_\_\_\_\_ FILER'S SIGNATURE \_\_\_\_\_

## Information for SCHEDULE D: Income (Other Than Loans And Gifts)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

**Important:** Under the Political Reform Act, reportable income is different from income for tax purposes.

You must report your gross income and your community property interest in your spouse's gross income. Gross income is the total amount of income before deducting expenses, losses or taxes. Income aggregating \$250 or more received from any source which is covered by your disclosure category and is located in or doing business in your jurisdiction must be disclosed.

A business entity or source of income is located in or doing business in the jurisdiction if it or a parent, subsidiary, or a related business entity:

- Manufactures, distributes or sells products or services on a regular basis in the jurisdiction.
- Plans to do business in the jurisdiction.
- Has done business in the jurisdiction within the previous two years.
- Has an interest in real property in the jurisdiction.
- Has an office in the jurisdiction.

### Reportable income includes:

- Commission income. (See definition and explanation on page 5 and Schedule H-1, page 21.)
- Salary/wages, per diem, reimbursement for expenses (see exclusions below).
- Income from a business entity and your pro rata share of the total gross payments received by a business entity (including rental property) or a trust in which you or your spouse had an ownership interest of 10% or more.
- Your community property interest (50%) in your spouse's income.
- Proceeds from any sale, including the sale of a house or car. (The total sale price is reportable regardless of any obligation you might have to pay on loans secured by the property.)
- Interest (see exclusions below).
- Rental income.
- Prizes or awards not disclosed as gifts.
- Forgiveness of a loan or other indebtedness.
- Loan payments received by you.
- Honoraria not reported on Schedule F.\*

### You are not required to disclose the following types of income:

- Salary or reimbursements for expenses and per diem from a federal, state or local government agency.
- Reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization.
- Campaign contributions.
- A devise or inheritance. (*However, inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.*)
- Dividends, interest or other return on a security which is registered with the Securities and Exchange Commission.
- Payments received under an insurance policy.
- Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency.
- Income of dependent children.
- Alimony or child support payments.
- Redemption of a mutual fund.
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).
- Proceeds from the sale of securities or commodities futures sold on a stock or commodity exchange if the purchaser is not known.
- Income from assets acquired by a blind trust. (For a discussion of blind trusts, see Appendix I, page 24.)

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\*A filer who elects not to report an honorarium as a gift on Schedule F must report the honorarium as income on Schedule D.

## EXAMPLE, SCHEDULE D

Assume that you are a city employee whose disclosure category requires disclosure of all sources of income located in or doing business in the city. You received income from the following sources during the reporting period:

- \$2,000 in dividends from stock registered with the Securities and Exchange Commission.
- \$35,000 in commission income from Smith & Jones Insurance Company, which does business in your jurisdiction.
- \$1,500 in interest and repayment of a loan from Ace Plumbing, which is not located in or doing business in your jurisdiction.
- \$1,200 per diem from the city for your services as a city employee.
- \$4,800 in total rental income from a duplex, which is in your jurisdiction.
- \$1,800 in payments from Mr. Goodguy on a loan secured by a deed of trust.
- Your spouse received \$18,000 in salary from General Telephone Company, a manufacturing firm which sells products in your jurisdiction.

Of the income you received, the following is not reportable income:

- The dividend income, because the stock is registered with the Securities and Exchange Commission.
- The interest and repayment from Ace Plumbing because it is not located in your jurisdiction, nor does it do business in your jurisdiction.
- The per diem from the city for your service as a city employee.

With respect to your spouse's income, only your community property interest (50%) is reportable. The source of your spouse's income must be disclosed.

Schedule D should be completed as follows:

### GROSS INCOME RECEIVED:

<small>NAME OF THE SOURCE OF INCOME</small> <b>Smith and Jones Insurance Company</b>	<input type="checkbox"/> \$250 - \$1,000
<small>ADDRESS</small> <b>110 Main Street, Little Town, CA</b>	<input type="checkbox"/> \$1,001 - \$10,000
<small>NATURE OF BUSINESS ACTIVITY, IF ANY</small> <b>Insurance Brokerage</b>	<input checked="" type="checkbox"/> Over \$10,000
<small>DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED</small> <b>Commission Income</b>	
<small>NAME OF THE SOURCE OF INCOME</small> <b>Duplex</b>	<input type="checkbox"/> \$250 - \$1,000
<small>ADDRESS</small> <b>104 &amp; 106 Main Street, Little Town, CA</b>	<input checked="" type="checkbox"/> \$1,001 - \$10,000
<small>NATURE OF BUSINESS ACTIVITY, IF ANY</small> <b>Rental Property</b>	<input type="checkbox"/> Over \$10,000
<small>DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED</small> <b>Rents</b>	
<small>NAME OF THE SOURCE OF INCOME</small> <b>Mr. Goodguy</b>	<input type="checkbox"/> \$250 - \$1,000
<small>ADDRESS</small> <b>7667 Mosswood Circle, Little Town, CA</b>	<input checked="" type="checkbox"/> \$1,001 - \$10,000
<small>NATURE OF BUSINESS ACTIVITY, IF ANY</small> <b>Store Manager</b>	<input type="checkbox"/> Over \$10,000
<small>DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED</small> <b>Payments on loan secured by a deed of trust</b>	
<small>NAME OF THE SOURCE OF INCOME</small> <b>General Telephone Company</b>	<input type="checkbox"/> \$250 - \$1,000
<small>ADDRESS</small> <b>567 Main Street, Little Town, CA</b>	<input checked="" type="checkbox"/> \$1,001 - \$10,000
<small>NATURE OF BUSINESS ACTIVITY, IF ANY</small> <b>Manufactures telephone equipment</b>	<input type="checkbox"/> Over \$10,000
<small>DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED</small> <b>Spouse's salary</b>	

**Information for SCHEDULE E: Income - Loans**  
**(Received Or Outstanding During The Reporting Period)**

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

You must report loans, including real estate loans and margin accounts, received by either yourself or your spouse aggregating \$250 or more from any source covered by your disclosure category which is located in, or doing business in, your jurisdiction. All loans received or outstanding during the reporting period must be disclosed. Note: Multiple loans from a single source must be aggregated.

