

MASSACHUSETTS  
PUBLIC EMPLOYEE RETIREMENT  
ADMINISTRATION COMMISSION

Instructions for Fill-in Form

RETIREMENT BOARD MEMBER  
STATEMENT OF FINANCIAL INTERESTS  
FOR CALENDAR YEAR 2016

Public Employee Retirement Administration Commission  
5 Middlesex Ave Suite 304  
Somerville, MA 02145  
Telephone: (617) 666-4446

# GENERAL FILING INFORMATION

## WHEN TO FILE

A filer's SFI must be received by the Commission no later than 5:00 p.m. on the deadline dates listed below. SFIs received after these deadlines will be regarded as late, and the filer may be subject to penalties.

**RETIREMENT BOARD MEMBERS** who are newly appointed / elected must file an SFI for calendar year 2016 within thirty (30) days of beginning service on a retirement board.

**RETIREMENT BOARD MEMBERS** who are serving on a retirement board must file an SFI for calendar year 2016 no later than 5:00 p.m., on **May 1, 2017**, if they served for thirty (30) days or more in 2016.

## PUBLIC ACCESS TO SFIs

Under the provisions of Chapter 4, Section 7, clause 26 (t) of the General Laws the public does **not** have access to SFIs filed by retirement board members.

## FILING

SFIs must be submitted by mail or in person to the Public Employee Retirement Administration Commission (PERAC) at:

5 Middlesex Ave – Suite 304  
Somerville, MA 02145

If you mail your SFI, you must submit one original and one copy of your SFI to the Commission. The Commission will date-stamp one copy of your SFI and return it to you.

If you are filing in person, you must submit an original and one copy of your SFI if you want a receipt.

## DEFINITIONS

**AMOUNT** - A category of value, rather than an exact dollar figure, as follows:

\$ 1,000 or less

\$ 1,001 to 5,000

\$ 5,001 to 10,000

\$ 10,001 to 20,000

\$ 20,001 to 40,000

\$ 40,001 to 60,000

\$ 60,001 to 100,000

\$100,001 or more

**BUSINESS** - Any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust or any other legal entity organized for profit or charitable purposes.

**CLOSE RELATIVE** - A person whose relationship to either you or your spouse is that of a **parent, grandparent, great grandparent, child, grandchild, great grandchild, aunt, uncle, sister, brother, niece or nephew, or the spouse of any such relative. This defines "third degree of consanguinity" for purposes of this filing.**

**DIRECT INTEREST IN A MATTER BEFORE A RETIREMENT BOARD** - A person has such an interest if, at any time during 2016:

- 1) the use or value of his property or the conduct of his business; or
- 2) the use or value of the property, or the conduct of the business, of a person with which he is affiliated as an employee, officer, director, trustee, general partner, proprietor, or in a similar managerial capacity;

could be or was affected by a matter before the retirement board, unless the effect is not substantially greater than the effect generally on persons residing in Massachusetts.

**EQUITY** - Any stock, or similar ownership interest in a business.

**GIFT** - A payment, entertainment, subscription, advance, services or anything of value, unless consideration of equal or greater value is received. **GIFT** shall not include: a political contribution reported as required by law; a commercially reasonable loan made in the ordinary course of business; anything of value received by inheritance; or a **GIFT** received from a member of the reporting person's immediate family or from a **CLOSE RELATIVE** of the reporting person or of the reporting person's spouse or from the spouse of any such relative.

**HONORARIUM** - Payment of money or anything of value as consideration for an appearance, speech, the writing of an article or other similar activity.

**IMMEDIATE FAMILY** - A spouse and any dependent children residing in the reporting person's household.

**INVESTMENT** - Any tangible or intangible property, whether personal property or realty, held primarily for the purpose of attaining an economic advantage, whether directly (as in the case of income or appreciation) or indirectly (as in the case of tax shelters). **INVESTMENT** shall not include: Cash and bank accounts; money market funds; certificates of deposit; retirement plans; profit-sharing plans; 401(k) or other deferred compensation plans; Keogh plans; insurance policies; Commonwealth U-Plan or U-Fund; tangible personal property held and used for non-commercial purposes, such as antiques or artwork; property held chiefly for personal or family use; or investments held by you and/or your immediate family member as a trustee, nominee or agent for another person, unless held for you and/or an immediate family member.

