THIS FORM MUST BE
FILED ELECTRONICALLY
AT: www.ocf.dc.gov

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	
	ANC FINANCIAL SUMMARY
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 §§1-1163.35

INSTRUCTIONS FOR PREPARING OCF FORM 18

GENERAL INFORMATION

The Summary Financial Statement for the Advisory Neighborhood Commission (ANC) candidate 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 Elections certifies the election results or certifies the filling of an ANC vacancy.

HOW TO FILE

This form must be filed electronically at www.ocf.dc.gov, or where an exception to the electronic filing requirement is permitted, by delivery of the original report to the Office of Campaign Finance (OCF). The OCF will provide the ANC candidate with a PIN Number to certify the report online.

WHERE TO FILE (If an electronic exemption has been granted**)**

The original report and any amendments to the 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.

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.