You are not required to disclose the following:

- Any loan from a commercial lending institution used to purchase, refinance the purchase of, or for improvements to, your principal place of residence if the loan was made in the lender's regular course of business on terms available to members of the public without regard to official status.
- Loans from a commercial lending institution in the normal course of business which did not exceed \$10,000 at any time during the reporting period.
- An indebtedness created as part of a retail installment or credit transaction made in the creditor's regular course of business on terms available to the public without regard to official status if the aggregate amount owed to the creditor did not exceed \$10,000 at any time during the reporting period.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, except that a loan from any such person is reportable if the person is acting as an intermediary or agent for any person not covered by this provision.

**EXAMPLE, SCHEDULE E**

Assume that:

- Your disclosure category requires you to report income from any source which is located in or doing business in your jurisdiction.
- You received an equity loan in the amount of \$15,000 from Greatest Savings and Loan on your principal place of residence to consolidate your bills and to take a long needed vacation.
- In 1985, you bought a parcel of land and financed it through a savings and loan on their standard terms. The savings and loan is located in your jurisdiction. At the beginning of 1990, you owed the savings and loan \$12,000, and at the end of the year you owed \$9,500.
- In 1988, you borrowed \$5,000 from Bill Jones for personal reasons. Your friend, John Henry, co-signed for the loan. Both are located in your jurisdiction. In January you owed Jones \$2,000, which you paid off in September.

You must report:

- The equity loan on your principal place of residence because the loan amount was over \$10,000 and the money was not to refinance or for improvements to your principal residence.
- The debt to the savings and loan at the highest amount owed during the reporting period (\$12,000). Although this loan was from a commercial lending institution in the normal course of business, it is reportable because the amount owed exceeded \$10,000 during the reporting period.
- The debt to Bill Jones at the highest amount owed during the reporting period (\$2,000) including the name of the co-signer.

Schedule E should be completed as follows:

		AMOUNT OF HIGHEST BALANCE DURING THE REPORTING PERIOD:
NAME OF LENDER <b>Worldwide Savings &amp; Loan</b>		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> Over \$10,000
ADDRESS <b>123 Main Street, Little Town</b>		
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Lending Institution</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE		INTEREST RATE <b>14%</b> <input type="checkbox"/> NONE
NAME OF LENDER <b>Greatest Savings and Loan</b>		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> Over \$10,000
ADDRESS <b>123 Main Street, Little Town</b>		
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Lending Institution</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>AP #888920, Little Town</b> <input type="checkbox"/> NONE		INTEREST RATE <b>18%</b> <input type="checkbox"/> NONE
NAME OF LENDER <b>Bill Jones</b>		<input type="checkbox"/> \$250 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS <b>1900 Lakehills Estates, Little Town</b>		
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Medical Supplies Salesman</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Co-signer John Henry</b> <input type="checkbox"/> NONE		INTEREST RATE <b>18%</b> <input type="checkbox"/> NONE

**Information for SCHEDULES C-1 and C-2:  
Interests In Real Property And Investments  
Held By Business Entities Or Trusts**

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT  
OF INTEREST CODE TO DETERMINE THE TYPES OF INTERESTS YOU MUST DISCLOSE.**

If, during the reporting period, you or your immediate family had a 10% or greater interest in a business entity or in a trust, and

If, during the reporting period, the business entity or trust held interests in real property or investments:

1. You must report such interests in real property if your pro rata share in any interest in real property is \$1,000 or more and if the real property is located in your jurisdiction (report this on Schedule C-1); and
2. You must report such investments if your pro rata share of any investment is \$1,000 or more and the investment is in a business entity located in, or doing business in, your agency's jurisdiction (report this on Schedule C-2).

In addition, you must report the business entity holding such investments or interests in real property as an investment on Schedule A.

**Reporting Assets Held By A Trust:** You must disclose investments and interests in real property held by any trust in which you have a 10% or greater interest, if your pro rata share of the investment or interest in real property is \$1,000 or more. Pursuant to FPPC Regulation 18234, you have an interest in a trust if you are:

1. *A maker and:*
  - a. can revoke or terminate the trust; or
  - b. have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
  - c. have retained any power of appointment including the power to change the beneficiaries.
2. *A beneficiary and:*
  - a. presently receive income; or
  - b. have an irrevocable future right to receive income or principal.

If you are only a trustee, you do not have a reportable interest in the trust.

## EXAMPLE, SCHEDULES C-1 and C-2

Assume that:

- You have a 50% partnership interest in ABC Land Developers worth \$250,000.
- ABC Land Developers owns real property worth \$300,000 located within your jurisdiction, and common stock worth \$3,000 in Ajax Building Materials, which does business in your jurisdiction. Neither the real property nor the investments were acquired or disposed of during the reporting period.
- All three interests are covered by your disclosure category.

Your 50% interest in ABC Land Developers must be reported on Schedule A. The real property and common stock held by ABC Land Developers must be reported on Schedules C-1 and C-2 as follows:

### Schedule C-1

#### Interests In Real Property Held By A Business Entity Or Trust

INTERESTS IN REAL PROPERTY HELD BY: ABC Land Developers  
(Name Of Business Entity Or Trust Holding The Real Property)

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>AP 029 589202</b>	CITY <b>Little Town</b>	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input checked="" type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Ownership</b>		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____		

### Schedule C-2

#### Investments Held By A Business Entity Or Trust

INVESTMENTS HELD BY: ABC Land Developers  
(Name Of Business Entity Or Trust Holding The Investment(s))

NAME OF BUSINESS ENTITY <b>Ajax Building Materials</b>		VALUE <input checked="" type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT E.G., COMMON STOCK, PARTNERSHIP <b>Common Stock</b>	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY <b>Manufactures building supplies</b>		



## Information for SCHEDULE F: Income - Gifts

### IMPORTANT

Effective January 1, 1991, new prohibitions and limitations will be imposed on gifts and honoraria received by elected state and local officials, state agency officials, members of state boards and commissions, and certain employees of state agencies. These new provisions are discussed at the front of this manual in the section entitled "1991 Legislative Changes."

**WARNING:** These new prohibitions and limitations do not affect the requirements for disclosing gifts and honoraria received.

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**  
*See Appendix III, pg. 26, for information on reporting honoraria.*

"Gift" means anything of value, whether tangible or intangible, for which equal or greater value is not paid. You must disclose gifts received during the reporting period aggregating \$50 or more from any source covered by your disclosure category, without regard to the location (inside or outside your jurisdiction) of the donor. (Any number of gifts from one person, the values of which add up to \$50 during the calendar year, must be disclosed.)

