



Ethics, Organization, & Personnel Committee

# Form 700 Annual Disclosure Training

Item 6b

March 11, 2024

Item # 6b  
Form 700  
Annual  
Disclosure  
Training

## Subject

Provide training information to directors about financial disclosure requirements

## Purpose

Information

# *Top 10 Mistakes on Form 700*

## Mistake #10

*Asking a personal assistant to complete the form*

# Mistake #9

*Using pen and paper*

# Mistake #8

*Disclosing home mortgages*

## Mistake #7

*Revealing personal home address,  
phone, or email*

## Mistake #6

*Listing every stock trade*



## Mistake #5

*Leaving out spouse's employer*

## Mistake #4

*Reporting an asset or income on the wrong Schedule*

## Mistake #3

*Not reporting a gift*

## Mistake #2

*Misreporting an investment or real property of a business you own*

# Mistake #1

*Misreporting a source of income to a business you own*

