



FINANCIAL DISCLOSURE REVIEW REPORT (FDRR) QUICK GUIDE

WHAT TO SEND

- **FDRR:** A true, accurate and complete Financial Disclosure Review Report using the template provided in the email sent from BEGA containing the **AGENCY HEAD MEMO & RELEVANT DOCUMENTS**
 - Ethics Counselors should not alter the FDRR template
- **Report Attachments:** Submit attachments with the FDRR if they are unable to fit all relevant information into the FDRR template
- **CFDS Forms:** Ethics Counselors **MUST** submit all CFDS forms flagged in the FDRR to BEGA
- **FDRR Amendments:** Submit any updates to the FDRR, as required

WHEN TO SEND

- **JUNE 1ST:** Submit Financial Disclosure Review Reports to BEGA (See DPM § 1810.9)
- **Ongoing Basis:** Submit any Amendments to the initial FDRR as necessary and required
 - If the June 1st deadline falls on a weekend or holiday, the deadline is tolled to the following business day

HOW TO SEND

- All FDRRs and Amended FDRRs should be emailed to the BEGA FDS Inbox (beqa-fds@dc.gov)
- For Amended FDRRs
 - In the subject line of the email write the year, the agency's acronym, and the phrase "FDRR Amendment," (e.g., "2022 BEGA FDRR Amendment")
 - In the body of the email note the changes made to the FDRR.
 - Attach the updated FDRR (but do not attach the old FDRR).
 - Mark the email "High Importance" and request a receipt