

**STATEMENT OF FINANCIAL INTERESTS FACT SHEET**  
**Municipal Ordinance Chapter 2.118**

**1. WHO MUST FILE?**

On or before April 30<sup>th</sup> of each year the Cambridge Election Commission receives from the City Manager a certified list of names of all municipal officials specified in the ordinance who must file a Statement of Financial Interests form with the Election Commission.

In addition, all candidates for City Council and School Committee must file.

*Note:* Where "family" appears in the ordinance and /or on the Statement of Financial Interests form, it includes persons who are officially recognized as "domestic partners" by the City, i.e. who have registered at City Hall.

**2. WHAT ARE THE DEADLINES FOR FILING?**

**Municipal officials** must file on or before June 1 of each year, providing information concerning the preceding calendar year. Newly appointed officials must file by June 1 or within 30 days of their appointment, whichever is later. Departing officials must file by June 1 of the year following their departure unless they served fewer than 30 days during their last year.

**Candidates** must file on or before the date that nomination papers are due to be filed with the Election Commission, providing information concerning the preceding calendar year. Sticker or write-in candidates must file no later than 15 days prior to Election Day.

**3. WHAT IS THE FILING PROCEDURE?**

**Filing may be submitted in hard copy or electronically.**

**For information on how to file on-line, please refer to the enclosed instructions.**

- a) The required form is provided by the Election Commission.
- b) Upon filing, the reporting person will be given a receipted copy of the form verifying the filing.
- c) Each completed form will be inspected by the Election Commission for any deficiencies. A list of delinquent and deficient filers will be compiled by the Commission.
- d) Delinquent and deficient filers will be notified in writing. They must correct the problem, or they may be subject to fines and be reported to the Attorney General and the Middlesex District Attorney.

**4. MUST FILERS FILL IN ALL THE BLANKS ON THE STATEMENT OF FINANCIAL INTERESTS FORM FOR THE FORM TO BE DEEMED COMPLETE?**

Yes. If a question does not apply, the filer should indicate this by checking "not applicable" on the form. Leaving a question blank is not a sufficient response.

**5. WHO HAS ACCESS TO THE COMPLETED FORMS?**

These statements are public record and may be inspected at the Election Commission office upon request. Statements will be held for six years from the date of receipt.