

**DISCLOSURE STATEMENT**  
**Pursuant to LSA-R.S. 39:1233.1**

**General Information**

The Louisiana Code of Governmental Ethics generally prohibits any member or chief executive officer of a local depositing authority from serving as an officer, director, or employee of a bank in which agency funds are deposited. LSA-R.S. 39:1233.1 creates a narrow exception allowing a local governing authority member or chief executive officer to serve in such a capacity, despite the agency's deposit of funds in the bank, if he:

- (1) recuses himself from voting in favor of any such bank and does not otherwise participate in the depositing authority's consideration of any matter affecting actual or potential business with the bank,
- (2) discloses the reason for recusal and files these reasons, in writing, in the minutes or record of the agency, **and**
- (3) files this disclosure form with the Board of Ethics within fifteen (15) days of any such recusal.

Any such disclosure statement shall be deemed filed when it is received in the office of the Board of Ethics or at the time it is postmarked by the United States Postal Service, if it is subsequently received in the office of the Board of Ethics, whichever is earlier.

**This exception may be used only by members of "local depositing authorities." Local depositing authorities are defined by law to include all parishes, municipalities, boards, commissions, sheriffs and tax collectors, judges, clerks of court, and any other public bodies or officers of any parish, municipality or township, but do not include the state, state commissions, state boards and other state agencies. Unless a written advisory opinion has been obtained from the Board of Ethics, members and chief executive officers of special agencies created by, representing OR comprised of more than one political subdivision are NOT included in this exception. Sole decisionmakers may NOT take advantage of this exception.**

**NOTE:** This exception is narrow -- completion of this form will not cure any violation of the Ethics Code except those situations specifically addressed in LSA-R.S. 39:1233.1.

**FORM INSTRUCTIONS**

1. Name and address of official: The full name and complete mailing address of the public official must be completed.
2. Office held: The public office held by the official must be completed. Include the title of the public office as well as the political subdivision with which the public office is held.
3. Name and address of bank: The full name and complete mailing address of the bank with which the public official has a relationship must be completed.
4. Position(s) held at bank: The position held at the bank by the public official must be completed. If the position is that of an officer of the bank, then the specific office held must be provided. If the position is that of an employee of the bank, then the specific job title must be provided.
5. Position with bank is \_\_\_\_\_ compensated \_\_\_\_\_ non-compensated.(check one): This section must be completed. Put a check in the appropriate place. If the official receives any form of compensation from the bank for the position held, then check "compensated." If the official does not receive any form of compensation from the bank for the position held, then check "non-compensated."
6. Description: Public official must detail each and every governmental transaction involving the subject bank from which he recuses himself from voting or otherwise participating, including the date of each such recusal.
7. Signature of official: Signature of the public official is required on all disclosure statements filed.

Date: Date the public official signs the disclosure statement is required on all disclosure statements filed.

## R.S. 39:1233.1 DISCLOSURE STATEMENT

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1. Name and address of official

2. Office held (Please include the office title and the political subdivision.)

3. Name and address of bank

4. Position(s) held at bank (If officer, state office held. If employee, give job title.)

5. Position with bank is \_\_\_\_\_ compensated \_\_\_\_\_ noncompensated. (Check one)

6. Description of transaction from which you recused yourself from participating (for example, consideration of method of selecting bank(s) to be used, selection of a bank or banks, decision affecting deposits, decision to discontinue use of a bank, etc.). Include the date of each instance on which you recused yourself from voting or otherwise participating in any such transaction.

7.

\_\_\_\_\_  
Signature of official

\_\_\_\_\_  
Date

Mail to the Board of Ethics at P. O. Box 4368, Baton Rouge, LA, 70821, fax to (225) 381-7271 or  
hand deliver to 617 North Third Street, 10<sup>th</sup> Floor, Baton Rouge, Louisiana.