

BEFORE THE  
STATE OF FLORIDA  
COMMISSION ON ETHICS

In re CARLA HART, )  
 )  
 Appellant. )  
 )  
 \_\_\_\_\_ )

Financial Disclosure Appeal No. FD 16-067  
  
Final Order No.

FINAL ORDER

This matter came before the Commission on Ethics, meeting in public session on September 8, 2017, on the timely appeal of Carla Hart, pursuant to Section 112.3145(7)(f), Florida Statutes, which assesses an automatic fine of \$25 per day on a person who fails to timely file a required CE Form 1, Statement of Financial Interests. The Commission may waive the fine in whole or in part for good cause shown, based on "unusual circumstances" surrounding the failure to file by the designated date. There are no matters in dispute. Appellant specifically requested a hearing before the Commission.

Findings of Fact

1. According to information provided to the Commission, Appellant was employed as a Principal with Broward County Public Schools in a position requiring the filing of a CE Form 1, Statement of Financial Interests, for the year 2015. In 2016, the designated due date for submitting a 2015 CE Form 1 annual filing was July 1, 2016, with a grace period ending on September 1, 2016.

2. No later than June 1, 2016, the Broward County Supervisor of Elections sent Appellant a 2015 CE Form 1. This mailing was sent to 8220 NW 45<sup>th</sup> Street, Lauderhill, FL 33351.

3. No later than July 31, 2016, the Broward County Supervisor of Elections sent Appellant a Notice of Delinquency by certified mail. This notice was also sent to the 8220 NW 45<sup>th</sup> Street address. The notice was returned by the Post Office marked "Return to Sender, Unclaimed – Unable to Forward."

4. On August 17, 2016, the Commission mailed Appellant a postcard intended to remind her of her obligation to file a 2015 CE Form 1. The Commission mailed the postcard to the 8220 NW 45<sup>th</sup> Street address.

5. On September 7, 2016, six days after the grace period expired, the Commission mailed Appellant a courtesy notice informing her that an automatic fine had begun to accrue. The Commission mailed this notice to the 8220 NW 45<sup>th</sup> Street address.

6. On September 21, 2016, Commission staff emailed Appellant regarding her financial disclosure obligation and advised her that an automatic fine was being assessed against her. Commission staff also emailed her the 2015 CE Form 1 to complete.

7. On November 2, 2016, Commission staff emailed Appellant again regarding her financial disclosure obligation and advised her that an automatic fine was being assessed against her. Commission staff also emailed her the 2015 CE Form 1 to complete.

8. On November 2, 2016, Appellant called the Commission after receiving the November 2, 2016 email, and advised Commission staff that she did not know why she had to file a 2015 CE Form 1, and did not recall receiving any notices concerning her financial disclosure obligation. Commission staff advised Appellant to submit her 2015 CE Form 1 to the Broward County Supervisor of Elections, and of her right to appeal the fine.

9. The amount of fine automatically assessed against Appellant was \$1,500.

10. On March 9, 2017, the Commission mailed a Notice of Assessment of Automatic Fine to Appellant at the 8220 NW 45<sup>th</sup> Street address. This mailing indicated the total of Appellant's accrued automatic fine. The mailing also included a notice of her right to appeal the fine.

11. On March 28, 2017, Appellant submitted her appeal to the Commission. Appellant listed her address in the appeal as the 8220 NW 45<sup>th</sup> Street address. In her appeal, Appellant claims she failed to timely file her disclosure form due to lack of notice. Appellant states that she is not really sure why she did not receive the notices concerning her filing obligation, but is willing to do "whatever it takes" to rectify the situation.

12. On May 22, 2017, a Commission attorney emailed Appellant advising her of her filing obligation and that she needed to submit her 2015 CE Form 1 to the Broward County Supervisor of Elections before her appeal could be considered.

13. On June 27, 2017, a Commission attorney called Appellant. Appellant acknowledged receiving the May 22, 2017 email, but stated that she got confused because she received a notice from the Broward County Supervisor of Elections at the same time about the 2016 CE Form 1 filing requirement, and thought the email was also referring to the 2016 CE Form 1. Appellant confirmed to the Commission attorney that the 8220 NW 45<sup>th</sup> Street address was her address. Appellant stated that she remembers receiving the notices, but, since she had been recently hired as a Principal, believed that the notices were "junk mail." The Commission attorney advised Appellant of her obligation to submit the 2015 CE Form 1. Appellant stated that she would email it to the Commission that day.

14. On June 27, 2017, Appellant submitted her 2015 CE Form 1 to the Commission on behalf of the Broward County Supervisor of Elections. The disclosure form listed her address as the 8220 NW 45<sup>th</sup> Street address.

