

## Personal Financial Disclosure – School Board Members

The Missouri Ethics Commission requires all board members to submit an annual Personal Financial Disclosure Statement. If a person serves on a school board (including ours) for any length of time, they are required to submit a PFD statement for the prior year. They are due by May 1<sup>st</sup> for the preceding year and, if not filed, fines of \$10/day/board member will be imposed.

For our 2016 board members, all seven are required to file this month for 2015. Fines have been waived provided everyone submits quickly.

Once the calendar turns to 2017, everyone will be required to file a separate disclosure for 2016.

### Steps:

1. Visit [www.mec.mo.gov](http://www.mec.mo.gov)
2. Click "Login" in the top right
3. If you already have login credentials, enter them.

If you do not have login credentials, click "PFD E-Filer Account Request"

In the "Political Subdivision" field, enter "Citizens of the World Charter Schools – Kansas City".

In the "Position/Office Seeking" field either enter your Board Position, or "Board Member".

Click "no" to the "Are you a Candidate" question.

4. Once you have been given credentials, log in and completely fill out and submit the form.
5. [Important] Please email Ryan Brennan ([ryan.brennan@cwckansascity.org](mailto:ryan.brennan@cwckansascity.org)) with a confirmation that you have submitted your PFD (and attach a copy, if possible)

### Deadlines:

1. The 2015 PFD Statement should be submitted by November 30, 2016
2. The 2016 PFD Statement should be submitted between January 1 – April 30, 2017.