It is the acceptance of the gift, and not the ultimate use to which it is put, that imposes a reporting obligation on you. Thus, you must report a gift even if you never make use of it or if you give it away to another person. (Note: There are special rules for reporting gifts of free passes or tickets. (Commission Regulation 18726.3).) If the exact amount of the gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of the gift as "over \$50" is not adequate disclosure. Gifts are reportable without regard to where the donor is located.

**IMPORTANT:** If you receive a gift through an intermediary, you must disclose the name, address and business activity of both the donor and the intermediary.

### EXCEPTIONS FROM DISCLOSURE

You are not required to disclose the following:

- Gifts of food, drink or occasional lodging provided in an individual's home.
- Gifts approximately equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals.
- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, provided that a gift from any such person must be disclosed if the person is acting as an agent or intermediary for a reportable source of income.
- A bequest or inheritance. (However, an inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.)
- Gifts which are not used and which, within 30 days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes.
- Personalized plaques and trophies with an individual value of less than \$250.
- Campaign contributions.
- Food, beverage, and necessary accommodations received directly in connection with an event at which you gave a speech, participated in a panel, or provided a similar service.

## EXAMPLE, SCHEDULE F

Assume that:

- Your disclosure category requires you to disclose income from any source which does business with your agency or is located in your jurisdiction.
- You received season tickets worth \$250 to professional baseball games from Valley Pipe Systems, which does business with your agency. You used the tickets.
- You received a complimentary dinner worth \$75 from Le Connoisseur Restaurant, which is located in your jurisdiction.

Schedule F should be completed as follows:

	DATE(S) RECEIVED:	VALUE(S):	DESCRIPTION(S) OF GIFT(S):
NAME OF DONOR <b>Valley Pipe Systems</b>	<b>March 1, 1990</b>	<b>\$250</b>	<b>Season tickets to Hometown A's baseball team</b>
ADDRESS <b>200 E. Fifth. Hometown</b>			
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Manufactures irrigation &amp; plumbing supplies</b>			
NAME OF DONOR <b>Le Connoisseur Restaurant</b>	<b>September 15, 1990</b>	<b>\$75</b>	<b>Complimentary dinner</b>
ADDRESS <b>1100 Broadwav. Little Town</b>			
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Restaurant</b>			

## Information for SCHEDULE G: Business Positions

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF POSITIONS YOU MUST DISCLOSE.**

- You must report the name of any business entity covered by your disclosure category for which you are a director, officer, partner, trustee, employee or hold any position of management.
- Positions held in non-profit or charitable organizations or campaign committees are not reportable.

Assume that your disclosure category requires you to disclose business positions in entities which are contractors, land developers or manufacturers of equipment used by your agency. You have been a partner in ABC Land Developers during the entire reporting period. You would report that position as follows:

NAME OF BUSINESS ENTITY <b>ABC Land Developers</b>	ADDRESS OF ENTITY <b>5744 Tenth Street, Little Town</b>
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Land Developer</b>	YOUR JOB TITLE OR POSITION <b>Partner</b>
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IF NO      POSITION COMMENCED ON _____ PLEASE INDICATE: POSITION TERMINATED ON _____	

## Information for SCHEDULE H-1: Commission Income

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

Brokers, agents or salespersons are required to disclose the names of sources of commission income if their pro rata share of the gross commission income amounts to \$10,000 or more from a single source. **No ownership interest in a business entity is necessary to require disclosure or disqualification under this provision.** "Commission income" means gross payments received as a result of services rendered as a broker, agent or salesperson. Persons who must report commission income include: insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers and retail or wholesale salespersons. The "source" of commission income may be a client or customer or it may be a broker, a company or other business entity through which the goods or services were sold or it may be both. (See example below.) NOTE: If you have reported yourself or your employer as a source of commission income on Schedule D, you are not required to itemize yourself or your employer as a source of income on Schedule H-1.

During the reporting period, did you or your spouse receive "commission income" for services rendered as a broker, agent or salesperson?

NO --- You are not required to complete Schedule H-1.

YES --- You must provide the name of each individual or entity which:

- Is covered by your disclosure category; and
- Is located in, or doing business in, your jurisdiction; and
- Was a source of income, provided that your pro rata share of such receipts was \$10,000 or more.

### EXAMPLE, SCHEDULE H-1

Assume that:

- You are an agent for Smith and Jones Insurance Company. You sold a Businessmen's Insurance Company insurance policy to XYZ Company. You received commission income of \$15,000 from the transaction.
- Your spouse is a real estate broker for Goldwater Realty and received a commission of \$20,000 from the Grand Company.
- All four entities are covered by your disclosure category.

## EXAMPLE, SCHEDULE H-1 (Continued)

You would:

- Report both XYZ Company and Businessmen's Insurance Company as sources of commission income because each was a source of \$10,000 or more. Smith and Jones is disclosed on Schedule D as a source of commission income, and on Schedule H-1 as the business entity through which you received the income.
- Report Grand Company, your spouse's client, because your community property share (50%) of the gross receipts amounted to \$10,000 and would meet the reporting threshold. You would also report your community property share of your spouse's income from Goldwater Realty on Schedule D as a source of income.

Schedule H-1 would be completed as follows:

NAME OF BUSINESS ENTITY <b>Smith and Jones Insurance Company</b>
NAMES OF SOURCES OF INCOME <b>XYZ Company</b>
<b>Businessmen's Insurance Company</b>
NAME OF BUSINESS ENTITY <b>Goldwater Realty</b>
NAMES OF SOURCES OF INCOME <b>Grand Company</b>

### Information for SCHEDULES H-2 AND H-3:

#### Income And Loans To Business Entities Or Trusts And Income From Rental Property

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

If, during the reporting period, you and your spouse owned an aggregate interest of 10% or more in any business entity (including rental property) or a trust, you must provide the name of each individual or entity which:

- Is covered by your disclosure category; and
- Is located in, or is doing business in, your jurisdiction; and
- Was a source of income, including loans received or outstanding, to the business entity or trust, provided that your pro rata share of such payments or receipts was \$10,000 or more.
- Made rent payments, provided that your pro rata share of such receipts was \$10,000 or more.

**IMPORTANT:** *The requirement to report sources of income to a business entity or trust is determined by the location of the source of loan or income--not by the location of the business entity or trust which received the loan or income or by the location of the rental property.*

If the business entity in which you have a 10% or greater interest is covered by your disclosure category and is located in or doing business in your jurisdiction, it must also be reported on Schedule A, and you may be required to complete Schedules C-1 and C-2. Your pro rata share of the gross income to the business entity must be reported on Schedule D.

