

## **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.<sup>1</sup>

<sup>&</sup>lt;sup>1</sup> 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 or	Ongoing Activity			
	Final, Cumulative	e Report for Comple	eted Activ	ity	
Part	II. Changes in Regis	stration Informatio	n		
II-A	. Sponsoring Age	ncy			
	Has there been any Approval?	change in the infor	mation p	reviously given in	Part A of the Application for
	No	Yes			
	If yes, please explain	1:			
II-B	. Purpose of Solid	itation			
	Has there been any Approval?	change in the infor	rmation p	reviously given in	Part B of the Application for
	No	Yes			

	ase explain:
C. City E	Endorsement
Has there Approval?	been any change in the information previously given in Part C of the Application f
N	o Yes
If yes, plea	ase explain:
D. When	and How Solicitation Conducted
	and How Solicitation Conducted
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. Donations Received gregate amount or value of all donations received during this reporting period.  . Identity of Contributors  st here, or on a separate attachment, (i) the names and, if known, the addities who contributed during the reporting period, and (ii) the amount or nation:  ame and Address	eriod:
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If yes, please explain:

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# Part V. Identity of all Controlled Donors Who Were Solicited

List here, or on a separate attachment, (i) the names of all *controlled donors* who were solicited, whether or not they donated, and (ii) for those who did donate, the amount or value of their donation:

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# Part VI. Expenditures

Provide here, or on a separate attachment, an accounting of how all donations and other income have been expended:

Purpose	Amount
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VII-B. Fiscal Sponsor	
Signature	Date
attachments are accurate to the best of my kr	t the contents of this report and all accompany nowledge, information, and belief.
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VII-A. Sponsoring Agency	
VII. Signature and Affirmation	
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