#### Conclusions of Law

15. The Commission has jurisdiction over the subject matter of this proceeding pursuant to Section 112.3145, Florida Statutes.

16. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. In order to increase compliance, beginning in 2001 the Legislature provided for an automatic fine of \$25 per day, up to a cap of \$1,500, on persons who do not timely file their financial disclosure statements. Under the law, the Legislature permitted the Commission to waive a fine only "based upon unusual circumstances surrounding the failure to file on the designated due date . . . ."

17. Commission Rule 34-8.215, F.A.C., defines "unusual circumstances" as follows:

uncommon, rare or sudden events over which the reporting individual has no control and which directly result in the failure to act in accordance with the filing requirement. Circumstances which allow for time in which to take those steps necessary to assure compliance with the filing requirement shall be deemed not to constitute unusual circumstances.

18. Appellant's basis for the appeal of her fine is that is that she failed to timely file her 2015 CE Form 1 due to lack of notice. She states that she is not sure why she did not receive the notices regarding her filing obligation. She claims that she was not aware of her filing obligation. Appellant, however, verified to a Commission attorney that she did remember receiving the notices in the mail, but believed them to be junk mail. Appellant has not pointed to any "uncommon, rare or sudden events" that prevented her from filing the 2015 CE Form 1 in a

timely manner. Therefore, Appellant has not identified any "unusual circumstance" that would justify waiver of the \$1,500 fine.

Order

Based on the foregoing facts and conclusions of law, the Commission hereby affirms the assessed fine of \$1,500 and denies the appeal. The fine shall be paid to the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709, within 30 days of the date this order is rendered, unless other payment arrangements are made by contacting Kimberly Holmes, Financial Disclosure Coordinator, at the address below or by telephone at (850) 488-7864.

ORDERED by the State of Florida Commission on Ethics meeting in public session on Friday, September 8, 2017.

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Date Rendered

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Michelle Anchors  
*Chair, Florida Commission on Ethics*

THIS ORDER CONSTITUTES FINAL AGENCY ACTION. ANY PARTY WHO IS ADVERSELY AFFECTED BY THIS ORDER HAS THE RIGHT TO SEEK JUDICIAL REVIEW UNDER SECTION 120.68, AND SECTION 112.3241, FLORIDA STATUTES, BY FILING A NOTICE OF ADMINISTRATIVE APPEAL PURSUANT TO RULE 9.110 FLORIDA RULES OF APPELLATE PROCEDURE, WITH THE CLERK OF THE COMMISSION ON ETHICS, AT EITHER 325 JOHN KNOX ROAD, BUILDING E, SUITE 200, TALLAHASSEE, FLORIDA 32303 OR P.O. DRAWER 15709, TALLAHASSEE, FLORIDA 32317-5709; AND BY FILING

A COPY OF THE NOTICE OF APPEAL ATTACHED TO WHICH IS A CONFORMED COPY OF THE ORDER DESIGNATED IN THE NOTICE OF APPEAL ACCOMPANIED BY THE APPLICABLE FILING FEES WITH THE APPROPRIATE DISTRICT COURT OF APPEAL. THE NOTICE OF ADMINISTRATIVE APPEAL MUST BE FILED WITHIN 30 DAYS OF THE DATE THIS ORDER IS RENDERED.

MA:jmk

Copy furnished to:

Ms. Carla Hart  
8220 NW 45<sup>th</sup> Street  
Lauderhill, FL 33351

**KNIGHT.JOHN**

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**From:** Carla D. Hart <carla.hart@browardschools.com>  
**Sent:** Monday, July 10, 2017 4:46 PM  
**To:** KNIGHT.JOHN  
**Subject:** Carla D. Hart

Mr. Knight,

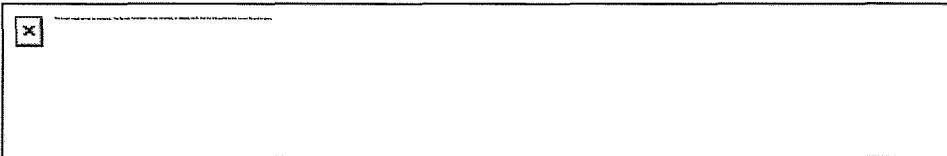
I'm writing this letter to request a hearing scheduled on September 8, 2017.

Thank You.