If the rental property in which you have a 10% or greater interest is covered by your disclosure category and is located in your jurisdiction, it must be reported on Schedule B. Your pro rata share of the gross rental income from the property must be reported on Schedule D.

FPPC Regulation 18740 contains information regarding the procedure for obtaining an exemption from the disclosure requirement of clients' names which are legally recognized as privileged under California law. You may obtain a copy of Regulation 18740 by contacting the Fair Political Practices Commission.

**NOTE:** If your pro rata share of income or a loan to a business entity or trust is \$250 or more, you may be required to disqualify yourself from decisions affecting that source of income or loan, even though you are not required to report it.

### EXAMPLE, SCHEDULE H-2

Assume that:

- Your disclosure category requires you to disclose income from any source which is located in or doing business in your jurisdiction.
- During the reporting period ABC Land Developers, in which you have a 50% partnership interest, received a loan from the Little Town Bank in the amount of \$30,000. The bank has a branch which is located in your jurisdiction.
- ABC Land Developers received a gross payment from John H. Brown, a customer, in the amount of \$15,000. Mr. Brown is doing business in your jurisdiction.

You would:

- Report the loan to ABC Land Developers from the Little Town Bank because your pro rata share (50%) of the \$30,000 loan is \$15,000 and meets the \$10,000 reporting threshold.
- Not report the name of John H. Brown, a customer, because your pro rata share (50%) of his \$15,000 gross payment is only \$7,500 and does not meet the \$10,000 reporting threshold. However, Mr. Brown is a source of income to you, and you may have to disqualify yourself from decisions affecting Mr. Brown.

Schedule H-2 would be completed as follows:

NAME OF BUSINESS ENTITY OR TRUST <b>ABC Land Developers</b>	ADDRESS OF BUSINESS ENTITY OR TRUST <b>5744 Tenth Street, Little Town</b>
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Land Developers</b>	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST <b>Little Town Bank</b>	

### EXAMPLE, SCHEDULE H-3

Assume that:

- You own 25% of a commercial building located in your jurisdiction from which rental income was received from a single tenant in the amount of \$40,000.

You would:

- Report the name of the rental tenant who provided payments in the amount of \$40,000 to the commercial building because your pro rata share (25% of the rental payments) is \$10,000 and would meet the reporting threshold.

Schedule H-3 would be completed as follows:

ADDRESS OF RENTAL PROPERTY <b>14738 Spruce Street</b>	CITY <b>Little Town</b>
NAMES OF RENTERS <b>Sylvan Taylor, M.D.</b>	

## **APPENDIX I**

### **Blind Trusts**

According to FPPC Regulation 18235, if you have a direct, indirect or beneficial interest in a blind trust that meets certain standards, you are not required to disclose your pro rata share of the trust's assets acquired after the trust meets the standards, or income derived from such assets. However, you must continue to disclose the assets originally transferred into the blind trust and income from the original assets until the trustee notifies you that they have been replaced. To qualify as a blind trust:

1. The trustee must be a disinterested party and someone other than a member of your family;
2. The trustee may not disclose to you any information regarding the replacement assets, except for certain minimal tax information;
3. The trustee must be given complete discretion to manage the trust without consulting or notifying you; and
4. The trustee must be required to notify you of the date of disposition and value at disposition of any original investments or interests in real property.

If a blind trust is revoked while you are a public official, or if you learn of any replacement assets of the trust, you must amend your most recent statement, disclosing the date of revocation and/or the previously unreported information. When completing a statement you must disclose the existence of the blind trust, its date of creation and name of the trustee. You must also attach a statement, signed by the trustee, indicating under penalty of perjury that no information regarding assets or income of the trust has been revealed to you other than information allowed under the regulation and that the trust conforms with the standards. If you wish to create a blind trust, we suggest that you and your trustee review FPPC Regulation 18235 together.

## APPENDIX II

### Individual Retirement Accounts (IRAs)

#### TYPES OF INDIVIDUAL RETIREMENT ACCOUNTS THAT ARE REQUIRED TO BE REPORTED:

- An IRA in which your investment is \$1,000 or more, IF the assets of the IRA are invested in real property, or the types of business entities that the Act requires be disclosed - e.g., stocks, bonds, warrants, options.
- In addition, if your investment of \$1,000 or more makes up 10 percent or more of the total assets of the IRA, you must disclose on Schedule A any specific investments held by the IRA, if your pro rata share of a specific investment is \$1,000 or more.

**Example:** You have a \$1,000 investment in an IRA which has assets of over \$1,000,000. The assets held by the IRA are invested in real estate deeds of trust. You must disclose the IRA on Schedule A. However, because your total investment in the IRA does not represent 10 percent or more of the total funds of the IRA, you are not required to disclose any of the assets held by the IRA.

#### TYPES OF INDIVIDUAL RETIREMENT ACCOUNTS WHICH ARE NOT REQUIRED TO BE REPORTED:

- If the assets of the IRA consist solely of deposits in financial institutions, insurance policies or annuities, or investments in registered mutual funds, government bonds or other government debt securities.

**Example:** You have a \$25,000 investment in an IRA established by your bank. All of the IRA funds are invested in certificates of deposit and treasury notes.

## APPENDIX III Honoraria

### IMPORTANT

Effective January 1, 1991, new prohibitions and limitations will be imposed on gifts and honoraria received by elected state and local officials, state agency officials, members of state boards and commissions, and certain employees of state agencies. These new provisions are discussed at the front of this manual in the section entitled "1991 Legislative Changes."

**WARNING:** These new prohibitions and limitations do not affect the requirements for disclosing gifts and honoraria received.

An honorarium is a payment received for speaking at an event, participating in a panel or seminar or providing a similar service. An honorarium is reportable if it is received from a source of income of the type described in your disclosure category.

Payment or reimbursement for travel: Payment or reimbursement for travel in connection with an event at which you gave a speech, participated in a panel or seminar or performed a similar service is reportable as an honorarium if the travel was outside California. Payment or reimbursement for travel in connection with such an event within California is not reportable.

**Important:** Payment or reimbursement for all other travel (when it is not in connection with an event at which you gave a speech, participated in a panel or seminar or performed a similar service) must be reported as a gift or as income unless it is from a state, local or federal government agency or from a bona fide educational or charitable organization.

