

# **Greetings Board And Commission Members**

## **Form 700 Overview**

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**This Informational Presentation from the Office Of The City Clerk is intended to further inform and increase Member's compliance with the timely filing of all Statement of Economic Interests Statements. This Overview includes a breakdown of your responsibilities as a required filer commencing before you participate in public meetings, as well as your responsibilities once you separate as a member of this body.**

# Oath of Office

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- **Your first responsibility as a Board / Commission member is to take the Oath of Office. The Oath Of Office is administered by the Office of the City Clerk.**
- **THIS MUST BE COMPLETED BEFORE VOTING/PARTICIPATING IN A MEETING**
  - \*the Office of the City Clerk will create the Form 700 account during the Oath appointment

# Statement of Economic Interests (FPPC Form 700)

- **What is a Form 700?**

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- Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.
- Another name for Form 700 is Statement of Economic Interest

# Statement of Economic Interests (FPPC Form 700)

- The cover page is always required (pictured right), even if you “have nothing to report”.
- Each Section (1-5) should be completed accurately.
- List your Last Name, First Name & Middle
- **Section 1 Agency Name** is City of Oakland; **Division/Board** list the full name of your board/commission (no acronyms).
- **Section 2 Jurisdiction** is City of Oakland
- **Section 3 Type of Statement** depends on the filer’s timeline, see slide 5.
- **Section 4 Schedule Summary** – review each schedule and the corresponding instructions, check the box of the schedule(s) that apply to you and total your pages *OR* check None – No reportable interest
- **Section 5 Verification** – list up to date contact information, date your form and add your wet signature.

**CALIFORNIA FORM 700**  
FAIR POLITICAL PRACTICES COMMISSION

**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**  
*A PUBLIC DOCUMENT*

Date Initial Filing Received \_\_\_\_\_  
 Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms) \_\_\_\_\_

Division, Board, Department, District, if applicable \_\_\_\_\_ Your Position \_\_\_\_\_

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**

State  Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)

Multi-County \_\_\_\_\_  County of \_\_\_\_\_

City of \_\_\_\_\_  Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

**Annual:** The period covered is January 1, 2019, through December 31, 2019.

-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_ through December 31, 2019.

**Assuming Office:** Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_

**Candidate:** Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

**Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one circle.)

The period covered is January 1, 2019, through the date of leaving office.

-or-  The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_ through the date of leaving office.

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

Schedule A-1 - Investments – schedule attached  Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule A-2 - Investments – schedule attached  Schedule D - Income – Gifts – schedule attached

Schedule B - Real Property – schedule attached  Schedule E - Income – Gifts – Travel Payments – schedule attached

-or-  **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
 ( \_\_\_\_\_ )

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

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

Date Signed \_\_\_\_\_ Signature \_\_\_\_\_  
(month, day, year) (File the originally signed paper statement with your filing official.)

Clear Page
Print

FPPC Form 700 - Cover Page (2019/2020)  
 advice@fppc.ca.gov • 866-275-3772 • www.fppc.ca.gov  
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# Statement of Economic Interests (FPPC Form 700)

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- **What Financial Interests Are Involved?**

Financial Interest are disclosed within the applicable schedule(s) listed below

- Schedule A-1 : Investments
- Schedule A-2 : Business Entities/Trusts
- Schedule B : Oakland Rental Property
- Schedule C : Non-governmental salaries
- Schedule D : Gifts from public officials, businesses, vendors, or other contractors
- Schedule E : Travel payments or reimbursements made to you by someone other than your employer

\*see the back of each schedule for specific instructions on that particular schedule.

# Did You Know That There Are Many Different Times You Are Required To File A Form 700?

Types of Statements	Due Date
Assuming Office	Within 30 Days of Assuming Office Date
Annual Statement	April 1st Every Year (excluding weekends and holidays)
Leaving Office*	Within 30 Days of Separation
Amendments	Immediately Upon Discovery Of Error

\*contact the Office of the City Clerk with your Leaving Office Date

# Statement of Economic Interests (FPPC Form 700)

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- **How to File?**

- File an electronic form via NetFile here: <https://netfile.com/filer>  
Please Note: new filers are not able to create their own account. The City Clerk's Office will create the account.
- File a hardcopy with **wet signature**, by visiting <https://www.oaklandca.gov/services/file-a-statement-of-economic-interest-form-700>,

Complete the form and mail or drop off to

City of Oakland  
Office of the City Clerk  
ATTN: SEI  
1 Frank H. Ogawa Plaza  
Oakland, CA 94612

**PLEASE NOTE YOU CANNOT SUBMIT A SCAN OR COPY**

# Statement of Economic Interests (FPPC Form 700)

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- **Enforcement:**

- Late statements are subject to a fine of \$10 per day for each day the statement is late, up to \$100.
- Failing to file can result in referral to the California Fair Political Practices Commission (FPPC), additional fines and possible prosecution.
- Failure to file may be cause for removal of an appointed member



# QUESTIONS

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If you have questions related to Form 700

Please contact Elections Services:

[electionservices@oaklandca.gov](mailto:electionservices@oaklandca.gov)