**PERSON** - A business, individual, corporation, union, association, firm, partnership, committee or other organization or group of persons.

**REIMBURSEMENT** - Payment for money expended or to be expended (e.g., travel, meals or lodging). A **REIMBURSEMENT** must be for actual expenses incurred or to be incurred.

**SECURITY** - Any note, stock, bond, debenture, other evidence of a debt owed to you and/or an immediate family member, including, but not limited to, certificates of interest or participation in any profit-sharing arrangement, certificates of interest in any mutual fund, stock or commodity option, or similar evidence of ownership or interest, or receipts or certificates of deposit for any of the foregoing, or warrants or rights to subscribe to or purchase any of the foregoing.

# SPECIFIC INSTRUCTIONS FOR QUESTIONS

## Instructions for Question 6

### What is a GIFT?

A **GIFT** is a payment, entertainment, subscription, advance, services or anything of value, unless consideration of equal or greater value is given in exchange for it. A **GIFT** may include: Any discount that is not available to the general public; a loan that does not have to be repaid in full; a loan that is not a commercially reasonable loan made in the ordinary course of business; compensation if no services were rendered in exchange; or **REIMBURSEMENTS** (reported in Question 8) if they exceed the expenses they purport to cover.

A **GIFT** shall not include: A political contribution reported as required by law; a commercially reasonable loan made in the ordinary course of business; anything of value received by inheritance; or a gift received from a member of the reporting person's **IMMEDIATE FAMILY** or from a relative within the third degree of consanguinity of the reporting person or of the reporting person's spouse or from the spouse of any such relative. Do *not* report such items as **GIFTS**.

### How to Determine the Value of Tickets and Passes

Tickets and passes to movies, theaters, athletic events, etc., are **GIFTS**, and their value should be determined as follows. If a price or similar amount appears on the ticket or pass, that is its value. If a ticket or pass has no face value but can be purchased, its value is the price at which it is sold. If a ticket or pass has no face or market value but entitles the holder to attend a specific number or events, or otherwise confers a privilege which can itself be readily valued (e.g., \$1 off each of 10 movie tickets – the value is \$10), its value is the value of the privilege conferred. If a ticket or pass fits none of these categories, its value is indeterminable, and you should report receipt of the **GIFT** and enter "Indeterminable" as its value.

### When to Report a GIFT

**GIFTS**, as described above, must be reported when any of the following conditions are met:

A **GIFT** must be reported if its source was a **PERSON** having a **DIRECT INTEREST IN A MATTER BEFORE THE RETIREMENT BOARD**, at any time during 2016, or if the source was an officer, director, trustee, general partner or proprietor of such a **PERSON**, or one serving in a similar managerial capacity as such a **PERSON**.

You are required to report **GIFTS** received at any time during 2016 from the sources described above, even if received before you entered, or after you left, the retirement board. You are also required to report **GIFTS** received at any time during 2016 from any source having the requisite direct interest, as described above, at any time during 2016, whether or not it had such an interest at the time the **GIFT** was made.

### Reporting the Donor/Source of a GIFT

If the donor was an individual who gave in his individual capacity, list his name and address (in the spaces marked "Name of Source" and "Address of Source").

If the donor was an individual, but is affiliated with a **PERSON** that has the requisite direct interest as described above, list the donor's name and address (in the spaces marked "Name of Source" and "Address of Source") and the name of the **PERSON** as the affiliation (in the space marked "Affiliation of Source").

If the **GIFT** was given by an individual on behalf of a **PERSON**, list the **PERSON'S** name and address (in the spaces marked "Name of Source" and "Address of Source") and the name of the individual who gave the gift on the **PERSON'S** behalf in the space marked "Individual Giving on Behalf of Source"). **GIFTS** given by an individual on behalf of a **PERSON** include **GIFTS** for which the individual is reimbursed in whole or in part.