An honorarium from a reportable source must be disclosed on Schedule F (Gifts) or on Schedule D (Income):

- The payment is a gift if you did not provide services of equal or greater value than the payment received. Gifts aggregating \$50 or more from a single source during the reporting period must be reported on Schedule F.
- The payment is income if you provided services of equal or greater value than the payment received. Income aggregating \$250 or more from a single source during the period must be reported on Schedule D. Regulation 18728 provides that a person who claims that an honorarium is not a gift shall have the burden of proving that the consideration provided was of equal or greater value.

Reportable honoraria include:

- Actual payments received
- Any extra benefits received which were not provided directly in connection with the event
- Reimbursement or payment for travel outside California

You are not required to report the following benefits provided directly in connection with an event at which you gave a speech, participated in a panel or seminar or provided a similar service:

- Free admission
- Accommodations directly in connection with the event
- Food and beverage at the event
- Similar nominal benefits
- Reimbursement or advance for travel within California

An employee of a state agency who wishes to accept an honorarium from a lobbyist who is registered to influence his or her agency should consult FPPC Regulation 18623.



# FILER'S CHECKLIST

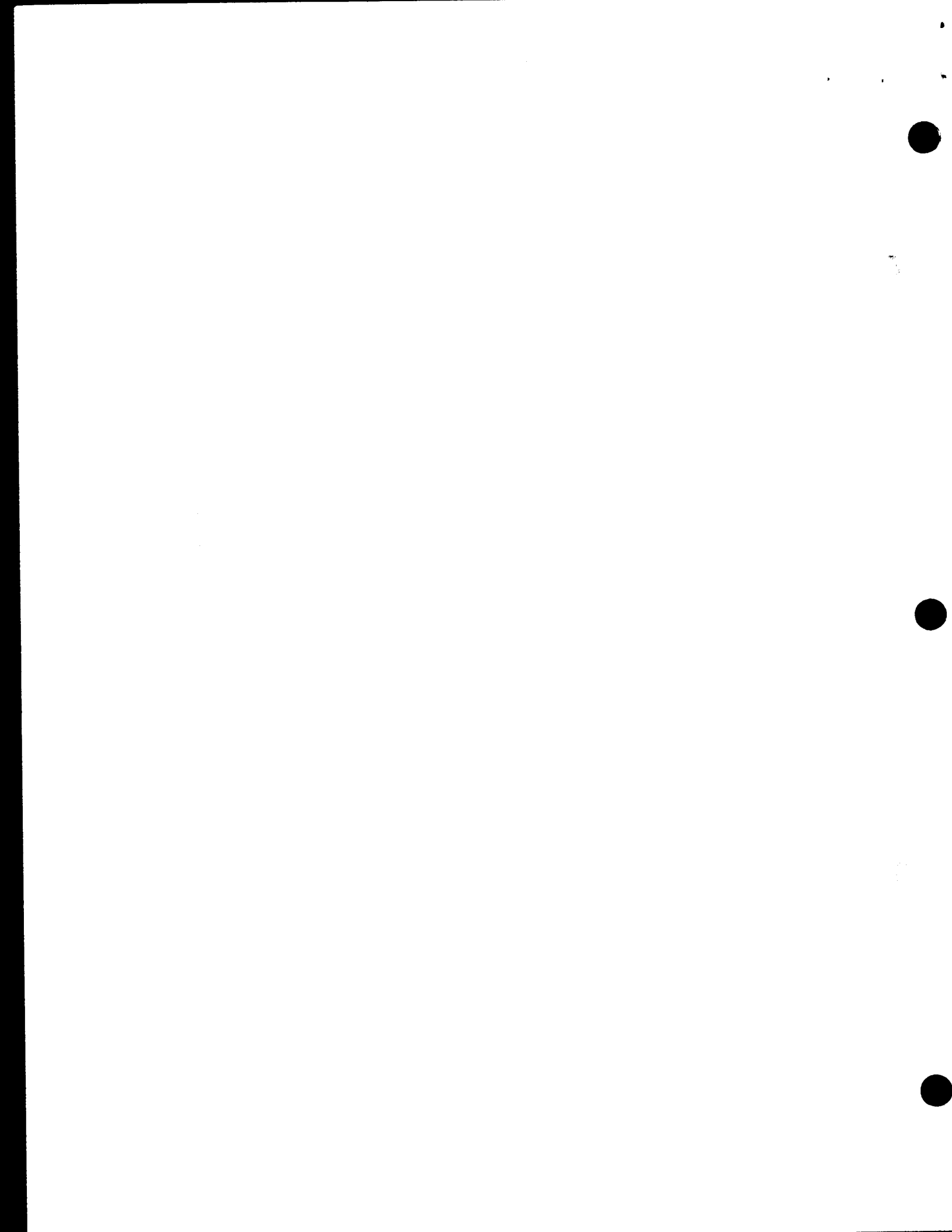
**Consult your DISCLOSURE CATEGORY in your agency's CONFLICT OF INTEREST CODE. Determine which schedules apply to your category. (Investments -- Schedules A and C-2; Real Property -- Schedules B and C-1; Income -- Schedules D, E, F and H; and Business Positions -- Schedule G.)**

1. Did you complete the cover page and indicate whether you are filing an assuming office, annual, leaving office, initial or candidate statement?
2. Did you complete the Summary Page accurately? Make sure that a box has been checked for each schedule indicating that the schedule is "Completed and Attached"; that you have "No Reportable Interests"; or that the "Schedule Does Not Apply To My Disclosure Category." NOTE: Gifts and loans are a type of income; if your disclosure category requires the disclosure of income, do not check, "Schedule Does Not Apply To My Disclosure Category" for Schedules E, F or H.
3. On Schedules B and C-1 did you include the precise location of real property, that is, address or assessor's parcel number, including city or county?
4. If you have reported on Schedules C-1 and C-2 interests in real property or investments held by a business entity, did you report on Schedule A your investment in the business entity holding those interests?
5. When reporting your spouse's income on Schedule D, did you disclose the name of your spouse's employer or other source of income (not "Jane/John Doe, spouse")?
6. If reporting income from a deed of trust on Schedule D, did you report your interest in the real property on Schedule B?
7. If you acquired or disposed of any interests during the reporting period, did you report the interests and indicate the month, day and year acquired or disposed?
8. Did you complete your statement by signing, dating and indicating on the verification the city and state where the statement was signed?

