

**GOVERNMENTAL ETHICS COMMISSION**

www.kansas.gov/ethics

April 1, 2011

RE: Notice to file your Statement of Substantial Interests

K.S.A. 46-247 and 46-248 requires all state employees listed as designees by their agency head to file a Statement of Substantial Interests with the Secretary of State annually between April 15th and April 30th. You were listed as a designee by your agency head. **This filing requirement applies to you, even if you leave state employment in 2011.** Please note your forms will be accepted from April 1st thru April 30th.

K.S.A. 2006 Supp 46-247 states, "The following individuals shall file written statements of substantial interest, as provided in K.S.A. 46-248 to 46-252, inclusive, and amendments thereto: ... (i) Except as provided by K.S.A. 2010 Supp. 46-247a, and amendments thereto, any faculty member who receives an annual salary of \$150,000 or more, other than an adjunct faculty member, who is employed by a state education institution as defined by K.S.A. 76-711, and amendments thereto.

You may file your Statement of Substantial Interests form electronically. To file, go to the Secretary of State's web site http://www.kssos.org/elections/ssi_online.asp. Click on the "File a Statement of Substantial Interests Form" and follow the prompts. All of the information is protected and will be able to be accessed and updated for future filings. If you filed electronically last year, your information will be populated into this years form.

If you do not have the ability to file electronically, please contact your HR Department and they will supply you with a form. You may also go to our web site to retrieve the Statement of Substantial Interests form and Guide. Our web site is www.Kansas.gov/ethics.

The Statement of Substantial Interests form must be completed and be in the Secretary of State's Office (1st Floor, Memorial Hall, 120 SW 10th Avenue, Topeka, KS 66612-1594) no later than **April 30th**.

Please note that you are required to file only a single (1) Statement of Substantial Interests form for all capacities for which a statement is required to be filed in 2011.

For answers to questions or assistance, contact the Governmental Ethics Commission.

Sincerely,

Kelley Cochran
Auditor

auditor1@ethics.ks.gov