## Instructions for Question 7

### What is an HONORARIUM?

An **HONORARIUM** is the payment of money or anything of value as consideration for an appearance, speech, the writing of an article, or other similar activity.

If, in addition to the **HONORARIUM**, you are reimbursed for the cost of travel, accommodations, meals, or other expenses incurred in connection with the appearance, speech, article, or other similar activity, you should report the amount of any such **REIMBURSEMENT** in Question 8.

### When to Report an HONORARIUM

**HONORARIA**, as described above, must be reported when any of the following conditions are met.

An **HONORARIUM** must be reported if, at any time during 2016, the source was a **PERSON** having a **DIRECT INTEREST IN A MATTER BEFORE THE RETIREMENT BOARD** at any time in 2016.

You are required to report **HONORARIA** received at any time during 2016 from any of the sources described above, even if received before you entered, or after you left, the retirement board. You are also required to report **HONORARIA** received at any time during 2016 from any source having the requisite direct interest, as described above, at any time during 2016, whether or not it had such an interest at the time the **HONORARIA** was paid.

### Reporting the Donor/Source of an HONORARIUM

Report the name and address of the source of an **HONORARIUM**. The source is the **PERSON** that paid you. Identify, as the source's representative, the name of the **PERSON** who extended the invitation to you to appear, speak, write an article, etc.

## Instructions for Question 8

### What is a REIMBURSEMENT?

A **REIMBURSEMENT** is a payment for money expended or to be expended (e.g., travel, meals or lodging). A **REIMBURSEMENT** must be for actual expenses incurred or to be incurred.

A **REIMBURSEMENT** shall not include: Any **REIMBURSEMENT** for travel related to any retirement board on which you served in 2016, received from sources other than those described below, and any **REIMBURSEMENT** from any one source which, in the aggregate, has a value of \$100 or less.

### When to Report a REIMBURSEMENT?

**REIMBURSEMENTS**, as described above, must be reported when any of the following conditions are met:

A **REIMBURSEMENT** must be reported if, at any time during 2016, the source was a **PERSON** having a **DIRECT INTEREST IN A MATTER BEFORE THE RETIREMENT BOARD** on which you served at any time in 2016.

You are required to report **REIMBURSEMENTS** received at any time during 2016 from any of the sources described above, even if received before you entered, or after you left, the retirement board. You are also required to report **REIMBURSEMENTS** received at any time during 2016 from any source having the requisite direct interest, as described above, at any time during 2016, whether or not it had such an interest at the time the **REIMBURSEMENTS** was paid.

## Reporting the Donor/Source of a REIMBURSEMENT

Report the name and address of the source of a **REIMBURSEMENT**. The source is the **PERSON** that paid you. Identify, as the source's representative, the name of the **PERSON** who extended the invitation to you to appear, speak, write an article, etc.

### Instructions for Question 9

If you share an interest in a **SECURITY** or **INVESTMENT** with another **PERSON** as a joint tenant, the fair market value of your interest is the full value of that undivided interest. If you and/or an **IMMEDIATE FAMILY** member have a proportional interest in an entity owning a **SECURITY**, then you and/or your **IMMEDIATE FAMILY** member will be considered to have a proportional share of interest in the **SECURITY**. For example: You own a 20% interest in a partnership. You are considered to own a 20% interest in the **SECURITIES** held by the partnership.

List the **PERSON** who issued the **SECURITY** owned by you and/or an **IMMEDIATE FAMILY** member. In general, the stock in a corporation is issued by that corporation; interests in a limited partnership are issued by that partnership; bonds, notes, and other evidences of debt are issued by the debtor; interests in mutual funds are issued by those funds.

If you and/or an **IMMEDIATE FAMILY** member or a **BUSINESS** in which you and/or an **IMMEDIATE FAMILY** member have an interest, own any **SECURITIES** that are held by an agent or a nominee, you and/or the **IMMEDIATE FAMILY** member are considered to be the owner(s) of record and must disclose this information.