## IMPORTANT NOTICE TO FILERS:

The Political Reform Act is intended to prevent conflicts of interest by requiring public officials to disclose certain personal financial interests which could foreseeably cause conflicts. In addition, as a public official, you may be required to disqualify yourself from making, participating in, or attempting to influence any government decision which will affect any of your financial interests, not just those you are required to disclose. The Fair Political Practices Commission's "Guide to the Political Reform Act: California's Conflict of Interest Law for Public Officials" explains what a conflict of interest is, and when disqualification is required by law. Failure to file your statement by the filing deadline may result in penalties including but not limited to late fines. **This statement is a public document open for inspection and reproduction by any person.**

All of the information required by this form is mandatory, is required by the provisions of the Political Reform Act, Government Code Section 81000 et seq., and will be available to any member of the public upon request. This information is to be used to reveal to public scrutiny certain financial interests of public officials and employees in order to disclose potential conflicts of interest and to aid in the prevention of actual conflicts of interest.



**FORM 730**  
**Statement of Economic Interests**  
**For Designated Employees**

**IMPORTANT:**  
Statement must be date stamped  
when received by filing  
officer/filing official

A PUBLIC DOCUMENT  
1990/91

(Type or Print in Ink)

NAME OF FILER

NAME OF AGENCY

POSITION TITLE

MAILING ADDRESS

DAYTIME TELEPHONE NUMBER

( )

**CHECK THE APPROPRIATE BOX(ES):**

**ASSUMING OFFICE STATEMENT:** (Check the box below if you have recently assumed a position designated in your agency's Conflict of Interest Code.)

- You have assumed your position on \_\_\_\_\_. You must file a statement no later than 30 days after this date. You must disclose on Schedules A, B, C-1, C-2, and G all reportable investments, interests in real property and business positions required by your disclosure category, held on the date you assumed your position. *In addition, you must disclose on Schedules D, E, F, H-1, H-2 and H-3 income from all reportable sources received during the 12 months prior to the date you assumed office.*

**ANNUAL STATEMENT:** (Required to be filed for each year that you hold your designated position.)

- You are required to file a statement no later than \_\_\_\_\_ disclosing all reportable investments, interests in real property and business positions held and income received during the period from *January 1, 1990 through December 31, 1990.* (See page 2 of the Manual for exceptions to the reporting period.)

**LEAVING OFFICE STATEMENT:** (Required to be filed when you leave your designated position.)

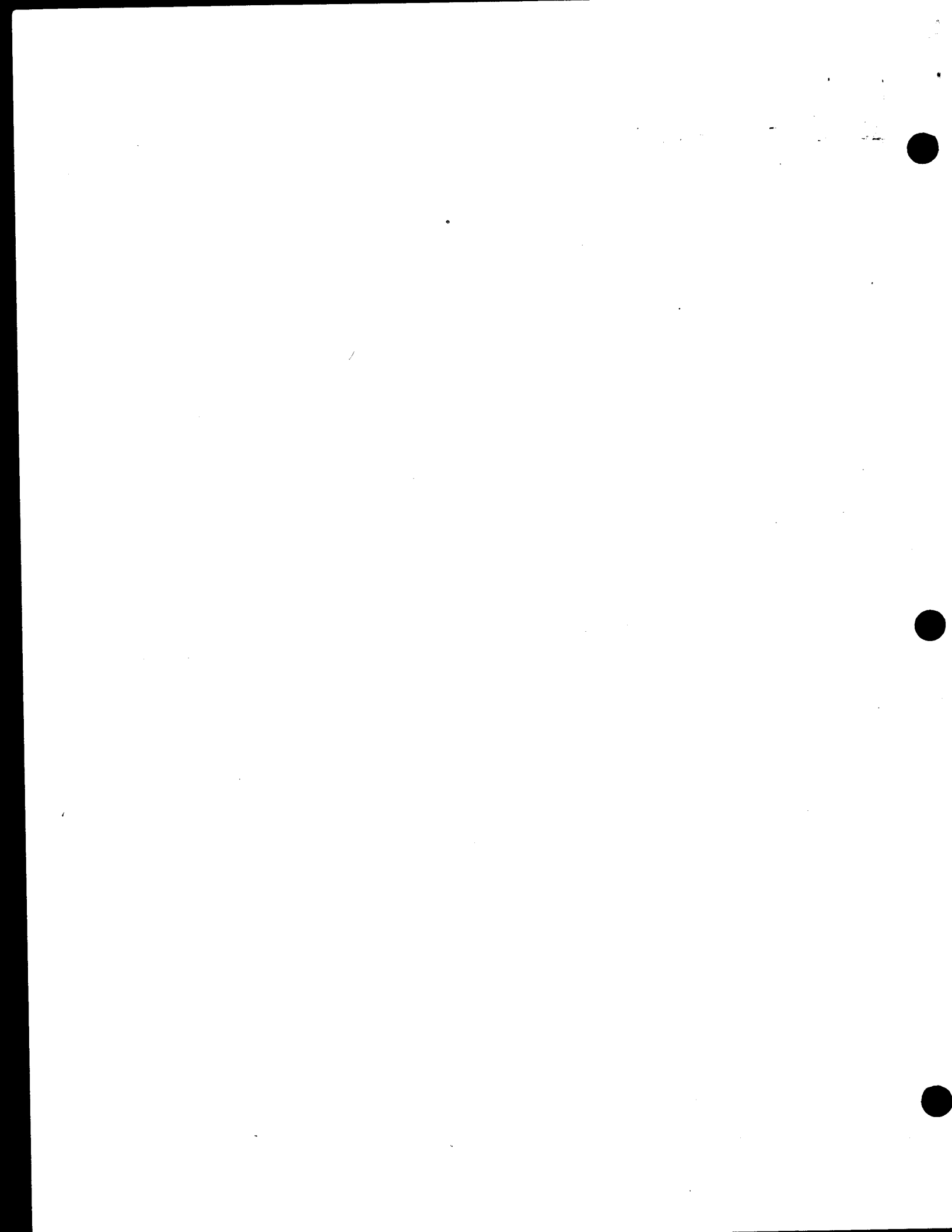
- You are leaving or have left your position on \_\_\_\_\_ and must file a statement no later than 30 days after that date. You must disclose all reportable investments, interests in real property and business positions held and income received during the period from *January 1, 1990 through the date you left your designated position.*

**INITIAL STATEMENT:** (Check the box below ONLY if your position has been recently designated or if you are filing under a new Conflict of Interest Code for your agency.)

