



*County of Schenectady*  
NEW YORK

**Steven McCutcheon**

*Deputy County Auditor*

**Schenectady County Board of Ethics**

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April 8, 2024

Dear Schenectady County Official,

It's time to complete and submit your annual "Financial Disclosure Form" to the Board of Ethics. There are **significant** changes this year to both the substance of the form, and the filing method, so please read the instructions carefully. The deadline for submitting the 2023 form is **April 30, 2024**.

**Resolution 20-24**, adopted by the County Legislature, provides a new and updated "Disclosure Form" based on recommendations made by the Board of Ethics. In addition, the Board has worked with the County's Information Services department to create an online form and filing method.

To complete the online Disclosure Form, you will need to create an SDL account with Schenectady County. This is a simple process, and please be assured that all your information is secure and private. The SDL software does have some limitations, however, so we appreciate your patience as we use this system for the first time.

If you are unable to successfully use the new filing portal, you can find a fillable PDF version of the 2023 Disclosure Form on the Board of Ethics webpage ([https:// www.schenectadycountyny.gov/ethics](https://www.schenectadycountyny.gov/ethics)). This form can be emailed, delivered in person, or mailed (see address above).

As Deputy County Auditor, I serve as staff to the Board of Ethics and will be your point of contact during the filing process. If you have any questions, please feel free to reach out by email [ethics@schenectadycountyny.gov](mailto:ethics@schenectadycountyny.gov) or by phone at 518-388-4639.

Sincerely,

Steven McCutcheon,  
Deputy County Auditor

## 2023 ANNUAL STATEMENT OF FINANCIAL DISCLOSURE

### INSTRUCTIONS FOR FILERS: **DUE ON APRIL 30, 2024**

Schenectady County Ethics and Disclosure Law requires certain designated County officers and employees to file an Annual Statement of Financial Disclosure. For detailed information concerning process, penalties, appeals and extensions, please refer to the County's Ethics Disclosure Law <https://www.schenectadycountyny.gov/ethics>. **New York State (NYS) Filers** may submit a copy of their Financial Disclosure Form to the County Board of Ethics in lieu of completing this form. Please notify us if you file with NYS and provide a copy of your Disclosure Form no later than **May 15, 2024**.

#### **ONLINE FILING – PREFERRED METHOD**

**ACCOUNT SET-UP:** Click the link below to create an SDL account which will allow you to complete, sign, and submit your “Financial Disclosure Form” online through a secure portal.

- Enter your **email address** and create a **username** and **password**. In the box labeled **Primary Town** please type “*Schenectady County*.”
- Verify your account by entering the code sent to your email. Once verified, close your account screen. (The Ethics Form cannot be accessed from your account page)
- Once again, click the **Financial Disclosure Form** link (below). You should now be able to complete, sign and submit your Form online.

You will only have to set up your SDL account **once**. This will allow you to receive filing confirmation and copies of submitted forms.

#### **COMPLETING & SUBMITTING DISCLOSURE FORM:**

The Form consists of five parts: **Part A** (Personal Information), **Part B** (Outside Employment), **Part C** (Financial Assets/Liabilities), **Part D** (Reimbursements), and **Part E** (Signature and Attestation). For each Part, answer every question and provide the required information. **The online form has limited space**. If you need to add information for any question, click “YES” at the end of each Part (A, B, C or D) which will direct you to a “**Supplement**” for that Part. Download and complete the Supplement and save the (PDF) file to your computer. Then return to the Disclosure Form and use the “**Select Files**” button to upload the document back to the portal.

**Sign and submit your completed Disclosure Form directly through the portal.** If any required field is blank, you will receive an error message until all required fields are filled.

**Note:** Any other general information or supporting documents you would like to include with your filing can be typed or uploaded in the space indicated at the very end of the Form.

**CLICK HERE TO BEGIN THE FILING PROCESS: [SDL Financial Disclosure Form](#)**

## DEFINITIONS OF TERMS USED

***Please refer to the following definitions when completing your Disclosure Form:***

**“Spouse”** means your husband or wife unless you are legally separated.

**“Domestic Partner”** (as defined by the *NYS Ethics Reform Act of 2022*) is a person with whom you have entered into a domestic partnership or similar relationship pursuant to the laws of the United States or any state, local, or foreign jurisdiction or who is listed as your domestic partner on any registry maintained by the employer of either party, state, municipality, or foreign jurisdiction.

**“Dependent Child”** means your son, daughter, stepson, or stepdaughter who is are under age 18 or included as a dependent under the provisions of *Internal Revenue Code Section 152(a)(1) and (2)* as amended. This may include students under age 24 if listed as a dependent on your 2023 tax return.

**“Family Member”** means yourself, your spouse, your domestic partner, or your dependent children as defined above.

**“Interest In”** means a direct or indirect pecuniary or material benefit that accrues to you or your family member because of any contract or employment with an individual, firm, partnership, corporation, association, or other entity.

**“Contract”** includes any claim, account, demand, or other verbal or written agreement- express or implied.

**“Reporting Period”** means the Calendar Year, beginning **January 1, 2023, and ending December 31, 2023.**

**“Reporting Category”** refers to the LETTER CATEGORY in the chart below.

| CATEGORY | \$ RANGE             | CATEGORY | \$ RANGE               |
|----------|----------------------|----------|------------------------|
| A        | NO COMPENSATION      | E        | \$60,001 to \$100,000  |
| B        | Under \$5,000        | F        | \$100,001 to \$250,000 |
| C        | \$5,001 to \$20,000  | G        | \$250,001 or more      |
| D        | \$20,001 to \$60,000 |          |                        |