**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
**OFFICE OF CAMPAIGN FINANCE**
**WASHINGTON, D.C. 20003**

# REPORT OF RECEIPTS AND EXPENDITURES FOR CANDIDATES, PRINCIPAL CAMPAIGN OR POLITICAL COMMITTEES, POLITICAL ACTION COMMITTEES, INDEPENDENT EXPENDITURE COMMITTEES

**(See reverse side for instructions)**

## SUMMARY PAGE

| | |
|---|---|
| 1. Full Name of Committee (Name of Candidate, if Candidate is reporting) | 2. OCF Identification Number |
| Address | 3. Is this report an Amendment ☐ Yes ☐ No |
| City, State and Zip Code | ☐ Check if address is different from previously reported. |

4. Type of Report

| | | | |
|---|---|---|---|
| ☐ January 31 Year End | ☐ July 31 Mid Year | ☐ December 10 | ☐ 8 Day Pre-Special |
| ☐ March 10 | ☐ August 10 | ☐ 8 Day Pre-Primary | ☐ Termination Report |
| ☐ June 10 | ☐ October 10 | ☐ 8 Day Pre-General | ☐ Other ___ |

This REPORT contains activity for: ☐ Primary Election ☐ General Election ☐ Special Election ☐ Presidential Primary ☐ Other

| SUMMARY | COLUMN A THIS PERIOD | COLUMN B |
|---|---|---|
| 5. Covering Period_____________through________________ | | |
| 6. (a) Cash on Hand (January 31 Year End Report Only)………………………… | $ | $ |
| (b) Cash on Hand at Beginning of Reporting Period………………………… | $ | |
| (c) Total Receipts [from Line (16)]……………………………………….. | $ | $ |
| (d) Subtotal [add Lines 6(b) and 6(c) for Column A] ………………………… | $ | $ |
| 7. Total Expenditures (from Line 22)………………………………………………......... | $ | $ |
| 8. Cash on Hand at Close of Reporting Period [subtract Line 7 from Line 6(d)]…………………………………………………………………… | $ | $ |
| 9. Debts and Obligations Owed BY the Committee or the Candidate (itemize all on Schedule D)………………………………………………..……………………….. | $ | $ |
| 10. (a) Loans Owed BY the Committee or Candidate (itemize all on Schedule E)… | $ | $ |
| (b) Loans Owed TO Committee or Candidate (itemize all on Schedule E-1)……………………………………………………………… | $ | $ |

CERTIFICATIONS/OATHS AND AFFIRMATIONS OF FILERS OF REPORTS OF RECEIPTS AND EXPENDITURES

(1) OATH OR AFFIRMATION OF CANDIDATE IF FILING

I HEREBY SWEAR OR AFFIRM, SUBJECT TO PENALTIES OF PERJURY THAT I HAVE USED ALL REASONABLE DUE DILIGENCE TO PREPARE THIS REPORT, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE REPORT IS TRUE AND COMPLETE; AND I FURTHER SWEAR OR AFFIRM THAT I USED ALL REASONABLE DUE DILIGENCE TO ENSURE THAT I AND THE POLITICAL COMMITTEES AFFILIATED/AUTHORIZED BY MY CAMPAIGN ARE IN COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE DISTRICT OF COLUMBIA CAMPAIGN FINANCE ACT OF 2011, AND HAVE ADVISED ALL CONTRIBUTORS OF THE OBLIGATIONS IMPOSED ON CONTRIBUTORS BY THE CAMPAIGN FINANCE ACT.

TYPE OR PRINT FULL NAME OF CANDIDATE

SIGNATURE OF CANDIDATE DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS THE _______________DAY________ OF________ ,20

NOTARY PUBLIC

NOTE: SUBMISSION OF LATE, FALSE, ERRONEOUS, OR INCOMPLETE INFORMATION MAY SUBJECT THE PERSON TO THE PENALTIES OF D.C. OFFICIAL CODE § 1-1163.35.

(2) OATH OR AFFIRMATION OF TREASURER OF POLITICAL COMMITTEE

I HEREBY SWEAR OR AFFIRM, SUBJECT TO PENALTIES OF PERJURY THAT I HAVE USED ALL REASONABLE DUE DILIGENCE TO PREPARE THIS REPORT, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE REPORT IS TRUE, CORRECT AND COMPLETE.

TYPE OR PRINT FULL NAME OF TREASURER

SIGNATURE OF TREASURER DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS THE _______________DAY________ OF________ ,20

NOTARY PUBLIC

NOTE: SUBMISSION OF LATE, FALSE, ERRONEOUS, OR INCOMPLETE INFORMATION MAY SUBJECT THE PERSON TO THE PENALTIES OF D.C. OFFICIAL CODE § 1-1163.35.

(3) OATH OR AFFIRMATION OF COMMITTEE TREASURER OF INDEPENDENT EXPENDITURE COMMITTEE

I HEREBY SWEAR OR AFFIRM, SUBJECT TO PENALTIES OF PERJURY THAT I HAVE USED ALL REASONABLE DUE DILIGENCE TO PREPARE THIS REPORT, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE REPORT IS TRUE AND COMPLETE; AND I FURTHER SWEAR OR AFFIRM THAT THE COMMITTEE HAS MADE NO CONTRIBUTIONS OR TRANSFER OF FUNDS TO ANY PUBLIC OFFICIAL OR CANDIDATE, ANY POLITICAL COMMITTEE, OR ANY POLITICAL ACTION COMMITTEE; AND THAT THE CONTRIBUTIONS RECEIVED BY THE COMMITTEE AND THE EXPENDITURES MADE HAVE NOT BEEN CONTROLLED OR DIRECTED BY ANY PUBLIC OFFICIAL OR CANDIDATE, ANY POLITICAL COMMITTEE, OR ANY POLITICAL PARTY.

TYPE OR PRINT FULL NAME OF TREASURER

SIGNATURE OF TREASURER DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS THE _______________DAY________ OF________ ,20

NOTARY PUBLIC

NOTE: SUBMISSION OF LATE, FALSE, ERRONEOUS, OR INCOMPLETE INFORMATION MAY SUBJECT THE PERSON TO THE PENALTIES OF D.C. OFFICIAL CODE § 1-1163.35.

(4) OATH OR AFFIRMATION OF COMMITTEE TREASURER OF POLITICAL ACTION COMMITTEE

I HEREBY SWEAR OR AFFIRM, SUBJECT TO PENALTIES OF PERJURY THAT I HAVE USED ALL REASONABLE DUE DILIGENCE TO PREPARE THIS REPORT, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE REPORT IS TRUE AND COMPLETE; AND I FURTHER SWEAR OR AFFIRM THAT THE CONTRIBUTIONS RECEIVED BY THE COMMITTEE AND THE EXPENDITURES MADE HAVE NOT BEEN CONTROLLED OR DIRECTED BY ANY PUBLIC OFFICIAL OR CANDIDATE, ANY POLITICAL COMMITTEE, OR ANY POLITICAL PARTY.

