



Financial Disclosure Checklist for Agencies

❑ RESPOND TO BEGA'S YEARLY PRE-SEASON CHECK IN

Between January and February BEGA will reach out to confirm the agency's Ethics Counselor and Financial Disclosure contact. Please respond promptly to our email.

❑ REVIEW THE AGENCY HEAD MEMO

In February BEGA will send the "Agency Head Memo" and attachments to all Ethics Counselors, agency heads and Financial Disclosure contacts. Please review the email, memo and attachments in their entirety.

❑ ATTEND ETHICS COUNSELOR TRAINING

BEGA will administer Ethics Counselor training every February. Please attend at least one session as there may be changes to the program.

❑ COMPILE AND SEND FILER LISTS

Please compile and submit two filer lists to BEGA using the Excel templates provided with the "Agency Head Memo." Both lists should be submitted by email to bega-fds@dc.gov on or before March 1st each year.

❑ DRAFT AND SEND A FILER NOTICE TO CONFIDENTIAL FILERS

BEGA does not send notice to your agency's confidential filers. It is your responsibility to notify your agency's confidential filers of their filing requirement on or before April 15th of each year. BEGA will attach a template with suggested language for the "Agency Head Memo".

❑ SEND NONCOMPLIANT FILERS AT LEAST ONE WARNING NOTICE

Please send at least one warning notice to all confidential filers who fail to file their Confidential Financial Disclosure Statement on or before May 15th.

❑ COMPLETE THE CONFIDENTIAL FILER REVIEW REPORT

Please complete and submit the Confidential Filer Review Report ("CFRR") on or before June 1st. All CFRRs should be emailed to bega-fds@dc.gov.

❑ KEEP RECORDS

Please maintain records for each FDS season. The Ethics Act requires FDS records to be maintained for at least five (5) years. Additionally, a successor should have your records for reference, should you leave the Ethics Counselor role.