

Chapter 390-24 WAC
((FORMS FOR)) REPORTS OF FINANCIAL AFFAIRS

AMENDATORY SECTION (Amending WSR 17-22-071, filed 10/27/17, effective 11/27/17)

WAC 390-24-010 ((Forms)) Submissions for statement of financial affairs. The official ((form for)) statement((s)) of financial affairs as required by RCW 42.17A.700 is designated "F-1." ((Copies of this form are)) The electronic filing application is available on the commission's web site, www.pdc.wa.gov, and at the Commission Office, Olympia, Washington. If submitted by hard copy, any paper attachments must be on 8-1/2" x 11" white paper.

AMENDATORY SECTION (Amending WSR 17-22-071, filed 10/27/17, effective 11/27/17)

WAC 390-24-020 ((Forms for)) Amending the statement of financial affairs. (1) The official ((form)) electronic filing application for amending statements of financial affairs as required by RCW 42.17A.700 for all persons who have previously filed the ((Form)) F-1 is designated ((Form)) "F-1A."

(2) ~~((No more than three F-1A forms may be filed to amend a previously submitted statement of financial affairs (Form F-1). The form can))~~ A request for amending the F-1 in order to update information may be submitted once per year for up to three years, after which point a new F-1 filing must be made. The F-1A may be used only to update information required on an F-1.

(3) The commission reserves the right to reject ((amendatory forms)) the use of an F-1A to update information and instead require a new ((statement of financial affairs (Form)) F-1((+))) at any time the amendments are confusing or create misunderstandings. Authority is delegated to the commission's executive director to make this determination.

(4) Copies of ((Form)) the F-1A electronic filing application as well as hard copies are available on the commission's web site, www.pdc.wa.gov and at the Commission Office, Olympia, Washington. Any paper attachments must be on 8-1/2" x 11" white paper.

AMENDATORY SECTION (Amending WSR 12-03-002, filed 1/4/12, effective 2/4/12)

WAC 390-24-025 Time for filing statement of financial affairs. It shall be the policy of the ((public disclosure)) commission to construe the filing requirements of RCW 42.17A.700 for elected officials in the following manner: It is the interpretation of the commission that:

(1) Any person holding elected public office, except as exempted by the terms of RCW 42.17A.700, and any appointed official and professional staff member listed or referenced in RCW 42.17A.700, and any appointed official required to comply with the reporting requirements of RCW 42.17A.700 by any other statute ((is)) are required to file the ((statement of financial affairs if such person holds such public office between January 1 and April 15 of any year. Such report shall be for the preceding calendar year.

~~(2) Any local elected official whose term of office expires immediately after December 31 shall file a statement of financial affairs for the calendar year which ended on that date.~~

~~(3) Any local elected official who resigns his public office prior to the completion of his current term of office shall file a statement of financial affairs covering that portion of the year that he was in office)) F-1 for each partial or full calendar year that such person has served.~~

(a) For any officer or official who leaves public office prior to January 1st, the F-1 shall cover only the portion of the previous year that such person was in office.

(b) For any officer or official appointed to office between January through November, the F-1 filed at the time of appointment shall cover the immediately preceding twelve-month period. For any officer or official appointed to office in December, the F-1 filed at the time of appointment shall cover the preceding twelve-month period ending December 31st of the same year.

(2) Any person required to file an F-1 must electronically file the F-1 with the commission under the relevant periods as follows:

(a) Between January 1st and April 15th of each year immediately following the year, or portion of the year served;

(b) As alternative to (a) of this subsection, within sixty days of leaving public office, for any officer or official who leaves office before January 1st of the following year; or

(c) Within two weeks of appointment for any person appointed to a vacancy in office during the months of January through November, or between January 1st and January 15th for any person appointed to a vacancy in December.

AMENDATORY SECTION (Amending WSR 13-11-009, filed 5/2/13, effective 6/2/13)

WAC 390-24-160 Definition—Professional staff member. (1) A professional staff member of the office of the governor and of the legislature includes all individuals retained on a full or part-time basis whose primary responsibilities require the exercise of judgment and discretion in policy related matters((7)) including, but not limited to, such individuals who are involved in the development of legislation. A professional staff member does not include individuals retained primarily for clerical, ministerial, or internal accounting and bookkeeping purposes.

(2) The commission needs a complete and accurate list of professional staff members of the governor, the senate, and the house of representatives, in order to properly and fairly administer the personal financial affairs disclosure requirements applicable to execu-

tive state officers as defined in RCW 42.17A.705. Each December, the executive director shall ask the governor, the secretary of the senate, and the clerk of the house to provide the commission by January 15th, the names and positions of the professional staff members meeting the criteria set forth in subsection (1) of this section, who are expected to be retained during the ensuing year, and to provide periodic updates throughout the year as necessary to reflect changes in professional staff. (~~The executive director will present to the commission the lists of professional staff members received from the governor, senate, and house of representatives and post the lists on the commission's web site.~~)

AMENDATORY SECTION (Amending WSR 12-03-002, filed 1/4/12, effective 2/4/12)

WAC 390-24-200 Descriptions of real property. (1) For the purposes of reporting real property as required by RCW 42.17A.710 (1)(h) through (k), the filer shall list the street address of each parcel, the assessor's parcel number, the abbreviated legal description appearing on property tax statements, or the complete legal description. (~~(2)~~) Each property description shall be followed by the name of the county in which the property is located.