TYPE OR PRINT FULL NAME OF TREASURER

SIGNATURE OF TREASURER DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS THE _______________DAY________ OF________, 20

NOTARY PUBLIC

NOTE: SUBMISSION OF LATE, FALSE, ERRONEOUS, OR INCOMPLETE INFORMATION MAY SUBJECT THE PERSON TO THE PENALTIES OF D.C. OFFICIAL CODE § 1-1163.35.

# INSTRUCTIONS FOR PREPARING OCF FORM 16 (SUMMARY PAGE)

**WHO MUST FILE**

Any Candidate, if a Candidate is reporting, or any principal campaign or political committee promoting or opposing a political party, promoting or opposing the nomination for election or election of an individual to District of Columbia office, or promoting or opposing any initiative, referendum, or recall measure **or any exploratory, inaugural, transition or legal defense committee; political action committee; and independent expenditure committee** is required to file periodic Reports of Receipts and Expenditures (R&E) on OCF FORM 16.

A political committee designated in writing by a Candidate for District of Columbia office to serve as his or her principal campaign committee is required to file periodic Reports of Receipts and Expenditures on OCF FORM 16.

Any other political committee authorized in writing by a Candidate for District of Columbia office to receive contributions or make expenditures on the Candidate's behalf is required to file OCF FORM 16 with the principal campaign committee, which must compile and consolidate the reports and file with the Director of Campaign Finance.

As used in these instructions, unless otherwise stated, the term "committee" includes the political committee, political action committee, and the independent expenditure committee

**WHEN TO FILE**

All Candidates, political committees, political action committees, and **independent expenditure committees** shall file Reports of Receipts and Expenditures (R&E Reports) on the following dates:

(a*)* ***March 10th, June 10th, August 10th, October 10th, December 10th, in the 7 months preceding the date on which, and in each year during which an election is held for the office sought, the eighth( 8th )day next preceding the date of an election, in which the Candidate seeks office and the committee supports a Candidate for office; and on January 31st of each year.***

(b) January 31st and July 31st, Provided that a committee declares its intention not to support a Candidate during an election year; and

(c) July 31st, in a non-election year.

Each committee supporting or opposing an Initiative, Referendum, or Recall Measure shall file Reports of Receipts and Expenditures as follows:

(a) On or before the commencement of the process for an initiative, referendum or recall;

(b) In the case of an opponent, within ten (10) days after making an expenditure or accepting a contribution in opposition to the measure;

(c) On the tenth (10th) day of the fourth (4th) month preceding the election;

(d) On the tenth (10th) day of the second (2nd) month preceding the election; and

(e) Eight (8) days prior to the election.

All R&E Reports shall contain all financial transactions through and including the fifth (5th) day preceding the filing deadline for each R&E Report; Provided, that the reporting period for the next R&E Report shall commence on the day following the closing date of the prior R&E Report.

Where an exception to the electronic filing requirement is granted, a document is timely filed upon delivery to the Office of Campaign Finance by 5:30 p.m. of the prescribed filing date. Reports and statements sent by first class mail must be received by 5:30 p.m. on the prescribed filing date to be timely filed. An electronic report is timely filed by midnight of the prescribed filing date.

Each contribution of $200 or more received after the closing date for 8-Day Pre-Election Reports must be reported within 24 hours of its receipt. A candidate or political committee may use OCF Form 16, or his or her own paper or stationary, provided it contains the following information.

(a) The candidate name and the office sought.
(b) The Identification of the contributor, and
(c) The amount and date of receipt of the contribution.

All contributions for which 24 hour notice of receipt is given must also be itemized in the candidate's or committee's next scheduled report. OCF Form 16-A cannot be electronically filed.

Other than a political committee or candidate, any person who makes a contribution or expenditure aggregating in excess of $50 during a calendar year, other than by contribution to a committee or candidate, must file the Report of Receipts and Expenditures for any period during which the expenditure occurred. The report shall be filed on the dates upon which reports by committees are filed, except where the value of the independent expenditure totals $1,000 or more in a 2-week period, then the report must be filed within 14 days of the independent expenditure

**HOW TO FILE**

This form must be filed at www.ocf.dc.gov except where a waiver is granted to the mandatory filing requirements. You must use your user id, password and PIN provided by the Office of Campaign Finance to certify the report..

**WHERE TO FILE**

Where an exception to the mandatory electronic filing requirement is granted, the original report and any amendments to the report must be filed or mailed to the Office of Campaign Finance, 1015 Half Street, S.E., Suite 775, Washington, D.C. 20003. The electronic report must be certified and submitted at www.ocf.dc.gov.

**OVERVIEW OF THE RECORDKEEPING AND REPORTING REQUIREMENTS**

A Candidate or committee may use any recordkeeping or accounting system, which will enable it to comply with the Act. The Director of Campaign Finance recommends that separate accounting records be maintained by type for each of the various categories of receipts and expenditures reported on the Detailed Summary Page. The separate accounting records will assist the Candidate or committee in completing the report forms, since separate reporting schedules are required for each category. The total receipts and expenditures reporting schedules should be completed first so that the totals can be obtained for each category. Where appropriate, the totals must be also stated on the Summary Page.

**TREASURER'S RESPONSIBILITIES**

A copy of this report must be maintained by the Candidate or treasurer of the committee for a period of not less than three years from the date of filing a termination report, which must be accepted and approved by the Director of Campaign Finance. The Candidate or treasurer of the committee is personally responsible for the timely and complete filing of the report and for the accuracy of any information contained in it.

**LINE BY LINE INSTRUCTIONS**

It is recommended that Candidates and committees complete the Detailed Summary Page before completing the Summary Page.

**Line 1 Print** or **type** the complete name and mailing address of the committee. If the Candidate is reporting, print or type the complete name and mailing address of the Candidate.

**Line 2 Enter** the OCF Identification Number assigned to the committee or candidate, whichever is applicable.

**Line 3** If this is an original report, **check** the "NO" box. If this is an amendment to a previous report, check the "YES" box.

**Line 4 Check** the appropriate boxes. If the report is an 8 day Pre-Election Report, supply the type of election (primary, general, special or other) and the date of the election. In addition, check the appropriate boxes, which indicate the elections for which this report contains activity. For example, if a Candidate or political committee is raising funds to pay off primary debts and simultaneously raising funds for the General Election, check both the "Primary Election" box and the "General Election" box. If the report is for an initiative, referendum or recall measure ***or*** legal defense committee, check the "Other" box, and indicate the type of report.

**Line 5 Enter** the coverage dates for this report. All activity from the ending coverage date of the last report filed must be included.

**Line 6(a) Check** the appropriate box to indicate if you are filing as a PCC. All Candidates/PCCs and other Authorized Committees must enter the total amount of receipts Cumulative to Date at the beginning of the reporting period. This amount accumulates from the date of organization of the political committee.

**Check** the appropriate box to indicate if you are filing as any other committee type. All political action committees, independent expenditure committees, and referendums, initiatives, recall measures, and charter amendments, must enter the total amount Cumulative Year-to-Date at the beginning of the calendar year.

**Line 6(b) Enter** the total amount of cash on hand at the beginning of the reporting period.

**Line 6(c) Transfer** the amounts from Column A and Column B on line 16 to the corresponding Columns of Line 6(b). The amount will automatically input from the applicable schedule if filed electronically.

