

Town of Canaan, New York
Statement of Financial and Other Interests
Information Sheet

The Town of Canaan and the Canaan Ethics Board would like to help individuals understand the need to complete the attached Financial Disclosure statement. Those who serve the Town of Canaan recognize the fact that they daily represent the community by their actions. By extension with the completion of a financial statement they are further indicating to the community a responsibility to be above reproach in their financial affairs. Furthermore, we wish to note that in the event of any future financial conflict or question, the individual is protected in a process conducted by the Ethics Board in which such conflict or question can be resolved in part by referring to the financial form. Moreover: a) When the attached statement is completed it will fulfill a New York State requirement expected of all compensated employees and uncompensated Canaan board members. b) With the annual completion of the financial statement the signer will be reminded of the need to avoid financial conflicts of interest in fact or in appearance.

The completed statement should be placed in an envelope, sealed and the name of the signer placed on the outside of the envelope. The sealed envelope may be given to the Town Clerk, acting as agent for the Ethics Board, who will then transfer the envelope to the Ethics Board Chairperson, or the sealed envelope may be mailed to the Town Clerk, Attention of the Ethics Board Chairperson. All such sealed envelopes will be placed in a locked container by the Ethics Board Chairperson or the Town Clerk. In subsequent years the form does not need to be refiled, but the previous sealed envelope must be signed and dated in person, if there are no changes. This locked container will be kept in the Canaan Town safe in the Town Hall and only the Ethics Board Chairperson and the Town Clerk will have the key with which to open it. All Financial Disclosure Statements will be held for seven (7) years even if the individual leaves the position prior to the seven year period. After seven years the envelopes will be returned to the filers directly.

Should there be a complaint of a conflict of interest, in fact or in appearance, the sealed envelope and enclosed financial statement will be opened by the Ethics Board in the presence of the signer who completed the financial statement. At such time the Ethics Board will be able to review the document in order to enlighten and assist the Ethics Board to fairly adjudicate the situation. A false statement on the Canaan Financial Disclosure form may be grounds for dismissal or other serious judgment.

The following Town officials will be required to complete, or sign an already existing, annual Financial Disclosure Statement on or after December 15th and before the following January 15th in each year.

- a) The Town Supervisor
- b) Town Board members
- c) Town Superintendent and Clerk of Highways
- d) Town Clerk
- e) Tax Collector
- f) Town Tax Assessor
- g) Zoning Enforcement Officer
- h) Board of Assessment Review Members
- i) Members of the Planning Board and the Secretary
- j) Members of the Zoning Board of Appeals and the Secretary
- k) Ethics Board Members

All others who serve the town and who at their discretion wish to complete a Financial Disclosure Statement in order to avoid a perceived or real conflict of interest, may complete this form and submit it, following the steps above.

A copy of the Financial Disclosure Statement form can be found at the Town Clerk's office or on the Town of Canaan's website.