

**SUBJECT: ETHICS FINANCIAL DISCLOSURE – FREQUENTLY
ASKED QUESTIONS (FAQs) (rev. 08.25)**

**1. Why are city officials and employees required to file a
Financial Disclosure form?**

As a city employee, you are a public servant with an obligation to perform your official city duties in the best interests of the public. Serving the best interests of the public requires that you anticipate and prevent conflicts of interest from occurring. Annual disclosure of financial interests makes you aware of potential conflicts and reminds you to deal responsibly with your conflicts.

2. How do I file my Financial Disclosure form?

- City employee filers must use the City Financial Disclosure filing platform “FinD” at <https://web5.cchnl.hnl/eth-disclosures>. To login to the site, please use your employee login and password. You can login from the account icon in the top right. Going to any of the pages other than the homepage will also ask you to login.
- Board and commission members must use FinD at <https://web5.hnl.info/eth-disclosures>. To login to the site, you will need a HNL.Info account. You can login from the account icon in the top right. Going to any of the pages other than the homepage will also ask you to login.
- Candidates for elective office, elected officers, and city agency directors and first deputies must file their form with the City Clerk. Contact the City Clerk at (808) 768-3810 or email_clerks@honolulu.gov.

**3. Where can I find more information on how to use the new FinD
system?**

- Once you login to FinD, you can access more information about how to use FinD on the “FAQs” on the left side of the home page dashboard.

4. When do I file my Financial Disclosure form?

Candidates to Office and Officers

- Initial – within 20 working days of entering city office or employment
- Annual – by January 31st of each year
- Leaving Office – at least ten working days prior to leaving office or employment with the city

Employees

- Annual – by January 31st of each year
- Leaving Office – at least ten working days prior to leaving office or employment with the city

5. Who may access my Financial Disclosure?

Financial Disclosures for city employees and board and commission members are confidential. Only Ethics Commission and staff who review and accept these forms can access these forms. Financial disclosure forms filed with the City Clerk by certain city officers (elected officials, directors and deputy directors of city departments) and candidates to office are public information

6. I am an Executive Branch employee, am I required to file a confidential city employee Financial Disclosure?

Generally, if you are a full-time exempt executive branch employee and NOT on a personal services contract, you are required to file a confidential city employee financial disclosure.

7. I am a Legislative Branch employee, am I required to file a Financial Disclosure?

Generally, if you work for the Legislative Branch as a full-time exempt Legislative Branch employee or on a personal services contract, you are required to file a confidential city employee Financial Disclosure.

8. I am a candidate for elective office, an elected officer, or city agency director or first deputy, am I required to file a confidential city employee Financial Disclosure form with the Honolulu Ethics Commission?

No. Contact the Office of the City Clerk to file your Financial Disclosure form. Unlike other city officers and employees, your form will be public record.

9. My actual title is not “Division Chief,” am I required to file a Financial Disclosure?

Yes, all Division Chiefs, regardless of your actual title, are required to file a confidential city employee Financial Disclosure. Additionally, “Program Heads” who report directly to Department Directors are considered Division Chiefs for the purposes of the financial disclosure law.

10. What could happen if I fail to file a Financial Disclosure on time?

You may be subject to a civil fine of \$100 for the first late filing; \$200 for the second late filing; and thereafter for each additional late filing, the fine imposed for the previous late filing plus \$200. Additionally, you may be subject to disciplinary action and a criminal penalty of a fine of not more than \$2,000 or imprisonment of not more than one year, or both.

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DISCLAIMER: These FAQs provide general guidance and do not constitute legal advice. If you have any questions regarding filing, please contact the Honolulu Ethics Commission at (808)768-9242 or ethics@honolulu.gov.