**Line 6(d) Add** lines 6 (b) and 6 (c) to obtain the total for Column A.

**Line 7 Transfer** the amounts from Column A and Column B on line 22 to the corresponding Columns on Line 7. The amount will automatically input from the applicable schedule if filed electronically.

**Line 8** For Column A **subtract** Line 7 from Line 6(d) to obtain the total for cash on hand at the close of the reporting period for Line 8. The amount will automatically input from the applicable schedule if filed electronically.

**Line 9 Transfer** the total amount of debts and obligations owed **BY** or **TO** the Candidate and/or Committee from Schedule D. The amount will automatically input from the applicable schedule if filed electronically.

**Line 10(a) Transfer** the total amount of loans owed **BY** the Candidate/PCC and/or Committee from Schedule E. The amount will automatically input from the applicable schedule if filed electronically.

**Line 10(b) Transfer** the total amount of all loans owed **TO** the Candidate/PCC or Committee from Schedule E-1. The amount will automatically input from applicable schedule if filed electronically.

# DETAILED SUMMARY PAGE
# OF RECEIPTS AND EXPENDITURES
# (See reverse side for Instructions) OCF
# Form 16, Page 2

| FULL NAME OF COMMITTEE(NAME OF CANDIDATE, IF CANDIDATE IS REPORTING) | REPORT COVERING THE PERIOD FROM: TO: | |
|---|---|---|
| **I. RECEIPTS** | **COLUMN A TOTAL THIS PERIOD** | **COLUMN B CUMULATIVE-TO-DATE CUMULATIVE-YEAR-** |
| **11. CONTRIBUTIONS (OTHER THAN LOANS) FROM:** | | |
| (a) Individuals/Organizations Other Than Political Committees (Schedule-A)………………………… | $ | $ 11(a) |
| (b) Political Party Committees (Schedule A-1)………………………………………………………… | $ | $ 11(b) |
| (c) Political Committees Other than Pol. Comms. Authorized by the same Candidate (Schedule A-2)… | $ | $ 11(c) |
| (d) The Candidate (Schedule A-3)……………………………………………………………………… | $ | $ 11(d) |
| (e) Transfers From Authorized Committees of the Candidate identified in this Report (Schedule A-4)… | $ | $ 11(e) |
| (f) Itemized Monetary Contributions received in excess of $10,000 from source not associated with the candidate or committee (Schedule A-7)…………………………………………………………… | $ | $ 11(f) |
| | $ | $ 11(g) |
| (g) **Total Contributions** (Other than Loans) [add lines 11(a), (b), (c), (d) , (e)and (f)]………………… | | |
| | $ | $ 12 |
| **12. SALES AND COLLECTIONS** (Schedule C)……………………………………………………… | | |
| **13. LOANS** | | |
| (a) Loans owed BY The Candidate/PCC or the Committee (Schedule E)……………………………… | $ | $ 13(a) |
| (b) Loans owed TO The Candidate/PCC or the Committee (Schedule E-1)……...……………………… | $ | $ 13(b) |
| (c) Total Loans [add Lines 13(a) and (b)]……………………………………………………………… | $ | $ 13(c) |
| **14. OTHER RECEIPTS** (Dividends, Interest, etc.) (Schedule A-5)……………………………………… | $ | $ 14 |
| **15. OFFSETS TO OPERATING EXPENDITURES** (Schedule A-6)……………………………………… | $ | $ 15 |
| **16. TOTAL RECEIPTS** [add Lines 11(g), 12, 13(c), 14 and 15]…………………………………………… | $ | $ 16 |
| **II. EXPENDITURES** | | |
| **17. OPERATING EXPENDITURES** (Schedule B)………………………………………………………… | $ | $ 17 |
| **18. TRANSFERS TO OTHER AUTHORIZED COMMITTEES** (Schedule B-1)……………………… | $ | $ 16 |
| **19. LOAN REPAYMENTS:** | | |
| (a) Of Loans owed BY the Candidate/PCC or the Committee (Schedule E)……………………………… | $ | $ 19(a) |
| (b) Of Loans owed TO the Candidate/PCC or the Committee (Schedule E-1)…………………………… | $ | $ 19(b) |
| (c) **Total Loan Repayments** [add Lines 19(a) and 19(b)]………………………………………………. | $ | $ 19(c) |
| **20. REFUNDS OF CONTRIBUTIONS TO:** | | |
| (a) Individuals/Organizations Other Than Political Committees (Schedule B-2)…………………… | $ | $ 20(a) |
| (b) Political Party Committees (Schedule B-3)…………………………………………………………… | $ | $ |
| (c) Other Political Committees and PACs (Schedule B-4)………………………………………………… | $ | $ 20(c) |
| (d) **Total Contribution Refunds** [add Lines 20(a), (b), and (c)]……………………………………… | $ | $ 20(d) |
| **21. OTHER EXPENDITURES** | | |
| (a) Independent Expenditures (Schedule B-5)…………………………………………………………… | $ | $ 21(a) |
| (b) Offsets to Receipts (Schedule B-6)……………………………………………………………….. | $ | $ 21(b) |
| **(c) Total Other Expenditures [**add Lines 21(a) and 21 (b)]…………………………………………... | $ | $ 21(c) |
| **22. TOTAL EXPENDITURES** [add Lines 17, 18, 19(c), 20(d), and 21(c)]…………………………………... | $ | $ 22 |

## III. CASH SUMMARY

**23. CASH ON HAND AT THE BEGINNING OF REPORTING PERIOD**………………………………… $________________________________________

**24. TOTAL RECEIPTS THIS PERIOD (from Line 16)**……………………………………………………… $________________________________________

**25. SUBTOTAL (add Line 23 and Line 24**)………………………………………………………………… $________________________________________

**26. TOTAL EXPENDITURES THIS PERIOD (from Line 22)**……………………………………………… $________________________________________

**27. CASH ON HAND AT CLOSE OF THE REPORTING PERIOD (subtract Line 26 from Line 25**)……… $________________________________________

## INSTRUCTIONS FOR DETAILED SUMMARY PAGE – OCF FORM 16

A political committee, political action committee, and independent expenditure committee must report the total amount of receipts and expenditures during the reporting period and during the calendar year for each category of receipts and expenditures on OCF Form 16. The committee's full name and the coverage dates for the report must be entered in the appropriate blocks. If there are no receipts or expenditures for a particular category for a reporting period or calendar year for either Column A or Column B, **enter-0-** on the respective lines. To obtain the "Cumulative –Year-To-Date" total for each category, the committee should add the "Cumulative-Year-To-Date" total from the previous report to the "Total This Period" from Column A for the current report. The amount for each of the following line items will automatically input from the applicable schedule if filed electronically.

A Principal Campaign Committee (Candidate, if Candidate is reporting) must report the total amount of receipts and expenditures during the reporting period and **"**Cumulative-To-Date" total for each category of receipts end expenditures on OCF Form 16. The Principal Campaign's full name (Candidate's full name if the Candidate is reporting) and the coverage dates for the reports must be entered in the appropriate blocks. If there are no receipts and expenditures for a particular category for a reporting period or "Cumulative-To-Date" total for Column A or Column B, **enter -0-** on the respective lines. To obtain the "Cumulative-To-Date" total for each category, the Principal Campaign Committee should add the "Cumulative-To-Date" total for the previous report to the total this period from Column A for the current report. The amount for each of the following line items will automatically input from the applicable schedule if filed electronically.

