

DC OFFICE
OF
CAMPAIGN FINANCE



VOLUNTARY COMPLIANCE THROUGH EDUCATION AND DISCLOSURE

DO NOT HESITATE TO CONTACT US.

DC OFFICE OF CAMPAIGN FINANCE

1015 HALF STREET, SE, SUITE 775
WASHINGTON, D.C. 20003

(202) 671-0547

Website: www.ocf.dc.gov

E-mail: ocf@dc.gov

AT A GLANCE. . .

♦ *Constituent Service Programs are not required; they may be established by the Mayor, the Chairman of the Council, each member of the Council, and the Representative or Senator of the District of Columbia (when established), for the purpose of providing services to the Constituents of the District of Columbia.*

♦ *Contributions to Constituent Service Programs must not exceed \$40,000 in any one (1) calendar year; and, an individual may contribute no more than \$500 and \$1,000 in personal property in any one (1) calendar year.*

♦ *Constituent Service Programs must electronically file quarterly Reports of Receipts and Expenditures each year.*

♦ *A transfer-in of surplus campaign funds to a Constituent Service Program is permissible, and may occur in more than one (1) transaction*

Cecily E. Collier-Montgomery
Director

William O. SanFord
General Counsel
william.sanford@dc.gov

Renee Coleman
Audit Manager
renee.coleman@dc.gov

Wesley Williams
Operations & Policy Officer
wesleyw.williams@dc.gov

Erick L. Jackson
Fair Elections Program Manager
erick.jackson@dc.gov

Kamill Key-Hinton
Public Affairs Manager
Kamill.key@dc.gov

Deloris Ramsey
Supervisory Training Officer
deloris.ramsey3@dc.gov

**THE
CONSTITUENT
SERVICE
PROGRAM**



THE CSP

WHAT IS A CONSTITUENT SERVICE PROGRAM?

A Constituent Service Program (CSP) is any activity or program, established by the Mayor, the Chairman of the Council and each Member of the Council, or any Representative or Senator of the District of Columbia (when established) for the purpose of providing services to the residents of the District of Columbia, which promote their general welfare. A Constituent Service Program may not be used at any time for political purposes.

Each elected official statutorily authorized to establish a Constituent Service Program must file a Statement of Organization with the Director of Campaign Finance within ten (10) days after establishing the program. A Constituent Service Program must have a chairman and a treasurer.

REPORTING REQUIREMENTS

Constituent Service Programs must file Reports of Receipts and Expenditures (R&E Reports) quarterly on the first day of January, April, July and October of each year. The R & E Report must be certified and filed electronically.

No person, including a business contributor, may contribute more than \$500 or more than \$1,000 in personal property to a Constituent Service Program in any one calendar year. A Constituent Service Program may accept an aggregate total of \$40,000 in contributions, and may expend a maximum of \$60,000 in any one (1) calendar year for such programs. Personal contributions by an elected official qualified to maintain a Constituent Service Program are unlimited.

SURPLUS FUNDS

Surplus funds of a Constituent Service Program must be disbursed within 120 days of the date that the elected official vacates the office or notifies the Director of Campaign Finance, in writing, that the affected program will no longer receive contributions or make expenditures. Surplus funds of a Constituent Service Program must be used only to retire the program debts and as a donation to a federally defined not-for-profit organization, that is in good standing in the District for a minimum of one (1) calendar year prior to the date of donation. Notwithstanding, a Constituent Service Program must continue to file reports until all debts, if any, are satisfied.

IT MUST BE NOTED THAT ... any Candidate-elect, who is authorized to establish a Constituent Service Program may transfer any surplus funds to the respective Constituent Service Program.