

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2026-02
Title:	Board Procedures for Form 700 Compliance	

1. PURPOSE

The Board of Directors shall ensure compliance with the Political Reform Act by establishing procedures to identify all designated filers, monitor filing deadlines, verify timely submission of Statements of Economic Interests (Form 700), and report compliance to the Board annually. The General Manager or designated Filing Officer shall maintain records of all required filings, provide required notices and reminders, follow up on delinquent filings, and ensure that all statements are maintained and disclosed in accordance with applicable law and FPPC regulations.

2. SCOPE

This Policy applies to:

- All members of the Board of Directors;
- The General Manager; and
- All other designated employees as defined in the District's Conflict of Interest Code (District Code Chapter 3) who are subject to filing a Statement of Economic Interests (Form 700).

1. 3. Annual Review of Filers

- Annually review and approve the agency's Conflict of Interest Code and the list of designated positions required to file Form 700.
- Verify that all newly created or modified positions are evaluated for filing requirements.

2. Designation of a Filing Officer

- Designate the General Manager, Board Secretary, or another responsible employee as the Filing Officer.
- Assign responsibility for maintaining records, distributing forms, monitoring deadlines, and retaining filings.

3. Maintain a Current Filer Roster

- Maintain an up-to-date list of all officials and employees required to file, including:
 - Board members
 - Designated employees
 - Consultants required by the Conflict of Interest Code

4. Provide Timely Notifications

- Notify all required filers of filing deadlines:
 - Assuming Office

- Annual Statements
 - Leaving Office
- Send reminder notices before each deadline.
- 5. Track Compliance
 - Maintain a tracking log documenting:
 - Date forms were distributed
 - Due date
 - Date received
 - Whether the filing was complete
 - Any amendments submitted
- 6. Follow Up on Delinquent Filers
 - Promptly notify individuals who fail to file by the deadline.
 - Document all reminder notices.
 - Refer unresolved delinquencies to the FPPC when required by law.
- 7. Board Reporting
 - At least annually, provide the Board with a compliance report identifying:
 - Number of required filers
 - Number of statements received
 - Outstanding or delinquent filings
 - Corrective actions taken
- 8. Records Management
 - Maintain Form 700 filings as public records in accordance with state law.
 - Retain records for the period required by the FPPC and make them available for public inspection upon request.
- 9. Training
 - Ensure that newly elected and appointed officials receive information regarding Form 700 filing requirements and applicable ethics laws.
 - Encourage periodic ethics training for designated employees and board members.
- 10. Annual Internal Review
 - Conduct an annual review of filing procedures to identify deficiencies and implement improvements.

**Approved by Rancho Murieta Community Services District
Board of Directors**

**Adopted
06/15/2026**