**LINE 11(a) Enter** the total amount of **contributions (other than loans)** from Schedule A for individuals, business entities, and other persons who are not political committees.

**Line 11(b) Enter** the total amount of **contributions (other than loans)** from Schedule A1 for **Political Party Committees.**

**Line 11(c) Enter** the total amount of **contributions (other than loans)** from Schedule A-2 for **Political Action Committees (PACs) separate segregated funds,** ***any exploratory, inaugural and transition committees.***

**Line 11(d) Enter** the total amount of **contributions (other than loans)** from Schedule A-3 for the **Candidate**.

**Line 11(e) Enter** the total amount of **Transfers from Schedule A-4 for other authorized committees** of the same Candidate**.** Loans ands loan repayments received from the other authorized committees of the same Candidate must be included on this line and not on Line 13(b).

**Line 11(f) Enter** the total amount of itemized contributions from **Schedule A-5** received in **excess of $10,000.00** from a source not associated with the **candidate or committee.**

**Line 11(g) For both** Column A and Column B, add Lines 11(a), 11(b), 11(c), 11(d), 11(e), and 11(f) to obtain total amount of contributions.

**Line 12 Enter** funds received from **Schedule C for Sales and Collections.**

**Line 13(a) Enter** the total amount of all **loans made BY the Candidate/PCC or Committee** from Schedule E.

**Line 13(b) Enter** the total amount of all **loans made TO the Candidate/PCC or Committee** from Schedule E-1.

**Line 13(c)** For both Column A and Column B, **add** Lines 13(a) and 13(b) to obtain total loans.

**Line 14 Enter** the total amount of **other receipts** (including dividends and interest) from Schedule A-5.

**Line 15 Enter** the total amount for **contributions in kind and offsets to operating expenditures** (including refunds, rebates, returned checks, and returns of deposits) from Schedule A-6.

**Line 16** For both Column A and Column B, **add** Lines 11(g), 12, 13(c), 14 and 15 to obtain total receipts.

**Line 17 Enter** the total amount of **operating expenditures** from Schedule B.

**Line 18 Ente**r the total amount of **transfers to other authorized committees** of the same Candidate.

**Line 19(a) Enter** the total amount of all **loans made BY the Candidate/PCC** or **Committee from Schedule E**.

**Line 19(b) Enter** the total amount of all **loans made TO the Candidate/PCC** or **Committee** from Schedule E-1.

**Line 19(c)** For both Column A and Column B, **add** lines 19(a) and 19(b) to obtain total loan repayment.

**Line 20(a) Enter** the total amount of **contribution refunds to individuals/organizations other than political committees** from Schedule B-2.

**Line 20(b) Enter** the total amount of **contribution refunds to political party committees** on Schedule B-3. All such refunds must be itemized on Schedule B, regardless of the amount.

**Line 20(c) Enter** the total amount of **contribution refunds for other political committees and PACS** from Schedule B-4.

**Line 20(d)** For both Column A and Column B, **add** Lines 20(a), 20(b) and 20(c) to obtain **total contribution refunds**.

**Line 21(a)** For both Column A and Column B, enter the total of **other expenditure**s including independent expenditures from Schedule B-5.

**Line 21(b)** For both Column A and Column B, enter the total amount of offsets to receipts (return checks, non sufficient fund fees) from Schedule B-6.

**Line 21 (c)** For both Column A and Column B, **enter** the total amount of **other expenditures**.

**Line 22** For both Column A and Column B, **add** the totals of Lines 17, 18, 19(c), 20(d) and 21 to obtain **total expenditures**.

**Line 23 Enter** the total amount of **cash on hand at the beginning of the reporting period.** This amount includes: currency; balance on deposit in banks, savings and loan institutions, and other depository institutions; traveler's checks owed by the Candidate or committee; certificates of deposit; treasury bills; and other Candidate or committee investments valued at cost.

**Line 24 Transfer** the amount from Column A of Line 16 to Line 24.

**Line 25 Add** Lines 23 and 24 to obtain the totals for Line 25.

**Line 26 Transfer** the amount from Column A of Line 22 to Line 26.

**Line 27 Subtract** Line 26 from Line 25 to obtain the cash on hand at the close of the reporting period for Line 25

**SCHEDULE A** Page_____of____for Line Number 11a

# ITEMIZED RECEIPTS FROM INDIVIDUALS/ORGANIZATIONS OTHER THAN COMMITTEES

(See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.

**Full Name of Committee (Name of Candidate, if Candidate is reporting)**

| **1. Full Name, Mailing Address and Zip Code** | **Name and Address of Employer** | **Date (month, day, year)** | **Amount of Each Receipt This Period** |
|---|---|---|---|
| **Contributor Type**<br>☐ **Labor** ☐ **Business** ☐ **Other** ☐ **Individual**<br><br>**Business Type:**<br>☐ **Corporation** ☐ **Partnership**<br>☐ **Limited Liability Company**<br>☐ **Sole Proprietorship**<br>☐ **Other** | **Occupation**<br>**Contribution Type**<br><br>☐ **Cash** ☐ **Money Order** ☐ **Check**<br>☐ **Cashier Check** ☐ **Credit Card**<br>☐ **Other (Specify)** ____________________<br>☐ **In kind (Specify)** ____________________ | | |
| **List of Affiliated Entities** | **Full Name, Address and Zip Code of Affiliated Entity** | | |
| | **Aggregate Year-to-Date** | | |
| **2. Full Name, Mailing Address and Zip Code** | **Name and Address of Employer** | **Date (month, day, year)** | **Amount of Each Receipt This Period** |
| **Contributor Type**<br>☐ **Labor** ☐ **Business** ☐ **Other** ☐ **Individual**<br><br>**Business Type:**<br>☐ **Corporation** ☐ **Partnership**<br>☐ **Limited Liability Company**<br>☐ **Sole Proprietorship**<br>☐ **Other** | **Occupation**<br>**Contribution Type**<br><br>☐ **Cash** ☐ **Money Order** ☐ **Check**<br>☐ **Cashier Check** ☐ **Credit Card**<br>☐ **Other (Specify)** ____________________<br>☐ **In kind (Specify)** ____________________ | | |
| **List of Affiliated Entities** | **Full Name, Address and Zip Code of Affiliated Entity** | | |
| | **Aggregate Year-to-Date** | | |

| | |
|---|---|
| **Subtotal receipts for this page:** | |
| **Total This Period (Aggregate the subtotal of all Receipt Pages)** | |

# INSTRUCTIONS FOR PREPARING SCHEDULE A

The **Detailed Summary Page** is broken down into various categories of receipts. Use the appropriate sub-schedule of Schedule A to list the various categories of receipts to be itemized. The line number of the Detailed Summary Page to which each Schedule A pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name (Candidate's full name, if Candidate is reporting) must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the committee must provide the identification, date and amount of the receipt, and the aggregate year-to-date total.

