

FINANCIAL DISCLOSURE

SUMMARY

All County-elected officials, certain County employees, and appointed members of certain County Boards are subject to financial disclosure requirements as dictated by Florida Statutes 112.3144 and 112.3145, and Section 2-11.1(i) of the Code of Miami-Dade County.

All persons serving in a position that requires the filing of a financial disclosure form for the preceding tax year are required to file for that year. Even if the position is vacated during the filing year, a financial disclosure form for the period served must be filed.

PROCEDURE

The following explains the notification process and availability of forms:

Notification

Department Directors and their Department Personnel Representatives are responsible for indicating which employees in their department are subject to State and/or County financial disclosure requirements. In addition, County employees who are purchasing agents, regardless of the title, who are authorized to approve expenditures exceeding \$35,000, including electronic signature approvals in ADPICS and FAMIS are required to file.

Appointed County board members and individuals who perform quasi-judicial functions such as hearing officers as well as architects, professional engineers, landscape architects, and registered land surveyors performing services for Miami-Dade County pursuant to a contract are also subject to County financial disclosure and must be notified by the appropriate Department Director.

Department Directors and their Departmental Personnel Representatives are responsible for notifying all individuals of their filing requirement. The Elections Department will send periodic email reminders to the departments and the employees subject to financial disclosure with filing instructions and applicable forms.

Individuals are encouraged to file their financial disclosure form as soon as they are notified of their filing requirement. Those individuals who have not filed will receive a hardcopy notification package at home at the end of May with a July 1st deadline. After the deadline, individuals that have not satisfied their financial disclosure filing requirement will receive a follow-up certified package at the end of July.

At the end of the financial disclosure cycle, those individuals that have not fulfilled their state filing requirement will be reported to the State of Florida Commission on Ethics for further handling and issuance of fines as necessary. Alternatively, individuals with a county filing requirement will be reported to the Miami-Dade County Commission on Ethics and Public Trust for further handling and issuance of fines as necessary.

Individuals subject to both State and County financial disclosure need only to meet the State financial disclosure requirement in order to comply with the County requirement as well.

Forms

Information and forms relating to the Financial Disclosure process may be found on the Elections Department website at:

https://www.miamidade.gov/global/service.page?Mduid_service=ser1513200320703181.

The position held determines the required form to be submitted to the Elections Department, the records custodian for these forms.

State Filing Requirement

Individuals with a state filing requirement must file a Form 1 Statement of Financial Interests (the state form). The completed and signed financial disclosure form may be sent via email to financial.disclosures@miamidade.gov so long as it is a legible scanned copy, or by returning it to:

**Miami-Dade County Elections Department
Attn: Financial Disclosure Section
2700 NW 87th Avenue Miami, Florida 33172**

County Filing Requirement

Individuals with a county filing requirement must submit one of the following forms: a Form 1 Statement of Financial Interests (the state form), a Source of Income Statement (the county form), or a copy of their most recent income tax return. The completed and signed financial disclosure form may be sent via email to financial.disclosures@miamidade.gov so long as it is a legible scanned copy, or by returning it to:

**Miami-Dade County Elections Department
Attn: Financial Disclosure Section
2700 NW 87th Avenue Miami, Florida 33172**

For additional information, contact the Elections Department Financial Disclosure and Outside Employment Coordinator at 305-499-8413 or via email at financial.disclosures@miamidade.gov.

CONTACT(S):

Department/Division

Elections Department/Financial Disclosure and Outside Employment Coordinator