

# THE IAC BULLETIN

Updates from the Office of Internal Controls and Audit Compliance

## What is Financial Disclosure?

Per the Maryland State Ethics Commission, a Financial Disclosure is the filing of a form, usually on an annual basis, disclosing certain financial interests that may relate to the conflict of interest provisions defined by Maryland Code General Provisions §§5-601 - 5-611.

## Who is Required to File?

Members of Executive Branch boards and commissions, all State elected officials, candidates for State office, members of the General Assembly, and certain employees who are designated as public officials under standards set in the Public Ethics Law. Also, individuals involved in the procurement process, including those who can commit the State to spend more than \$10,000 in a year, regardless of grade, qualify as financial disclosure filers.

## What is a Public Official?

The Ethics Commission may define someone as a "public official" if the person:

- Receives compensation at a rate equivalent to at least State grade level 16, or is appointed to a board, if the Ethics Commission determines that the individual has decision-making authority or acts as a principal advisor to one with authority in making State policy or in exercising quasi-judicial, regulatory, licensing, inspecting, or auditing functions
- Works in an executive unit and has decision-making authority or acts as a principal advisor to one with authority in drafting specifications for, negotiating, or executing contracts that commit the State or an executive unit to spend more than \$10,000 in a year.
- Works as a full-time contractual employee for at least 6 months, is paid at a rate at least equivalent to State grade level 16, and who has decision-making authority, act as principal advisor to an individual with decision-making authority, or exercise quasi-judicial, regulatory, licensing, inspecting, or auditing functions

## FINANCIAL DISCLOSURE FILING IS NOW OPEN!

The Maryland State Ethics Commission's Financial Disclosure Statement (FDS) filing period for Calendar Year 2021 (January 1-December 31, 2021) is open to current filers through April 30, 2022.

Submit filings via the Financial Disclosure Filing System.

## Questions?

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## Filing Instructions

Financial Disclosure Statements (FDS) are filed through the Ethics Commission's electronic Financial Disclosure Filing System and cover the previous calendar year. Current filers must file annually between January 1 and April 30.

- MDH's Financial Disclosure Coordinator must submit a request to the Ethics Commission before an employee can access the Financial Disclosure Filing System.

Employees who do not currently file an FDS, but fit the filing criteria, should:

- Submit an accurate copy of their MS-22 (job description) to the Coordinator for preliminary review. The MS-22 must include the employee's name, PIN, accurate job duties, and all required signatures.
- Await confirmation from the Coordinator before completing an FDS. The Coordinator will provide detailed instructions, including a link to the disclosure system.
- Complete the FDS within 30 days of receiving confirmation.
- Complete 2 hours of Ethics training within 6 months of receiving confirmation.

Read more on our website:

<https://health.maryland.gov/iac/Pages/financial-disclosure.aspx>