For each such person who has made one or more contributions during the calendar year aggregating in excess of $49, the Candidate or committee must provide on Schedule A the identification (full name, mailing address, occupation and name of employer of the person), date and amount of each contribution aggregating in excess of $49, the aggregate year-to-date total and whether the contribution is for a primary, general, presidential primary, special or other election ***or for an exploratory, inaugural or transition committee; or a legal defense fund.***

The term "identification" means, in the case of an individual, his or her full name, including: first name, middle name or initial, if available, and last name, mailing address, occupation; the name of his or her employer; and in the case of any other person, the person's full name and address.

The occupation and name of employer is only required to be provided for receipts from individuals. "Occupation" means the principal job title or position of an individual and whether or not self-employed. "Employer" means the organization or person by whom an individual is employed, and not the name of his or her supervisor. The contributor type must be appropriately checked for each contribution received.

The term "identification" means, in the case of a business, the full name and mailing address of the business and the type, i.e., corporation, partnership, limited liability company, and sole proprietorship. For each contribution received from a business, the candidate or committee must also provide the full name and mailing address of all affiliated entities of the business contributor, which have made contributions to the committee.

Each additional contribution from any such person must be separately itemized. The total amount of all contributions from individuals/persons other than political committees not itemized during the reporting period on Schedule A must be entered on Schedule C.

Authorized committees must indicate the election for which the receipt was given. In the event the receipt was given for an election other than the current primary, general or special election, the "Other" block must be checked and the type of election specified (i.e., "General", "Primary").

The "receipt for" block does not apply to political committees which are not principal campaign /or authorized committees. The "aggregate year-to-date" total must be given for each receipt and must equal the amount that the person has given to the committee for that particular category of receipts for the calendar year. If a receipt is the only receipt from a person during the calendar year, the aggregate year-to-date total must still be entered.

The "Total This Period" amount (the last line on Schedule A) must be added to all other receipts for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

Absent evidence to the contrary, any contribution made by check, money order, or other written instruments must be reported as a contribution by the last person signing the instrument prior to delivery to the committee and/or Candidate.

A contribution which represents contributions by more than one person must indicate on the written instrument, or an accompanying written instrument signed by all contributors, the amount to be attributed to each contributor committee or Candidate; and (ii) the identification of the original contributor on Schedule A.

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**MISCELLANEOUS**

**Contributions In-Kind.** Contributions in-kind (i.e., goods and services provided to a committee or Candidate) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A and reported under the category "Contributions From Individuals/Persons Other Than Committees". The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the committee or Candidate. The "aggregate year-to-date" total must include the total amount of all contributions which the person has contributed to the committee or Candidate during the calendar year. The item must be labeled "contributions in-kind" and include the nature of the contribution (i.e., consulting, polling, etc.). Each contribution in-kind must also be reported in the same manner as an operating expense on Schedule B and included in the total for "Operating Expenditures".

(NOTE: A committee, which makes a contribution in-kind only, reports it as an expenditure and itemizes the transaction on Schedule B with a notation "contribution in-kind". The purpose of the expenditure (e.g., consulting, polling, etc.) and the aggregate year-to-date amount must also be provided. The committee or Candidate receiving the contribution in-kind must report it as both a receipt and an expenditure).

**Contributions of stocks, bonds, art objects, and other similar items to be liquidated must be reported as follows:**

(1) If the item has not been liquidated at the close of the reporting period, the committee or Candidate must record as a memo entry (not as cash) on Schedule A the item's fair market value on the date received, including the name and mailing address (and when in excess of $49, the occupation and name of the employer) of the contributor. The total amount of items to be liquidated must be entered under "Total This Period" on the last line of Schedule A. This amount must NOT be carried forward to the Detailed Summary Page.

(2) When the item is sold, the committee or Candidate must report the proceeds and include them in the appropriate categories on the Detailed Summary Page. It must also report the (i) name and mailing address (and, where in excess of $49, the occupation and name of employer) of the purchaser on Schedule A. If purchased directly from the committee or Candidate (the purchaser is considered to have made a contribution to the Candidates.

**Exempt Legal or Accounting Services.** Legal or accounting services rendered to or on behalf of a Candidate, an authorized committee of a Candidate, or any other committee, are not contributions or expenditures, and, therefore, subject to the contribution limitations. The person paying for the services, must be the regular employer of the individual rendering the services, provided the services are solely to ensure compliance with the Act.

Legal or accounting services rendered to or on behalf of any political committee of a political party are not contributions or expenditures and, are not therefore, subject to the contribution limitations, if the person paying for the services is the regular employer of the individual rendering the services and the services are not attributable to activities which directly further the election of any designated Candidate for District of Columbia Office.

The Candidate or political committee must itemize the following on a separate Schedule A: each person who provides legal or accounting services to the Candidate or political committee in an aggregate value or amount in excess of $49 within the calendar year, together with the date of receipt and amount or value of the exempt legal or accounting services; and state that the receipt is for "exempt legal or accounting service". The total amount of exempt legal or accounting services must be entered on the line for "Total This Period" on the bottom of Schedule A, but the total amount may not be carried forward to any category or line number on the Detailed Summary Page.

**Earmarked Contributions.** For each earmarked contribution received, the Candidate or committee must report on Schedule A, the name and address of the original contributor, the date of receipt and the amount of the contribution and, if the original contributor makes contributions aggregating more than $49 to the Candidate or committee during the calendar year, the occupation and name of employer. If the contribution passes through the Candidate or committee's account and is forwarded to another committee or District of Columbia Candidate, the conduit committee must disclose each contribution on Schedule A and Schedule B and include the amount under the appropriate category of receipts and expenditures. If the contribution was passed on in the form of the contributor's check, the conduit must disclose each contribution on a separate Schedule A attached to the conduit's intermediary next report and the amounts of such contributions are not required to be included in the totals for the appropriate categories of receipts and expenditures. If a Candidate or committee is not a conduit, but is the intended recipient, the Candidate or committee must report each conduit through which the earmarked contribution passed, including the name and address of the conduit, and whether the contribution was passed on in cash, by the contributor's check, or by the conduit's check. If the conduit exercises direction and control over the contribution, the earmarked contribution must also be attributed to the contribution limitations of the conduit.

**Partnership Contributions. Because the contribution of a partnership counts against the limits of both the partnership and the individual participating partners, the contribution from the partnership must be reported, and the portion of the partnership contribution attributed to each contributing partner must also be reported.**

**Business Contributors. A business entity as defined in D.C. Official Code §29-101.02(including corporations, partnerships and limited liability companies)who makes a contribution and its affiliated entities (related because one of the entities controls the other or the entities share a controller, whether the controller is another entity or an individual) share a single contribution limit. A business contributor must provide the following information to the committee or candidate for disclosure:**

1. The full Name, Mailing Address and Zip Code of each affiliated entity;
2. The date and amount of each contribution and expenditure made by the business contributor and its affiliated entities to the filer; and
3. The identity of the individual owners of the business contributor and their affiliated entities including their full names, Mailing Address, and Zip Code.

Where a Business Contributor is a Partnership, contributions shall be itemized and reported on Schedule A in the name of the partnership, and in the name of each contributing partner.