**Carla D. Hart, Proud Principal**  
**Larkdale Elementary**  
**754-322-6600**  
**754-322-6640 (Fax)**  
**carla.hart@browardschools.com**



**"Larkdale Elementary Under Construction, Building One Block At A Time!"**



*Under Florida law, e-mail addresses, and all forms of communications, including e-mail communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone.*

261197

16-067



# STATE OF FLORIDA COMMISSION ON ETHICS

325 John Knox Road  
Building E, Suite 200  
Tallahassee, FL 32303  
Telephone: (850) 488-7864  
Fax: (850) 488-3077  
Email: disclosure@leg.state.fl.us

FLORIDA  
COMMISSION ON ETHICS

MAR 28 2017

RECEIVED

## APPEAL OF AUTOMATIC FINE FOR FORM YEAR 2015

**DIRECTIONS:** The information you provide in this form is critical for processing your appeal in a timely manner.

In Part A, please provide current contact information. If your contact information changes while your appeal is being processed, please notify us.

In Part B, please check any boxes that specify the general reason(s) for your appeal.

In Part C, please explain in detail the reason(s) for your appeal. In addition to your written explanation in Part C, you may attach any documents that support your appeal.

**IMPORTANT:** TO PRESERVE YOUR RIGHT TO APPEAL, THIS FORM OR OTHER WRITTEN APPEAL (AND ANY ATTACHMENTS) MUST BE FILED WITH (RECEIVED BY) THE COMMISSION ON ETHICS WITHIN THIRTY (30) DAYS OF THE DATE THE NOTICE OF ASSESSMENT OF AUTOMATIC FINE WAS MAILED TO YOU.

**PLEASE SEND YOUR COMPLETED FORM TO ONE OF THE FOLLOWING:**

Mailing Address: Commission on Ethics  
P.O. Drawer 15709  
Tallahassee, FL 32317-5709

Physical Address: Commission on Ethics  
325 John Knox Road  
Building E, Suite 200  
Tallahassee, FL 32303

Fax: (850) 488-3077

Email: disclosure@leg.state.fl.us

### PART A: YOUR INFORMATION

Name: Carla D. Hart

Address: 2220 NW 45th St City: Lauderhill State: FL Zip: 33351

Daytime Tel.: 754-322-6600 Cell: 954-695-2037

Email: Carla.hart@browardschools.com Filer ID# (if known): \_\_\_\_\_

Public Employer: Broward County Schools

Public Position: Elementary School Principal

CONTINUED ON REVERSE SIDE



**PART B: GENERAL REASON(S) FOR YOUR APPEAL**

Please choose any/all reasons that apply to your appeal.

I hereby appeal the Notice of Assessment of Automatic Fine on the following basis:

- a.  **Sickness or injury** (Explain in Part C and attach a statement from attending physician, including dates and nature of illness or injury)
- b.  **Lack of notification – Failure to receive notice** (Explain in Part C and provide documentation that supports your assertion that you never received certified mail delinquency notice: for example, incorrect address; misdelivered mail; change in employment; extended absence from home, etc.)
- c.  **Claim of timely filing of financial disclosure** (Explain in Part C and provide copy of certified mail receipt and/or copy of completed form which had been previously filed, along with a sworn notarized statement that you filed prior to the deadline)
- d.  **Left public position prior to December 31, 2015** (Explain in Part C and provide confirmation from agency that your office-holding/employment ended before 12/31/2015)
- e.  **Other unusual circumstance** (Explain in Part C and provide documentation explaining uncommon, rare, or sudden occurrence that prevented timely filing prior to deadline)

**PART C: DETAILED EXPLANATION OF YOUR APPEAL**

Please provide a detailed explanation of your appeal, including why each option you selected in Part B is applicable to you. You may use the space provided and/or attach additional pages.

*I'm really not sure why I hadn't received this important information. However I am willing to whatever it takes to rectify this situation. Please Advise*

**OPTIONAL REQUEST FOR HEARING**

In addition to this written appeal, I specifically request to appear before the Commission in a hearing pursuant to Section 112.3144(5)(c)3 or Section 112.3145(7)(f)3, Florida Statutes. Commission meetings occur in Tallahassee.

**SIGNATURE**

I have received and read the Notice of Assessment of Automatic Fine and its instructions on How to Appeal and I understand my options. I am requesting disposition of this matter as indicated.

DATE 3-20/17

SIGNATURE *[Handwritten Signature]*



**Financial Disclosure Management System**  
THE FLORIDA COMMISSION ON ETHICS

**Filer - Fines and Appeals - PID 261197 - Carla Hart**

**Filer Information**

**Org Membership**

**Forms**

**Communications**

**Fines and Appeals >**

**View All**

**Filer Flags**

[2000](#) [2001](#) [2002](#) [2003](#) [2004](#)  
[2005](#) [2006](#) [2007](#) [2008](#) [2009](#)  
[2010](#) [2011](#) [2012](#) [2013](#) [2014](#)  
[2015\(S\)](#) [2016](#)

<<2016 Form Year

**Status**

Filing: ACTIVE

Fine: No Fine

**Flags**

Public Address

Filing Extensions

Indefinite: None

Temporary:

None

Eligible for Fines

[Update Flags](#)

The filer has fines for: [2016 \(Appeal\)](#)

**2016 Fines and Appeals**

**Form Year 2015 Filed Forms**

No Forms Received for this Filer for Form Year 2015.

