

## FILING DEADLINES

Annual Filing Deadlines	
January 31 <sup>st</sup>	Database Distribution
No Later than the Last Week in February	Annual Notification Letter Sent to Program Filing Official
No Later than February 28 <sup>th</sup>	Annual Notification Letter Sent to <b>ALL</b> Staff and Board Members
Seven (7) working days <b>prior</b> to Final Filing Date	Form 700s Due to Board Liaison
Five (5) working days <b>prior</b> to the Final Filing Date.	Form 700 Due to Program Filing Official
<b>April 1<sup>st</sup> or the next business day thereafter</b>	<b>Form 700 FINAL FILING DATE</b>
No Later than the 3 <sup>rd</sup> week in April	Non-filer Management (email and phone)
May 1 <sup>st</sup>	Non-filer Notification Email Sent to Filing Officer
30 Days after the Due Date	Reminder Email Sent to Non-filers
60-120 Days After Final Filing Date	First Late Notice Sent to Non-filer
30-60 Days After First Late Notice	Second Late Notice Sent to Non-filer
10 Days After Second Late Notice	Non-filers are reported to the Legal Office and/or Fair Political Practices Commission.
Other Deadlines	
30 days after assuming office	Assuming Office Form 700
30 days after leaving office	Leaving Office Form 700
30 days after assuming office or 10 days after appointment	Newly created board members not covered by a conflict-of-interest code.
30 days after assuming office (30 days after appointment)	Other Appointed Positions (including those held by newly-hired employees) that <u>are or will be designated</u> in a conflict-of-interest code.
30 days after the effective date of the code or code amendment	Positions newly added to a new or amended conflict-of-interest code.
30 days after the effective date of the code or code amendment	Positions newly added to a new or amended conflict-of-interest code.