NOTE: Each Business Contributor will be required to certify to the committee that for each contribution made to the candidate or committee, that no affiliated entities with whom its contribution limit is shared, have contributed an amount that when aggregated, would exceed the contribution limit.

**Independent Expenditures. Each person (other than a committee or Candidate) who makes contributions or expenditures in excess of $50, other than by a contribution to a committee or Candidate, must report each independent expenditure on Schedule B.**

**Checks Returned Due to Insufficient Funds.** If a contributor's check is returned to the Candidate or committee due to insufficient funds and the receipt of the check was previously reported, the Candidate or committee must report the return under the appropriate category of receipts as a negative entry and net out the amount of the check from the total for that category. If the original receipt of the check was itemized on Schedule A, the return of the check must also be itemized as negative entry on Schedule A. If the receipt of the check was never reported, the return of the check should not be reported.

**Checks Refunded to the Candidate or Committee.** A contribution may be returned to the Candidate or committee in one of two ways:
(1) The original check is returned uncashed. If the contribution was reported, the refund should be reported as a negative entry on Schedule B, and the amount of the contribution refund subtracted from the expenditure totals on the line of the Detailed Summary Page that it was reported on.
(2) The original check is returned and the refund is made by a check from the recipient of the contribution. Such a transaction should be reported as a receipt on Schedule A for the appropriate line of the Detailed Summary Page. This procedure is applicable regardless of whether the amount refunded is the full or only a partial refund of the contribution or whether the contribution was previously reported.

**Best Efforts.** When the Candidate or treasurer of a political committee shows that best efforts have been used to obtain, maintain and submit the information required, the Candidate or committee shall be considered in compliance with the Act.

With regard to reporting the identification of each person whose contribution(s) to the Candidate or committee and its affiliated committees aggregating more than $49 in a calendar year, the Candidate or treasurer will not be deemed to have exercised best efforts to obtain the required information unless he or she has made at least one effort per solicitation either by written request or by an oral request documented in writing to obtain the information from the contributor. The effort shall consist of a clear request for the information (i.e., name, mailing address, occupation, and name of employer) which informs the contributor that the reporting of the information is required by law.

SCHEDULE A-1 Page____of____for Line Number 11b

ITEMIZED RECEIPTS FROM POLITICAL PARTY COMMITTEES

OCF FORM 16 (See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**Full Name of Committee**

| | | | |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code** | **Contributor Type** ☐ Republican ☐ Democratic ☐ Statehood Green ☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Contribution Type** ☐ Cash ☐ Money Order ☐ Check ☐ Cashier Checks ☐ Credit Cards ☐ In Kind (specify) ☐ Other (specify) | **Aggregate Year-To-Date-$** | |
| **2. Full Name, Mailing Address and Zip Code** | **Contributor Type** ☐ Republican ☐ Democratic ☐ Statehood Green ☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Contribution Type** ☐ Cash ☐ Money Order ☐ Check ☐ Cashier Checks ☐ Credit Cards ☐ In Kind (specify) ☐ Other (specify) | **Aggregate Year-To-Date-$** | |
| **3. Full Name, Mailing Address and Zip Code** | **Contributor Type** ☐ Republican ☐ Democratic ☐ Statehood Green ☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Contribution Type** ☐ Cash ☐ Money Order ☐ Check ☐ Cashier Checks ☐ Credit Cards ☐ In Kind (specify) ☐ Other (specify) | **Aggregate Year-To-Date-$** | |
| **4. Full Name, Mailing Address and Zip Code** | **Contributor Type** ☐ Republican ☐ Democratic ☐ Statehood Green ☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Contribution Type** ☐ Cash ☐ Money Order ☐ Check ☐ Cashier Checks ☐ Credit Cards ☐ In Kind (specify) ☐ Other (specify) | **Aggregate Year-To-Date-$** | |

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## INSTRUCTIONS FOR SCHEDULE A-1

For each contribution from a political party, provide the identification (full name and address of the committee), date and amount of the contribution, the contributor and contribution type, the aggregate year-to-date total and whether the contribution is for a primary, general presidential primary, special or other election.

CHEDULE A-2 Page____of____for Line Number 11c

ITEMIZED RECEIPTS FROM COMMITTEES OTHER THAN POLITICAL COMMITTEES AUTHORIZED BY THE SAME CANDIDATE

OCF FORM 16 (See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**Full Name of Committee**

| | | | |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code** | **Contributor Type**<br>☐ Corporate Sponsored PAC<br>☐ Labor Sponsored PAC<br>☐ Other PAC or Committee | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | **Aggregate Year-To-Date $** | | |
| **2. Full Name, Mailing Address and Zip Code** | **Contributor Type**<br>☐ Corporate Sponsored PAC<br>☐ Labor Sponsored PAC<br>☐ Other PAC or Committee | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other(specify) | **Aggregate Year-To-Date $** | | |
| **3. Full Name, Mailing Address and Zip Code** | **Contributor Type**<br>☐ Corporate Sponsored PAC<br>☐ Labor Sponsored PAC<br>☐ Other PAC or Committee | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other(specify) | **Aggregate Year-To-Date $** | | |

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**INSTRUCTIONS FOR SCHEDULE A-2**

For each contribution from a committee (including political action committees, Corporate Sponsored PACs, Labor Sponsored PACs, Initiative, Referendum and Recall Committees), other than political committees authorized by the candidate provide the identification (full name and address of the committee), date and amount of the contribution, the contributor and contribution type, the aggregate year-to-date total and whether the contribution is for a primary, general, presidential primary, special or other election.

SCHEDULE A-3 Page____of____for Line Number 11d

ITEMIZED RECEIPTS FROM A CANDIDATE

OCF FORM 16 (See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.

Full Name of Committee ( Name of Candidate, if Candidate is reporting)

| | | |
|---|---|---|
| Aggregate Year-To-Date - $ | Date (month, day, year) | Amount of Each Receipt This Period |
| Contribution Type<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | |
| Aggregate Year-To-Date -$ | Date (month, day, year) | Amount of Each Receipt This Period |
| Contribution Type<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | |
| Aggregate Year-To-Date - $ | Date (month, day, year) | Amount of Each Receipt This Period |
| Contribution Type<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | |
| Aggregate Year-To-Date - $ | Date (month, day, year) | Amount of Each Receipt This Period |
| Contribution Type<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | |
| Aggregate Year-To-Date - $ | Date (month, day, year) | Amount of Each Receipt This Period |
| Contribution Type<br>☐ Cash ☐ Money Order ☐ Check<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify | | |

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| SUBTOTAL receipts for this page………………………………………………………………………………………… | |
| TOTAL This Period (Aggregate the subtotal of all Receipt Pages)………………………………………………………………… | |

## INSTRUCTIONS FOR SCHEDULE A-3

For each contribution received from the candidate, ***the public official (Mayor) associated with an Inaugural committee, the public official (Mayor and Chairman of the Council) associated with a Transition Committee***, ***or the public official associated with the Legal Defense Fund***, provide the date and amount of the contribution, the aggregate year-to-date total, the contribution type, and whether the contribution is for a primary, general, presidential primary, special or other election. If the candidate makes one or more contribution during the calendar year aggregating in excess of $49, the Candidate or committee must separately itemize each contribution on Schedule A-3.