**2016 Fine Information**

[Update Fine Information](#)

[Assign Agency Contact](#)

Fine Balance	Fine Status	Fine Date	Original Assessment	Fine Amount	Last Payment Date	Payment Plan Start Date	Payment Plan Amount
\$1,500.00	Appeal	3/8/2017	\$1,500.00	\$1,500.00			

Fine Address 8220 Nw 45th St Lauderhill FL 33351-5549

Org/Suborg Broward County Public Schools-Employees

**2016 Fine Payment History**

Date Posted	Description	Amount	Method	Payment ID	Comments
3/8/2017	Fine Levied	+ \$1,500.00			Fined \$1500.00

Current Balance: \$1,500.00

**2016 Fine Year Event**


[Invalidate Transaction](#)

**Chronology**

Date	Type	Description	Reference
08/17/2016	Postcard Sent	Courtesy Postcard Reminder	Print Queue: <a href="#">8/17/2016</a>




 Add a New Filer

 Jump To A Filer  
 PID:

 Quick Filer Search  
 First Name:   
 Last Name:

Printing  
 Confirmed:  
 8/17/2016

**Letter Sent To:**  
 Carla Hart  
 8220 Nw 45th St  
 Lauderhill, FL 33351 -5549

 09/7/2016 Letter Sent *for address* Courtesy Notice of Fines Accruing Print Queue:  
9/7/2016  
 Printing  
 Confirmed:  
 9/7/2016

**Letter Sent To:**  
 Carla Hart  
 8220 Nw 45th St  
 Lauderhill, FL 33351 -5549

09/21/2016 Filer From: Russell, Azie Sent: Azie Russell  
 Communication: Wednesday, September 21, 2016  
 Email 10:46 AM To:  
 'carla.hart@browardschools.com'  
 Subject: 2015 Financial Disclosure  
 Form-261197 Importance: High Carla  
 Hart, You are required to complete  
 the enclosed Form 1, Statement of  
 Financial Interests, covering the  
 year 2015 by virtue of your  
 employment through December 31,  
 2015 with the Broward County  
 Public Schools . Please note that the  
 deadline for filing this form is  
 passed and you are now being fined  
 \$25.00 for each day late with a  
 maximum fine of \$1500.00. That  
 fine is \$500.00 as of today. You will  
 have the opportunity to appeal this  
 fine if you did not file because of  
 some unusual circumstance. That  
 information will be sent to you


sometime in January. You will have 30 days to get your appeal in after you receive it. It is important to get this form turned in as soon as possible to stop the fine accrual. We cannot accept copies, digital signatures, faxes or emails. You will need to take it to the Broward County Supervisor of Elections office personally or mail it to them and make sure it is postmarked. I have attached the form for your convenience. Upon completion, please file with the Broward County Supervisor of Elections. If you have any questions, please do not hesitate to contact this office.

Thanks,

11/2/2016 Filer From: Holmes, Kim Sent: Kim Holmes  
Communication: Wednesday, November 02, 2016  
Email 11:40 AM To:

'carla.hart@browardschools.com' Cc: 'craig.nichols@browardschools.com' ; 'diane.plesher@browardschools.com'  
Subject: RE: Broward County Public Schools-Your Response is Needed  
Dear Carla Hart: Earlier this year, you were noticed of your obligation to file a Form 1, Statement of Financial Interests, for the year ending December 31, 2015. The grace period for filing expired on September 1, 2016 and according to records in our office you have not filed Form 1 with the Broward County Supervisor of Elections. I am writing to advise you that pursuant to State law an automatic fine of \$25.00 per day for each day late (\$1,500 maximum fine) is being assessed against you for your failure

to timely file Form 1. Attached is a form for your convenience. Please file the form immediately with the Broward County Supervisor of Elections Office. Upon completion, mail to the address below: Brenda Snipes Broward County Supervisor of Elections 115 S. Andrews Ave RM 102 Ft. Lauderdale, FL, 33301 -1801  
 Please note: Form must be mailed to the above address, electronic copies will not be accepted. Additionally, attached is an appeal form if you would like to appeal the fine that will be assessed for failure to timely file. If you have any questions, please contact our office at (850) 488-7864 or disclosure@leg.state.fl.us .  
 Sincerely, Kimberly R. Holmes  
 Program Administrator Financial Disclosure Section Florida  
 Commission on Ethics P.O. Drawer 15709 Tallahassee, FL 32317-5709  
 (850) 488-7864 (850) 488-3077 (Fax)  
 www.ethics.state.fl.us