(2) Pursuant to RCW 42.17A.710(2), a judge, prosecutor, sheriff, or their immediate family member who is required under RCW 42.17A.710 (1)(h) through (k) to disclose the personal residence of the judge, prosecutor, or sheriff, may satisfy that reporting requirement by reporting:

(a) The city or town; and

(b) The type of residence, such as a single-family or multifamily residence, and the nature of ownership.

AMENDATORY SECTION (Amending WSR 86-08-030, filed 3/26/86)

WAC 390-24-205 (~~Report of~~) Reporting on compensation received for legislation prepared, promoted or opposed, for the statement of financial affairs (F-1). (1) Pursuant to RCW (~~42.17.241~~ ~~[42.17A.710]~~) 42.17A.710 (1)(e), as part of the F-1, an official must provide (~~in each report required by that subsection~~):

(a) The name of each governmental entity of which the official is an officer or employee(~~(7)~~);

(b) A statement of each subject area on which the reporting official has prepared, promoted or opposed any legislation, rule, rate or standard for such entity(~~(7)~~);

(c) The compensation received or promised for said service; and(~~(7)~~)

(d) All other persons for whom such services have been performed for current or deferred compensation, together with an itemization of such actual or proposed legislation, rules, rates and standards, and the amount of compensation paid or promised for the service.

(2) A person need not report the information described in subsection (1)(a), (b), and (c) of this section as to any entity of which such person is an elected official.

NEW SECTION

WAC 390-24-211 Reporting on public or private office held for the statement of financial affairs (F-1). An elected official or executive state officer is not required to report the office, directorship, or position held in a public or private office for service on a governmental board, commission, association, or functional equivalent, when such service is part of the elected official's or executive state officer's official duties.

AMENDATORY SECTION (Amending WSR 15-01-066, filed 12/11/14, effective 1/11/15)

WAC 390-24-301 Changes in dollar amounts of reporting thresholds and code values for the statement of financial affairs (F-1). Pursuant to the commission's authority in RCW 42.17A.125(~~(+2)~~) to revise the monetary reporting thresholds and code values found in chapter 42.17A RCW to reflect changes in economic conditions, the following revisions are made:

Statutory Section	Subject Matter	Amount Enacted or Last Revised	Revision Effective January 12, 2015
.710 (1)(b)	Bank Accounts	\$20,000	\$24,000
.710 (1)(b)	Other Intangibles	\$2,000	\$2,400
.710 (1)(c)	Creditors	\$2,000	\$2,400
.710 (1)(f)	Compensation	\$2,000	\$2,400
.710 (1)(g)(ii)	Compensation to Business Entity	\$10,000	\$12,000
.710 (1)(g)	Bank Interest Paid	\$2,400	\$2,900
.710 (1)(h)	Real Property-Acquired	\$10,000	\$12,000
.710 (1)(i)	Real Property-Divested	\$10,000	\$12,000
.710 (1)(j)	Real Property-Held	\$10,000	\$12,000
.710 (1)(k)	Real Property-Business	\$20,000	\$24,000
.710 (1)(l)	Food and Beverages	\$50	
.710 (2)	Dollar Code A	Up to (\$3,999) <u>\$4,449</u>	Up to (\$4,499) <u>\$29,999</u>
	Dollar Code B	(\$4,000-\$19,999) <u>\$4,500-\$23,999</u>	(\$4,500-\$23,999) <u>\$30,000-\$59,999</u>
	Dollar Code C	(\$20,000-\$39,999) <u>\$24,000-\$47,999</u>	(\$24,000-\$47,999) <u>\$60,000-\$99,999</u>
	Dollar Code D	(\$40,000-\$99,999) <u>\$48,000-\$119,999</u>	(\$48,000-\$119,999) <u>\$100,000-\$199,999</u>
	Dollar Code E	(\$100,000) <u>\$120,000 and up</u>	(\$120,000 and up) <u>\$200,000-\$499,999</u>
	<u>Dollar Code F</u>		<u>\$500,000-\$749,999</u>
	<u>Dollar Code G</u>		<u>\$750,000-\$999,999</u>

Statutory Section	Subject Matter	Amount Enacted or Last Revised	Revision Effective January 12, 2015
	<u>Dollar Code H</u>		<u>\$1,000,000 or more</u>

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 390-24-032	Definition—Nonreimbursed public office related expense.
WAC 390-24-105	Definition—Written sworn statement.