SCHEDULE A-4 Page____of____for Line Number <u>11e</u>

**TRANSFERS FROM AUTHORIZED COMMITTEES OF THE CANDIDATE IDENTIFIED IN THIS REPORT**

**OCF FORM 16** (**See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)**

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**Full Name of Committee**

| | | | |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code** | **Aggregate Year-To-Date - $** | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Checks<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | | |
| **2. Full Name, Mailing Address and Zip Code** | **Aggregate Year-To-Date - $** | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Checks<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | | |
| **3. Full Name, Mailing Address and Zip Code** | **Aggregate Year-To-Date - $** | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Checks<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | | |
| **4. Full Name, Mailing Address and Zip Code** | **Aggregate Year-To-Date - $** | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Checks<br>☐ Cashier Checks ☐ Credit Cards<br>☐ In Kind (specify) ☐ Other (specify) | | | |

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| **SUBTOTAL receipts for this page……………………………………………………………………………………** | |
| **TOTAL This Period (Aggregate the subtotal of all Receipt Pages)…………………………………………………………………** | |

**INSTRUCTIONS FOR SCHEDULE A-4**

Regardless of the amount, for each transfer from authorized committees of the candidate identified in this report, provide the full name and mailing address of the committee, date and amount of the transfer, aggregate year-to-date total, the contribution type, and whether the transfer is for a primary, general, presidential primary, special or other election. Loans and loan repayments received from the authorized committee of the same candidate must be included on this line and not on line 13(b).

SCHEDULE A-5 Page____of____for Line Number **14**

OTHER RECEIPTS (DIVIDENDS, INTEREST, ETC.)

**OCF FORM 16** (See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**Full Name of Committee ( Name of Candidate, if Candidate is reporting)**

| | | | |
|---|---|---|---|
| **1.Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Dividend ☐ Interest ☐ Other | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Aggregate Year- To Date-$** | | |
| **2. Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Dividend ☐ Interest ☐ Other | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Aggregate Year- To Date-$** | | |
| **3. Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Dividend ☐ Interest ☐ Other | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Aggregate Year- To Date-$** | | |
| **4. Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Dividend ☐ Interest ☐ Other | **Date** (month, day, year) | **Amount of Each Receipt This Period** |
| | **Aggregate Year- To Date-$** | | |
| **SUBTOTAL receipts for this page……………………………………………………………………………………………** | | | |
| **TOTAL This Period (Aggregate the subtotal of all Receipt Pages)……………………………………………………………** | | | |

## INSTRUCTIONS FOR SCHEDULE A-5

For each person from which any dividends, interest or other receipts are received, provide the identification of the entity, the date and amount of each receipt, the aggregate year-to-date total, type of receipt and whether the receipt is for the primary, general, presidential primary, special or other election;

SCHEDULE A-6 Page____of____for Line Number 15

OFFSETS TO OPERATING EXPENDITURES (REFUNDS, REBATES, ETC.)

OCF FORM 16 (See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**Full Name of Committee ( Name of Candidate, if Candidate is reporting)**

| | | | |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Refund ☐ Rebate<br>☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Offset This Period** |
| | **Aggregate Year-To-Date-$** | | |
| **2. Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Refund ☐ Rebate<br>☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Offset This Period** |
| | **Aggregate Year-To-Date-$** | | |
| **3. Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Refund ☐ Rebate<br>☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Offset This Period** |
| | **Aggregate Year-To-Date-$** | | |
| **4 Full Name, Mailing Address and Zip Code** | **Receipt Type**<br>☐ Refund ☐ Rebate<br>☐ Other (specify) | **Date** (month, day, year) | **Amount of Each Offset This Period** |
| | **Aggregate Year-To-Date-$** | | |

| | |
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| **SUBTOTAL receipts for this page……………………………………………………………………………………** | |
| **TOTAL This Period (Aggregate the subtotal of all Receipt Pages)………………………………………………………** | |

**INSTRUCTIONS FOR SCHEDULE A-6**

For each person/organization from whom a rebate, refund, return check and or other offsets to operating expenditures are received, the committee (Candidate, if Candidate is reporting) must provide the identification of the person, and or entity, date, amount, type of each offset and the aggregate year-to-date total, and whether the reimbursement if for a primary, general presidential primary, special or other election; ***or for an exploratory, inaugural and transition committee; or for a Legal Defense Fund.***

**SCHEDULE A-7** Page____of____ for Line No. 11f

# ITEMIZED MONETARY CONTRIBUTIONS IN EXCESS OF 10,000.00 COLLECTED FROM OTHER THAN THE CANDIDATE OR AUTHORIZED COMMITTEE

(See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.

| Full Name, Mailing Address and Zip Code of each person known to have forwarded two (2) or more contributions exceeding $10,000.00 | Total Amount of Contribution Received | Date Contribution Received |
|---|---|---|
| | | |
| **Name and Address of Employer** | | |

| | | | |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code** | **Name and Address of Employer** | **Date of Contribution (month, day, year)** | **Contribution Amount** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Check ☐ Cashier Check<br>☐ Credit Card ☐ In Kind(except personal property)<br>☐ Other<br>Specify In kind or Other ________ | **Occupation**<br>**Contributor Type**<br>☐ Labor ☐ Business ☐ Other<br>☐ Individual<br>**Business Type:**<br>☐ Corporation ☐ Partnership<br>☐ Limited Liability Company<br>☐ Sole Proprietorship<br>☐ Other | | |
| | **Aggregate Year-to-Date** | | |
| **2. Full Name, Mailing Address and Zip Code** | **Name and Address of Employer** | **Date of Contribution (month, day, year)** | **Contribution Amount** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Check ☐ Cashier Check<br>☐ Credit Card ☐ In Kind(except personal property)<br>☐ Other<br>Specify In kind or Other ________ | **Occupation**<br>**Contributor Type**<br>☐ Labor ☐ Business ☐ Other<br>☐ Individual<br>**Business Type**<br>☐ Corporation ☐ Partnership<br>☐ Limited Liability Company<br>☐ Sole Proprietorship<br>☐ Other | | |
| | **Aggregate Year-to-Date** | | |
| **3. Full Name, Mailing Address and Zip Code** | **Name and Address of Employer** | **Date of Contribution (month, day, year)** | **Contribution Amount** |
| **Contribution Type**<br>☐ Cash ☐ Money Order ☐ Check ☐ Cashier Check<br>☐ Credit Card ☐ In Kind(except personal property)<br>☐ Other<br>Specify In kind or Other ________ | **Occupation**<br>**Contributor Type**<br>☐ Labor ☐ Business ☐ Other<br>☐ Individual<br>**Business Type:**<br>☐ Corporation ☐ Partnership<br>☐ Limited Liability Company<br>☐ Sole Proprietorship<br>☐ Other | | |
| | **Aggregate Year-to-Date** | | |

**INSTRUCTIONS FOR SCHEDULE A-7**

For each person from whom two(2) or more contributions are received in excess of $10,000.00 and who was not authorized by the candidate or committee as an agent to collect the contributions, the candidate or committee if filing must provide the identification of the person, and or entity, the date, and total amount of contributions received; and list and identify each person from whom a contribution was received

