



Baltimore City Ethics Board
100 N. Holliday Street, Suite 635
Baltimore, MD 21202
410-396-7986
ethics@baltimorecity.gov

**Governmental/Charitable Gift Solicitation Waiver – Activity Report
Directions and General Information**

Note: *Bold-italicized terms* are defined at the end of these directions.

I. Who Must Report

Periodic activity reports must be filed by the *sponsoring agency* that obtained approval from the Ethics Board to solicit donations for the benefit of a governmental or charitable function, program, or activity.

II. When and Where to Report

Activity reports must be filed with the Ethics Board at the mailing address or electronic address listed above, as follows:

1. Interim Reports must be filed on the following schedule, depending on the aggregate value of donations sought by the campaign:
 - a. For campaigns seeking \$50,000 or more in donations, once every 3 months;
 - b. For campaigns seeking between \$5,000 and \$50,000, once every 6 months; and
 - c. For campaigns seeking less than \$5,000, only the Final, Cumulative Report is required.
2. A Final, Cumulative Report must be filed within 30 days after all solicitations have been made and anticipated donations received.

III. General Guidelines

Activity reports must be completed in their entirety and must be signed as accurate by the *sponsoring agency* and *fiscal sponsor*. The data provided in the report must be in a form consistent with generally accepted standards in the practice of accounting.¹

¹ You may review Governmental Accounting Standards on the Governmental Accounting Standards Board's website, accessible here: <https://gars.gasb.org/>. For free access, choose "Basic View."

Definition of Terms

All defined terms are indicated by *bold italics*.

“Agency”/ “City agency”.

- (a) *General*. “Agency” or “City agency” means any department, board, commission, council, authority, committee, office, or other unit of City government.
- (b) *Inclusions*. “Agency” or “City agency” includes:
- (1) Baltimore City Parking Authority.
 - (2) Baltimore Development Corporation.
 - (3) Baltimore Police Department.
 - (4) Board of Liquor License Commissioners for Baltimore City.
 - (5) Civilian Review Board of Baltimore City.
 - (6) Enoch Pratt Free Library of Baltimore City.
 - (7) Housing Authority of Baltimore City.
 - (8) Local Development Council, South Baltimore Video Lottery Terminal.
 - (9) Pimlico Community Development Authority.
 - (10) Any individual not embraced in a unit of City government who exercises authority comparable to that of the head of a unit of City government.

“Controlled donor”.

“Controlled donor” means any *person* that:

- (1) does or seeks to do business of any kind, regardless of amount:
 - (i) with an *agency*; or
 - (ii) with another *person* in connection with or in furtherance of that other *person’s* contract with an *agency*;
- (2) engages in an activity that is regulated or controlled by an *agency*;
- (3) is a lobbyist with respect to matters within the jurisdiction of an *agency*;

- (4) has a financial interest that might be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of an *agency*; or
- (5) is an owner, partner, officer, director, trustee, employee, or agent of any *person* described in items (1) through (4).

“Fiscal Sponsor”

“Fiscal sponsor” means the person who is responsible for the custody, accounting, and distribution of donations.

“Person”.

“Person” means:

- (1) an individual;
- (2) a partnership, firm, association, corporation, or other entity of any kind;
- (3) a receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind; and
- (4) except as used in the City Code, Article 8, Subtitle 9, for the imposition of criminal penalties, a governmental entity or an instrumentality or unit of a governmental entity.

“Sponsoring agency”.

“Sponsoring agency” means:

- (1) the City *agency* that, under the City Code, Article 8, § 6-26(b) and R 06.26, seeks to conduct a solicitation for an official governmental program or activity or for a charitable function or activity; or
- (2) if more than one City *agency* is involved, the *agency* designated to coordinate the solicitation.



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Governmental/Charitable Gift Solicitation Waiver – Activity Report

Name of Benefitted Program/Charity: _____

Reporting Period: _____, 20____ through _____, 20____

Part I. Type of Report

- _____ Interim Report on Ongoing Activity
- _____ Final, Cumulative Report for Completed Activity

Part II. Changes in Registration Information

II-A. *Sponsoring Agency*

Has there been any change in the information previously given in Part A of the Application for Approval?

_____ No _____ Yes

If yes, please explain:

II-B. *Purpose of Solicitation*

Has there been any change in the information previously given in Part B of the Application for Approval?

_____ No _____ Yes

If yes, please explain:

II-C. City Endorsement

Has there been any change in the information previously given in Part C of the Application for Approval?

_____ No _____ Yes

If yes, please explain:

II-D. When and How Solicitation Conducted

Has there been any change in the information previously given in Part D of the Application for Approval?

_____ No _____ Yes

If yes, please explain:

II-E. Person Responsible for Custody, Accounting, and Distribution of Donations

Has there been any change in the information previously given in Part E of the Application for Approval?

_____ No _____ Yes

