

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CAMPAIGN FINANCE  
WASHINGTON, D.C. 20009**

**THE SUMMARY FINANCIAL STATEMENT OF CANDIDATE  
FOR THE OFFICE OF MEMBER OF AN  
ADVISORY NEIGHBORHOOD COMMISSION (ANC)  
(See reverse side for instructions)**

Original     Amended

1.(a) Name of ANC Candidate/SMD	(b) Daytime Phone Number
(c) Address (No P.O. Box Permitted)	(d) email address
2. This report contains activity for _____ To _____ Beginning Date Ending Date	
	<b>ANC FINANCIAL SUMMARY</b>
3. (a) Cash on hand at beginning of reporting period.....	\$ _____
(b) Total receipts.....	\$ _____
(c) Subtotal (add lines 3(a) and 3(b)).....	\$ _____
4. Total Expenditures.....	\$ _____
5. Cash on hand at close of reporting period (subtract line 4 from line 3(c)).....	\$ _____
6. Debts and Obligations owed TO the Candidate (Itemize all on the OCF Supplemental Sheet).....	\$ _____
7. Debts and Obligations owed BY the Candidate (Itemize all on the OCF Supplemental Sheet).....	\$ _____
8. The disposal of surplus contributions, if any, will be expended to: (Check one) ____ Retire Debts    ____ Political party    ____ Return to donor ____ Charitable, Literary, Educational, Scientific Organization (non-profit)	\$ _____

9. \_\_\_\_ I certify that I did not receive contributions from any person, excluding myself, in excess of twenty-five (\$25) dollars, or;

10. \_\_\_\_ I certify that I did not receive any contributions from any person or make expenditures, including from or by me as a Candidate, to support my election to ANC office.

11. I certify that I have examined this report, and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
Type or Print Name of ANC Candidate

Please Submit Form to:  
OFFICE OF CAMPAIGN FINANCE  
FRANK D. REEVES MUNICIPAL BLDG.  
2000 14th STREET, N.W., SUITE 433  
WASHINGTON, D.C. 20009  
(202)671-0547  
ocf.dc.gov

\_\_\_\_\_  
Signature of ANC Candidate

\_\_\_\_\_  
Date

Note: Submission of late, false, erroneous, or incomplete information may subject the person signing this report to the penalties of D.C. Official Code §§1-1103.5 and 1-1107 (2001 Edition).

## INSTRUCTIONS FOR PREPARING OCF FORM 18

### GENERAL INFORMATION

The Advisory Neighborhood Commissioner (ANC) Summary Financial Statement is required to be filed by each ANC candidate who qualified for the ballot by the write-in process; qualified for the ballot by the nomination petition process; accepted contributions or made expenditures, and did not qualify for the ballot; and, qualified as ANC candidates for selection in the ANC vacancy filling process.

### WHO MUST FILE

Any candidate for election or any candidate filling a vacancy to the Office of Member of an Advisory Neighborhood Commission is required to file an ANC Summary Financial Statement on OCF Form 18.

### WHEN TO FILE

This report must be filed no later than sixty (60) days after the Board of Election and Ethics certifies the election results or certifies the filling of an ANC vacancy.

### HOW TO FILE

This form may be filed electronically at [www.ocf.dc.gov](http://www.ocf.dc.gov) or by delivery of an original report to the Office of Campaign Finance (OCF). The ANC candidate may request a PIN Number to certify the report online, by contacting OCF via email.

### WHERE TO FILE

An original report and any amendments to an original report must be filed at or mailed to the Office of Campaign Finance, Frank D. Reeves Municipal Building, 2000 - 14th Street, N.W., Suite 433, Washington, D.C. 20009. An electronic filed report must be submitted at [www.ocf.dc.gov](http://www.ocf.dc.gov).

### OVERVIEW OF RECORDKEEPING AND REPORTING REQUIREMENTS

An ANC candidate may use any recordkeeping or accounting system which enables the candidate to comply with the Campaign Finance Act and report contributions and expenditures. No person shall make a contribution in support of a candidate for the Office of a Member of an ANC that exceeds \$25.00. An ANC candidate may make unlimited contributions to his or her Campaign. However, all contributions must be reported on this form. The ANC candidate must maintain and preserve detailed records of all contributions and expenditures disclosed in the report for a period of three (3) years from the date of filing.

### LINE BY LINE INSTRUCTIONS

- LINE 1** Print or type the complete name, SMD, mailing address, daytime phone number and email address of the ANC candidate.
- LINE 2** Enter the coverage dates of the report (inception of campaign to close of campaign).
- LINE 3(a)** Your balance should be zero at the beginning of the reporting period. Enter "0".
- LINE 3(b)** Enter the total amount of receipts collected by the candidate for the ANC campaign.
- LINE 3(c)** Add lines 3(a) and 3(b).
- LINE 4** Enter the total amount of the expenditures made by the candidate for the ANC campaign.
- LINE 5** Subtract line 4 from line 3(c) to derive the cash on hand at the close of the reporting period.
- LINE 6** List the total amount of debts and obligations owed TO the ANC candidate. Itemize on the OCF Supplemental Sheet.
- LINE 7** List the total amount of debts and obligations owed BY the ANC candidate. Itemize on the OCF Supplemental Sheet.
- LINE 8** Select the method of disposal of surplus contributions, if any.
- LINE 9** **If appropriate, check the certification** that the ANC candidate did not receive contributions from any person, excluding the candidate in excess of twenty-five (\$25) dollars.
- LINE 10** **If appropriate, check the certification** that the ANC candidate did not receive any contributions from any person or make expenditures, including from or by the candidate, to support the election to ANC office.
- LINE 11** **Certify** by your signature and date that you have examined this report and to the best of your knowledge and belief that it is true, correct and complete.