



**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

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VIA EMAIL

To: University System Presidents
cc: Chief Business Officers
From: Daryl Griswold *DG*
Assistant Vice Chancellor for Legal Affairs
Date: January 7, 2016
Re: State Business Transactions Disclosure Reports

Georgia law requires that all public officials and employees disclose all business transactions occurring during the previous calendar year that the public official or employee has transacted with the State of Georgia and any agency of the State of Georgia for himself/herself or on behalf of any business, or any business in which the public official or employee any member of his/her family has a substantial interest. The State Business Transactions Disclosure Reports for transaction occurring in calendar year 2015 are due on or before January 31, 2016.

The report is now required to be filed electronically with the Georgia Government Transparency and Campaign Finance Commission at its website located at www.ethics.ga.gov. Please see the attached document further explaining the filing procedure.

This memorandum should be distributed to employees of your institution so that they may make the appropriate disclosures. Employees should be informed that if they have no business transactions to report, then it is not necessary to complete and file the State Business Transaction Disclosure Report.

I appreciate your assistance in ensuring that all University System employees are made aware of their responsibility to comply with this law. If you have any questions about this matter, please contact the Office of Legal Affairs.

Attachment

BOARDS, AUTHORITIES and COMMISSIONS

1. **WHAT TO FILE:**
 - a. As of 2011, the Executive Director and members of each state Board, Commission, or Authority are no longer required to file a Personal Financial Disclosure Statement (PFDS) with the Commission.
 - b. **INSTEAD**, the Executive Director and members of each state Board, Commission, or Authority **MUST FILE AN AFFIDAVIT** stating that HE/SHE “took no action in the previous calendar year that had a material effect on each board member’s private financial or business interests.” (Affidavit)
2. **WHEN TO FILE:**
 - a. For existing members – Affidavit is due by 1/31 each year and covers the preceding year
 - b. New members must file Affidavit by 1/31 of first year in office
3. **HOW TO FILE:**
 - a. Statements must be filed electronically. In order to file electronically, members must first complete the Financial Disclosure Statements PIN application form available at www.ethics.ga.gov at the following address:
<http://media.ethics.ga.gov/Commission/2011Forms/23/PFDPIN.pdf>
 - i. This application must be printed out, completed, and notarized
 - ii. Submit the original to the Commission via mail or in person at 200 Piedmont Avenue, Suite 1402 – West Tower, Atlanta, GA 30334
 - b. Once the PIN application has been submitted and processed, the Members will receive a filer ID and password via email that will allow them to log into the Commission Personal Financial Disclosure Statement System.
 - c. Members must log into the system and complete the Affidavit online (to access the Affidavit, log in, then click on the drop-down box under Personal Financial Disclosure
 - d. After completing the Affidavit, Members will receive an email confirmation that their reports have been submitted.
4. **When applicable: State Business Transaction Report**
 - a. Section 45-10-26 of the Georgia Code Annotated requires all public officials and state employees to disclose all business transactions with the State of Georgia or any state agency where such transactions were made on behalf of the individual or the business of such public official or employee or any member of her family has a substantial interest.
 - b. For instructions on who must file and what must be reported, please see the form and instructions, which can be found on the Commission website at the following address:
<http://ethics.ga.gov/wp-content/uploads/2011/06/State-Business-Transaction-Disclosure-Report-instructions-final-6.7.11.pdf>
 - c. Failure to disclose such business transactions by the state employee or public official may lead to substantial fines, restitution of profits received or removal from office or employment.