- The conflict of interest code for your agency became effective or your position was newly designated on \_\_\_\_\_. You must file a statement no later than 30 days after this date. You must disclose on Schedules A, B, C-1, C-2 and G all reportable investments, interests in real property, and business positions held on the date your agency's code or your designation became effective. *In addition, you must disclose on Schedules D, E, F, and H-1, H-2 and H-3 income from all reportable sources received during the 12 months prior to the date your agency's code or your designation became effective.*

**CANDIDATE STATEMENT:** (If required by the conflict of interest code of the jurisdiction in which you are seeking elective office.)

- The conflict of interest code specifies the types of interests you must disclose. You may be required to complete Schedules A, B, C-1, C-2 and G.



**THE FOLLOWING SUMMARY MUST BE COMPLETED BY ALL FILERS**

*(Do not complete this summary until you have carefully reviewed the instructions for each schedule on pages 9 through 27 of the information manual)*

**SCHEDULE A -- INVESTMENTS (Which Are Not Held By A Business Entity Or Trust)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE B -- INTERESTS IN REAL PROPERTY (Which Are Not Held By A Business Entity Or Trust)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE C-1 -- INTERESTS IN REAL PROPERTY HELD BY A BUSINESS ENTITY OR TRUST**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE C-2 -- INVESTMENTS HELD BY A BUSINESS ENTITY OR TRUST**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE D -- INCOME (Other Than Loans And Gifts)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE E -- INCOME - LOANS (Received Or Outstanding During The Reporting Period)**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE F -- INCOME - GIFTS**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE G -- BUSINESS POSITIONS**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**SCHEDULE H -- COMMISSION INCOME, INCOME AND LOANS TO BUSINESS ENTITIES OR TRUSTS AND INCOME FROM RENTAL PROPERTY**

COMPLETED AND ATTACHED     NO REPORTABLE INTERESTS     SCHEDULE DOES NOT APPLY TO MY DISCLOSURE CATEGORY

**VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_  
(Date) (City and State)

SIGNATURE \_\_\_\_\_

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF INVESTMENTS YOU MUST DISCLOSE.**

**See pages 9 & 10 of the attached information manual for instructions and examples on how to complete Schedule A.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**

NAME \_\_\_\_\_

**Schedule A -- Investments**  
**(Which Are Not Held By A Business Entity Or Trust)**

(SEE PAGES 9 & 10 OF THE INFORMATION MANUAL FOR INSTRUCTIONS AND EXAMPLES)

NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	

**NOTE: YOU MAY BE REQUIRED TO REPORT ON SCHEDULE D ANY SALARY, COMMISSION, DISTRIBUTION OR OTHER INCOME (\$250 OR MORE) FROM ANY INVESTMENT LISTED ON SCHEDULE A RECEIVED BY YOU OR YOUR SPOUSE.**

\* If you have checked this box, you must report on Schedules C-1 and C-2 any interests in real property and investments held by the business entity. In addition, if your pro rata share of the gross income from any one source was \$10,000 or more, you must report the name of that source on Schedule H-2.

If additional space is needed, check box and attach an additional Schedule A.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF REAL PROPERTY INTERESTS YOU MUST DISCLOSE.**

**See pages 11 & 12 of the attached information manual for instructions and examples on how to complete Schedule B.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**



NAME \_\_\_\_\_

**Schedule B -- Interests In Real Property**  
**(Which Are Not Held By A Business Entity Or Trust)**  
 (SEE PAGES 11 AND 12 OF THE INFORMATION MANUAL FOR INSTRUCTIONS AND EXAMPLES)

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY		CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*

**NOTE: YOU MAY BE REQUIRED TO REPORT ON SCHEDULE D INCOME (\$250 OR MORE) FROM RENTAL PROPERTY LISTED ON SCHEDULE B RECEIVED BY YOU OR YOUR SPOUSE.**

\*If you have a 10% or greater interest in a rental property, you may have additional reporting requirements on Schedule H-3.

If additional space is needed, check box and attach an additional Schedule B.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF REAL PROPERTY INTERESTS YOU MUST DISCLOSE.**

**See pages 13 & 14 of the attached information manual for instructions and examples on how to complete Schedule C-1.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**

NAME \_\_\_\_\_

## Schedule C-1 -- Interests In Real Property Held By A Business Entity Or Trust

(SEE PAGES 13 AND 14 OF THE INFORMATION MANUAL  
FOR INSTRUCTIONS AND EXAMPLES)

INTERESTS IN REAL PROPERTY HELD BY: \_\_\_\_\_  
(Name Of Business Entity Or Trust Holding The Real Property)\*

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		

\*Your investment in this business entity must be reported on Schedule A-Investments

If additional space is needed, check box and attach an additional Schedule C-1.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF INVESTMENTS YOU MUST DISCLOSE.**

**See pages 13 & 14 of the attached information manual for instructions and examples on how to complete Schedule C-2.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**

NAME \_\_\_\_\_

## Schedule C-2 -- Investments Held By A Business Entity Or Trust

(SEE PAGES 13 AND 14 OF THE INFORMATION MANUAL FOR  
INSTRUCTIONS AND EXAMPLES)

INVESTMENTS HELD BY: \_\_\_\_\_  
(Name Of Business Entity Or Trust Holding The Investment(s))\*

NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		

**\*Your investment in this business entity must be reported on Schedule A-Investments.**

If additional space is needed, check box and attach an additional Schedule C-2.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

**See pages 15 & 16 of the attached information manual for instructions and examples on how to complete Schedule D.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**

NAME \_\_\_\_\_

**IMPORTANT**

**Effective January 1, 1991, new prohibitions and limitations will be imposed on gifts and honoraria received by elected state and local officials, state agency officials, members of state boards and commissions, and certain employees of state agencies. These new provisions are discussed at the front of the 1990-91 Information Manual for Form 730 in the section entitled "1991 Legislative Changes."**

**WARNING: These new prohibitions and limitations do not affect the requirements for disclosing gifts and honoraria received.**

**Schedule D -- Income**

**(Other Than Loans And Gifts)**

(SEE PAGES 15 AND 16 OF THE INFORMATION MANUAL  
FOR INSTRUCTIONS AND EXAMPLES)

