

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](http://www.ocf.dc.gov)

E-mail: [ocf@dc.gov](mailto:ocf@dc.gov)

*AT A GLANCE. . .*

**You Are A Candidate If. .**

*you are an individual who seeks nomination for election, or election to office, in the District of Columbia, whether or not you are elected. You will be considered a candidate seeking nomination for election, or re-election, if you: (a) Obtain, or authorize any other person to obtain, nominating petitions to qualify for nomination for election, or election, to office; (b) Receive contributions or make expenditures, or given your consent for any other person to receive contributions or make expenditures, with a view to bring about your nomination for election, or election, to office; and, (c) Fail to disavow in writing to the Office of Campaign Finance any of the above conduct by any person on your behalf, within ten (10) days after receiving written notification by the Director of such activity.*

**Cecily E. Collier-Montgomery**  
**Director**

William O. SanFord  
General Counsel  
[william.sanford@dc.gov](mailto:william.sanford@dc.gov)

Renee Coleman  
Audit Manager  
[renee.coleman@dc.gov](mailto:renee.coleman@dc.gov)

Wesley Williams  
Public Information Manager  
[wesleyw.williams@dc.gov](mailto:wesleyw.williams@dc.gov)

Nadine Journiette  
Administrative Officer  
[nadine.journiette@dc.gov](mailto:nadine.journiette@dc.gov)

Deloris Ramsey  
Supervisory Training Officer  
[deloris.ramsey3@dc.gov](mailto:deloris.ramsey3@dc.gov)

**THE CANDIDATE  
PROGRAM AND THE  
PRINCIPAL CAMPAIGN  
COMMITTEE (PCC)**



**EXCEPTION FOR ADVISORY  
NEIGHBORHOOD COMMISSION  
(ANC) CANDIDATES**

*Candidates for ANC are excluded  
from this requirement*

## Reporting Requirements for the PCC

The Treasurer of a PCC must file a Report of Receipts and Expenditures (R&E Report) on January 31st and the 10th day of March, June, August, October and December in the 7 months preceding the date on which, and in each year during which, an election is held for the office its candidate is seeking, and on the 8th day preceding the date of the election. Non-election year reports are due on the 31st day of January and July of each year, and continuous reporting is required until all debts and obligations of the PCC have been satisfied and all funds have been fully exhausted. The obligation to file reports continues until the Treasurer files a final report, notwithstanding the outcome of an election. The R&E Report must be certified and filed electronically, unless actual hardship in complying is demonstrated.

## Special points of interest:

- **An individual must file a Statement of Candidacy as a candidate within five (5) days of becoming a candidate.**
- **All candidates must file Reports of Receipts and Expenditures unless the filing is exempted or waived.**
- **All candidates for nomination for election, or election, to public office, must file a Public Financial Disclosure Statement with the Board of Ethics and Government Accountability.**
- **Each principal campaign committee must file a Statement of organization within ten (10) days of designation by a candidate on the Statement of Candidacy form.**
- **A Principal Campaign committee must have a chairperson, treasurer, and one or more campaign depositories in a national bank located in the District of Columbia.**
- **All candidates and treasurers must attend mandatory in person training.**
- **All R&E Reports must be filed electronically.**

## SURPLUS FUNDS

Surplus funds remaining with a candidate or candidate-elect must be used to retire the debts of the political committee which received the funds; returned to donors within six(6) months of a defeat in an election, election to office or withdrawal as a candidate; or contributed to a political party for political purposes; or transferred to a political committee, a charitable, scientific, literary, or educational organization or organizations which meet the District of Columbia tax laws, or in the case of an elected official, an established Constituent Service Fund.

A Principal Campaign Committee (PCC) must continue to function after the election for which the committee was organized, as an authorized committee, until all debts and obligations are extinguished; and, must abide by the following: (a) proper disposal of all surplus funds.

## REPORTING REQUIREMENTS

You must file a Statement of Candidacy form with the Office of Campaign Finance within five (5) days of (a) becoming a candidate , (b) receiving a contribution, (c) making an expenditure, (d) obtaining nominating petitions, or (e) authorizing anyone to do any of the above on your behalf, whichever occurs first.

Campaign Finance Reports of Receipts and Expenditures (R&E Reports) must be filed by all candidates who have not opted to designate and authorize a principal campaign committee to file same, been granted a waiver by the Director of Campaign Finance or exempted from the filing and reporting requirements of the Campaign Finance Act.

## TRAINING REQUIREMENTS

All candidates and the treasurers of all political committees must attend in person mandatory training with the Office of Campaign Finance within fifteen(15) calendar days of filing the Statement of Candidacy form or the Acceptance of Treasurer form.

## THE EXEMPT CANDIDATE

**CANDIDATES, WHO ANTICIPATE SPENDING LESS THAN \$500 IN ANY ONE ELECTION AND HAVE NOT DESIGNATED A PRINCIPAL CAMPAIGN COMMITTEE, MAY BE EXEMPTED** from the filing and reporting requirements of the Campaign Finance Act. To invoke the exemption, a candidate must certify on the Statement of Candidacy form that the candidate anticipates spending less than \$500 in any one election and will not designate a principal campaign committee.

The candidate must also certify (by filing a Report of Exemption for a Candidate Spending less Than \$500 form) on the 15th day prior to the election and on the 30th day following the date of the election that the candidate has not spent in excess of \$500 for purposes of seeking election to office.

## CANDIDATE WAIVER

A CANDIDATE MAY REQUEST A WAIVER OF THE REPORTING REQUIREMENTS on a Request for a Candidate Waiver form filed with the Director of Campaign Finance. This waiver request, if granted by the Director, precludes the candidate from filing separate R&E Reports so long as the candidate surrenders all contributions to the principal campaign committee Treasurer without any expenditures or co-mingling of contributions with personal funds.

**WARNING! WARNING! WARNING!**  
***WITHIN FIVE (5) DAYS OF RECEIPT, ALL FUNDS MUST BE SURRENDERED TO THE PRINCIPAL CAMPAIGN COMMITTEE; OTHERWISE, A CANDIDATE MUST FILE A SEPARATE CANDIDATE REPORT OF RECEIPTS AND EXPENDITURES***