**Annual Financial Disclosure Form**

**Village of Ballston Spa**

Per Village Code §27-19, all Village of Ballston Spa officers and department heads shall file with the Village Clerk a financial disclosure statement within 45 days after taking office and no later than May 30 of each year thereafter. Such disclosure will cover the twelve-month period prior to the date of filing. Within 30 days of any material change in information contained in their most recently filed statement, the officer or employee shall file a signed amendment to the statement reflecting such change. Disclosure statements shall be maintained for a minimum period of seven years from the date of filing.

Any person or news media desiring to review the disclosure statement can submit a request pursuant to the Freedom of Information Law. Any officer or employee whose disclosure statement has been inspected or copied shall be notified of the identity of the person(s) who or organization(s) which requested to view or to copy such statement.

**Definition of Family Member**: A parent, stepparent, sibling, stepsibling, spouse, child (including children of spouse or domestic partner), stepchild, household member, or domestic partner of a municipal officer or employee and individuals having any of these relationships to the spouse of the officer or employee.

**Matters to be disclosed on the financial disclosure form:**

**The officer or employee’s name and title or role:**

**Home address:**

**Office phone number:**

**Office email:**

1. List any occupations, trade, business, or profession presently engaged in by you or your spouse (presently or during the past 12 months) which does business or has any matter pending with or is licensed or regulated by a Village Agency or Department.

2. The name, address and phone number of any **partnership, unincorporated association or other unincorporated business** of which you or your family member is an officer, employee, or partner and has a proprietary interest with the partnership, association or business and such entity has engaged in business dealings with the Village within the past 12 months or is anticipated to have any business dealings with the Village.

3. The name, address and phone number of any **corporation** of which you or your family member is an officer or director or employee, or in which you or family member legally or beneficially owns or controls more than 5% of the outstanding stock, and any such entity that has engaged in business dealings with the Village within the past 12 months, or is anticipated to have any business dealings with the Village, and your or your family member’s position, if any, with the corporation.

4. List all sources of income received by the officer/employee or the officer/employee’s family member from entities doing business with the Village at present or during the prior twelve months’ period, or which the officer/employee anticipates will engage in business with the Village in the future. Include name and address of such entities.

5. The name, address, relationship, title and department of each family member who is an officer or employee of the Village of Ballston Spa.

**6. For Officers only**: The family member, their relationship, address, and type of interest, control or ownership of any real property within the Village in which the Village officer or family member has an ownership or other financial interest.

**7.** **For Officers only:** Any official leadership position the officer currently holds in any political party, political committee or political organization.

I attest that I have personally completed the Annual Financial Disclosure Form, and that the information I have provided is true and complete.

**Signature Date**