11/2/2016	Filer Communication: Phone	Ms. Hart called regarding my email she advised that she had no idea she had to file and does not recall receiving any notices. I advised her to file the form with the Broward County SOE office ASAP and send appeal to our office.	Kim Holmes	
03/8/2017	Fine Levied	Fined \$1500.00	Journal: <u>3/8/2017</u> <u>3:42 PM</u>	
03/9/2017	Notice of Assessed Fine	Initial Fine Notice	Journal: <u>3/9/2017</u> <u>12:56 PM</u>	
	03/9/2017	Letter Sent	Notice of Assessed Fine - Filer 1st	Print Queue:

Fine Letter

3/9/2017

Printing

Confirmed:

3/9/2017

**Letter Sent To:**

Carla Hart  
 8220 Nw 45th St  
 Lauderhill, FL 33351 -5549

03/29/2017 Fine Appeal      FD 16-067

Journal:

3/29/2017

9:06 AM

2016 Fine Appeal – FD 16- 067	<input type="button" value="Update Appeal"/>	<input type="button" value="Withdraw Appeal"/>
	<input type="button" value="Assign Attorney"/>	<input type="button" value="Request More Info"/>
<input type="button" value="Record Appeal Outcome"/>		
Appeal Status: Active Appeal Receipt Date: 03/28/2017 Timely Filed: Yes Print Appeal Letter: Yes Hearing Requested: No Appeal Reason: Lack of Notification Appeal Notes: Appeal Number: FD 16-067 Appeal Analyst Assigned: Final Order Number: Final Order Date:	No Hearing Requested	

Please print or type your name, mailing address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME :

Hart, Carla D.

MAILING ADDRESS :

8220 NW 45th St

Lauderhill

FL

CITY :

ZIP :

COUNTY :

NAME OF AGENCY :

Broward County Schools

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

Administrator (Elementary Principal)

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

CHECK ONLY IF  CANDIDATE OR  NEW EMPLOYEE OR APPOINTEE

Rec'd  
COE  
6/22/15

\*\*\*\* BOTH PARTS OF THIS SECTION MUST BE COMPLETED \*\*\*\*

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

DECEMBER 31, 2015  OR  SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR: \_\_\_\_\_

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (must check one):

COMPARATIVE (PERCENTAGE) THRESHOLDS  OR  DOLLAR VALUE THRESHOLDS

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY
Broward County Schools	600 SE 3rd Ave Ft Lauderdale FL 33301	Compensation for Annual Salary

PART B -- SECONDARY SOURCES OF INCOME

[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE
N/A	N/A	N/A	

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

N/A

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, certificates of deposit, etc. - See instructions]

(If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES
N/A	N/A

**PART E — LIABILITIES** [Major debts - See instructions]

(If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR
Sally Mae Student Loan	Fed. Loan Servicing PO Box 69184 Harrisburg PA 17106-9184

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Ownership or positions in certain types of businesses - See instructions]

(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	BUSINESS ENTITY #	
	1	2
ADDRESS OF BUSINESS ENTITY	N/A	N/A
PRINCIPAL BUSINESS ACTIVITY	N/A	N/A
POSITION HELD WITH ENTITY	N/A	N/A
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

**PART G — TRAINING**

For elected municipal officers required to complete annual ethics training pursuant to section 112.3142, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

**SIGNATURE OF FILER:**

Signature:

*Carl D. [Signature]*

Date Signed:

1/27/17

**CPA or ATTORNEY SIGNATURE ONLY**

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, \_\_\_\_\_, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**FILING INSTRUCTIONS:**

**WHAT TO FILE:**

After completing all parts of this form, including signing and dating it, send back only the first sheet (pages 1 and 2) for filing.

If you have nothing to report in a particular section, you must write "none" or "n/a" in that section(s).

**NOTE:**

**MULTIPLE FILING UNNECESSARY:**

A candidate who previously filed Form 1 because of another public position must file a copy of his or her Form 1 when qualifying. A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

Facsimiles will not be accepted.

**WHERE TO FILE:**

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.)

State officers or specified state employees file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303.

Candidates file this form together with their qualifying papers.

To determine what category your position falls under, see page 3 of instructions.

**WHEN TO FILE:**

Initially, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment. Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2015.