



*County of Schenectady*  
**NEW YORK**

**Steven McCutcheon**

*Deputy County Auditor*

**Schenectady County Board of Ethics**

620 State Street – 6<sup>th</sup> floor  
Schenectady, New York 12305-2114

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March 14, 2025

Dear Schenectady County Official,

It's time to complete and submit your annual "Financial Disclosure Form" to the Board of Ethics for the period 1/1/2024 to 12/31/2024. The deadline for submission is **April 15, 2025**.

Last year, we initiated an online filing process, using a **secure** County portal. We have made improvements this year to simplify the process, and we encourage you to complete and file your form online. Written and video instructions and the link for online filing are included on **Page 2** of this document.

If you are unable to use the filing portal, a downloadable PDF form is also provided on the County website. Instructions and the link to the fillable PDF form are included on **Page 3** of this document.

Please read all the instructions carefully, including the **Definitions** and **Reporting Categories** included on **Page 4**. You may need to refer to this information while completing your form. All the instructions, forms and links are also available on the Schenectady County Website (click "Departments" then "Board of Ethics").

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 (substantive or technical), 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

## 2024 ANNUAL STATEMENT OF FINANCIAL DISCLOSURE

### INSTRUCTIONS FOR FILERS: **DUE ON APRIL 15, 2025**

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.schenectadycountynv.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, 2025**.

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

**ACCOUNT SET-UP:** If you set up an SDL account last year and are using the same email address) **SKIP THIS STEP** and just click on the link at the bottom of this page.

- (1) **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 on your computer. *Note that SDL does not currently allow for mobile submission (i.e., phone).*
- (2) Enter your **email address** and create a **username** and **password**. In the box labeled **Primary Town** please type “*Schenectady County.*”
- (3) 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)
- (4) Once again, click the **Financial Disclosure Form** link (below). You should now be able to complete, electronically sign and submit your Form online.

**CLICK HERE TO BEGIN INSTRUCTIONAL VIDEO: [INSTRUCTIONAL VIDEO](#)**

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

- (1) **Complete each question** using the dropdown menus, check boxes and text boxes provided. (If you would like to include additional information or supporting documents, you can either type or upload in the space provided at the very end of the Form).
- (2) **Sign and submit your completed Disclosure Form directly through the portal.** If any required field (\*) is blank, you will receive an error message and will need to complete before re-submitting.
- (3) Once your form has been successfully submitted, you will receive filing confirmation and a copy of your form via email.

**CLICK HERE TO BEGIN THE FILING PROCESS: [SDL FINANCIAL DISCLOSURE FORM](#)**

## **ADDITIONAL FILING OPTIONS (PDF)**

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 in the space provided. Click on [FINANCIAL DISCLOSURE ETHICS FORM](#) to download the fillable PDF:

If you need more space to add information for any one question, you will also need to download the “*Supplement Form*” for the appropriate Part (A, B, C, or D) and complete the question/s using the Supplement form. Click on the individual part to download the necessary supplement form: [Part A](#), [Part B](#), [Part C](#), or [Part D](#). Note: If you have any general information or other supporting documents you wish to include with your filing, these can be separately attached and submitted or scanned with your PDF.

Type your name to sign the document, save and download the PDF to your computer. Create an email using the address below, attach your saved PDF to the email and send.

Alternately, you can print the blank PDF form, complete manually, then sign and scan the completed form via email. You can also print and deliver the form in person or by mail.

**PLEASE RETAIN A COPY OF YOUR COMPLETED FORM FOR YOUR RECORDS.**

***SUBMIT VIA EMAIL:***      [ethics@schenectadycountyny.gov](mailto:ethics@schenectadycountyny.gov)

***SUBMIT IN-PERSON or U.S. MAIL:***

Schenectady County Board of Ethics c/o County Auditor’s Office

620 State Street, 6<sup>th</sup> Floor

Schenectady, NY 12305

**CLICK HERE TO DOWNLOAD THE FILLABLE PDF: [FINANCIAL DISCLOSURE ETHICS FORM](#)**

## 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, 2024, and ending December 31, 2024.**

**“Reporting Category”** When answering questions in Parts A and B **“income”** shall mean the aggregate net income before taxes from employment, trade, business, or profession. When answering questions in Parts C and D **“value”** refers to the monetary worth of a business, corporation, LLC, partnership, or other entity.

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		