**GROSS INCOME RECEIVED:**

NAME OF THE SOURCE OF INCOME	<input type="checkbox"/> \$250 - \$1,000  <input type="checkbox"/> \$1,001 - \$10,000  <input type="checkbox"/> Over \$10,000
ADDRESS	
NATURE OF BUSINESS ACTIVITY, IF ANY	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
NAME OF THE SOURCE OF INCOME	<input type="checkbox"/> \$250 - \$1,000  <input type="checkbox"/> \$1,001 - \$10,000  <input type="checkbox"/> Over \$10,000
ADDRESS	
NATURE OF BUSINESS ACTIVITY, IF ANY	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
NAME OF THE SOURCE OF INCOME	<input type="checkbox"/> \$250 - \$1,000  <input type="checkbox"/> \$1,001 - \$10,000  <input type="checkbox"/> Over \$10,000
ADDRESS	
NATURE OF BUSINESS ACTIVITY, IF ANY	
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED	

If additional space is needed, check box and attach an additional Schedule D.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF LOANS YOU MUST DISCLOSE.**

**See pages 17 & 18 of the attached information manual for instructions and examples on how to complete Schedule E.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**



NAME \_\_\_\_\_

**Schedule E -- Income - Loans**  
**(Received Or Outstanding During The Reporting Period)**

(SEE PAGES 17 AND 18 OF THE INFORMATION MANUAL FOR INSTRUCTIONS AND EXAMPLES)

		AMOUNT OF HIGHEST BALANCE DURING THE REPORTING PERIOD:	
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000	
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD <input type="checkbox"/> YES <input type="checkbox"/> NO		
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)			
INTEREST RATE		<input type="checkbox"/> NONE	
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000	
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD <input type="checkbox"/> YES <input type="checkbox"/> NO		
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)			
INTEREST RATE		<input type="checkbox"/> NONE	
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000	
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD <input type="checkbox"/> YES <input type="checkbox"/> NO		
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)			
INTEREST RATE		<input type="checkbox"/> NONE	
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000	
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD <input type="checkbox"/> YES <input type="checkbox"/> NO		
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)			
INTEREST RATE		<input type="checkbox"/> NONE	

If additional space is needed, check box and attach an additional Schedule E.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

**See pages 19 & 20 of the attached information manual for instructions and examples on how to complete Schedule F.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**

NAME \_\_\_\_\_

**IMPORTANT**

Effective January 1, 1991, new prohibitions and limitations will be imposed on gifts and honoraria received by elected state and local officials, state agency officials, members of state boards and commissions, and certain employees of state agencies. These new provisions are discussed at the front of the 1990-91 Information Manual for Form 730 in the section entitled "1991 Legislative Changes."

**WARNING:** These new prohibitions and limitations do not affect the requirements for disclosing gifts and honoraria received.

### Schedule F -- Income - Gifts

(SEE PAGES 19 AND 20 OF THE INFORMATION MANUAL  
FOR INSTRUCTIONS AND EXAMPLES)

	DATE(S) RECEIVED:	VALUE(S):	DESCRIPTION OF GIFT(S):
NAME OF DONOR			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF DONOR			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF DONOR			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF DONOR			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF DONOR			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			

If additional space is needed, check box and attach an additional Schedule F.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF BUSINESS POSITIONS YOU MUST DISCLOSE.**

**See page 21 of the attached information manual for instructions and examples on how to complete Schedule G.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**

NAME \_\_\_\_\_

### Schedule G -- Business Positions

(SEE PAGE 21 OF THE INFORMATION MANUAL FOR INSTRUCTIONS AND EXAMPLES)

NAME OF ENTITY	ADDRESS OF ENTITY
DESCRIPTION OF BUSINESS ACTIVITY	YOUR JOB TITLE OR POSITION
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO PLEASE INDICATE: POSITION COMMENCED ON _____ POSITION TERMINATED ON _____
NAME OF ENTITY	ADDRESS OF ENTITY
DESCRIPTION OF BUSINESS ACTIVITY	YOUR JOB TITLE OR POSITION
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO PLEASE INDICATE: POSITION COMMENCED ON _____ POSITION TERMINATED ON _____
NAME OF ENTITY	ADDRESS OF ENTITY
DESCRIPTION OF BUSINESS ACTIVITY	YOUR JOB TITLE OR POSITION
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO PLEASE INDICATE: POSITION COMMENCED ON _____ POSITION TERMINATED ON _____
NAME OF ENTITY	ADDRESS OF ENTITY
DESCRIPTION OF BUSINESS ACTIVITY	YOUR JOB TITLE OR POSITION
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO PLEASE INDICATE: POSITION COMMENCED ON _____ POSITION TERMINATED ON _____
NAME OF ENTITY	ADDRESS OF ENTITY
DESCRIPTION OF BUSINESS ACTIVITY	YOUR JOB TITLE OR POSITION
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO PLEASE INDICATE: POSITION COMMENCED ON _____ POSITION TERMINATED ON _____
NAME OF ENTITY	ADDRESS OF ENTITY
DESCRIPTION OF BUSINESS ACTIVITY	YOUR JOB TITLE OR POSITION
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO PLEASE INDICATE: POSITION COMMENCED ON _____ POSITION TERMINATED ON _____

If additional space is needed, check box and attach an additional Schedule G.

**REFER TO YOUR DISCLOSURE CATEGORY IN YOUR AGENCY'S CONFLICT OF INTEREST CODE BEFORE COMPLETING THIS SCHEDULE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

**See pages 21 through 23 of the attached information manual for instructions and examples on how to complete Schedule H-1, H-2 and H-3.**

**If you need assistance with completing this form, call the Commission's Technical Assistance Division at (916) 322-5662**

NAME \_\_\_\_\_

### Schedule H

(SEE PAGES 21 THROUGH 23 OF THE INFORMATION MANUAL FOR INSTRUCTIONS AND EXAMPLES)

#### Schedule H-1

#### Commission Income Received By Brokers, Agents And Salespersons

NAME OF BUSINESS ENTITY	
NAMES OF SOURCES OF INCOME	

#### Schedule H-2

#### Income And Loans To A Business Entity Or Trust

NAME OF BUSINESS ENTITY OR TRUST	ADDRESS OF BUSINESS ENTITY OR TRUST
NATURE OF BUSINESS ACTIVITY, IF ANY	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST	

#### Schedule H-3

#### Income From Rental Property

You must disclose the name(s) of any renter(s) who made rent payments, provided that your pro rata share of such receipts from any one renter was \$10,000 or more.

ADDRESS OF RENTAL PROPERTY	CITY
NAMES OF RENTERS	
ADDRESS OF RENTAL PROPERTY	CITY
NAMES OF RENTERS	

If additional space is needed, check box and attach additional schedules.