**SCHEDULE B**

**OCF FORM 16** **ITEMIZED OPERATING EXPENDITURES Page___of___** for **Line Number 17**

**(See reverse side for Instructions. Use separate Schedules(s) for each category of the Detailed Summary Page.)**

| | | | |
|---|---|---|---|
| **Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.** | | | |
| **FULL Name of Committee (Name of Candidate, if Candidate is reporting)** | | | |
| **1. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **Employer Name and Address** | | | |
| **Occupation** | | | |
| **2. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **Employer Name and Address** | | | |
| **Occupation** | | | |
| **3. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **Employer Name and Address** | | | |
| **Occupation** | | | |
| **4. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **Employer Name and Address** | | | |
| **Occupation** | | | |
| **5. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **Employer Name and Address** | | | |
| **Occupation** | | | |
| **SUBTOTAL of Expenditures This Page (Optional)………………………… ……………………………………………** | | | |
| **TOTAL This Period (aggregate the subtotal of all Expenditure pages……………………………………………………** | | | |

## INSTRUCTIONS FOR PREPARING SCHEDULE B

**THE DETAILED SUMMARY PAGE** is broken down into various categories of expenditures. Use the appropriate sub-schedule of Schedule B to list each expenditure category required to be itemized. Use a separate Schedule B for each category of expenditures. The line number of the Detailed Summary Page to which each Schedule B pertains should be identified in the upper right hand corner of each Schedule. In addition, the Candidate or committee's full name must be entered in the appropriate block.

For each expenditure required to be itemized during the reporting period, the committee and/or Candidate/PCC must provide the full name, mailing address, date, amount and purpose of the expenditure. If applicable, for each expenditure, provide the occupation, and the employer name and address.

The term "purpose" means a brief statement or description of why the expenditure was made. Examples of adequate descriptions include the following: advertising, salary/stipend, candidate loan repayment, other loan repayment, travel/vehicle expense, printing/copying, campaign materials, supplies, consulting, campaign event/ fundraiser, polling/mailing list, postage, shipping/courier, office supplies/furniture, bank fees, catering/refreshments, telephone/communication, computer services/supplies/equipment, office rental, in-kind, utility, office maintenance, trash/poster removal, petty cash, equipment purchases/rental. Further detailed information of each expenditure must be maintained by the candidate or committee for recordkeeping purposes. However, statements or descriptions such as "advance", "election day expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote", and "voter registration", would not meet the requirement for reporting the purpose of an expenditure. If the expenditure is a "loan repayment", "contribution refund" (reported on Schedules B-2, B-3, and B-4), or similar category of expenditure (other than an operating expenditure), the name of the category of expenditure (i.e., "loan repayment", etc.) is sufficient to meet the requirement for reporting the purpose of an expenditure.

For expenditures reported on Schedule B-5 that are contributions to District of Columbia Candidates, or reported on Schedule B-1 to authorized committees, the committee must include under "Purpose of Expenditure" the name of the Candidate and office sought and the aggregate year-to-date total of contributions made to the Candidate or committee in the purpose of expenditure box.

For independent expenditures reported on Schedule B-5 that are made other than by a political committee or candidate, other than by contribution to a committee or a candidate, the filer must include the "Purpose and Object of Expenditure" and the names of any candidates, ballot measures supported or opposed to which the expenditures are directed. For each expenditure made by a political action committee or independent expenditure committee, the committee must report on schedule B-5 in the "Purpose and Object of Expenditure" block, the name of any candidate, initiative, referendum, or recall in support of or opposition to which the expenditure is directed.

The "Total This Period" amount (the last line on Schedule B) must be added to all other expenditures for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

**CONTRIBUTIONS IN-KIND RECEIVED**

Contributions in-kind received by the committee which are itemized on Schedule A must also be itemized as an operating expenditure on Schedule B. In addition, in the "Purpose of Expenditure" box include the notation "Contribution In-Kind", and the nature of the expenditure (e.g., consulting, polling, etc.).

## SCHEDULE B-1

OCF FORM 16 **TRANSFERS TO OTHER AUTHORIZED COMMITTEES** **Page___of___** for **Line Number 18**

**(See reverse side for Instructions. Use separate Schedules(s) for each category of the Detailed Summary Page.)**

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**FULL Name of Committee (Name of Candidate, if Candidate is reporting)**

| 1. Full Name, Mailing Address and Zip Code | Purpose of Expenditure | Date (month, day, year) | Amount of Each Expenditure This Period |
|---|---|---|---|
| | | | |
| **2. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **3. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **4. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **5. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |

| | |
|---|---|
| **SUBTOTAL of Expenditures This Page (Optional)……………………………………………………………………….** | |
| **TOTAL This Period (aggregate the subtotal of all Expenditure pages……………………………………………………….** | |

## INSTRUCTIONS FOR SCHEDULE B-1

For each transfer to an authorized committee of the Candidate, provide the full name and mailing address, date, amount and state the purpose of the expenditure.

## SCHEDULE B-2

**REFUNDS OF CONTRIBUTIONS TO INDIVIDUALS/ORGANIZATIONS OTHER THAN POLITICAL COMMITTEES**

**OCF FORM 16** **Page___of___** for **Line Number 20a**

**(See reverse side for Instructions. Use separate Schedules(s) for each category of the Detailed Summary Page.)**

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**FULL Name of Committee (Name of Candidate, if Candidate is reporting)**

| Full Name, Mailing Address and Zip Code | Purpose of Expenditure | Date (month, day, year) | Amount of Each Expenditure This Period |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code**<br>**Check if**<br>☐ **Individual** ☐ **Organization** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **2. Full Name, Mailing Address and Zip Code**<br>**Check if**<br>☐ **Individual** ☐ **Organization** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **3. Full Name, Mailing Address and Zip Code**<br>**Check if**<br>☐ **Individual** ☐ **Organization** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **4. Full Name, Mailing Address and Zip Code**<br>**Check if**<br>☐ **Individual** ☐ **Organization** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **5. Full Name, Mailing Address and Zip Code**<br>**Check if**<br>☐ **Individual** ☐ **Organization** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| **SUBTOTAL of Expenditures This Page (Optional)……………………………………………………………………………………** | | | |
| **TOTAL This Period (aggregate the subtotal of all Expenditure pages…………………………………………………** | | | |

## INSTRUCTIONS FOR SCHEDULE B-2

For each person other than political committees, who receives a refund of a contribution, which was previously itemized on Schedule A-6, the Candidate/PCC or Committee must provide on Schedule B-2 the full name, mailing address, date, amount and state that the purpose of the expenditure is a “contribution refund”. Check whether the refund is to an individual or to an organization.

**Checks Refunded to the Candidate or Committee.** A contribution may be returned by the Candidate or committee under the following circumstances.

(1) The original check is returned uncashed
(2) A Contribution was made that exceeded the allowable contribution limitation
(3) A refund is requested by the contributor
(4) Surplus funds are returned to the contributors at the conclusion of the campaign

## SCHEDULE B-3

OCF FORM 16 **REFUNDS OF CONTRIBUTIONS TO POLITICAL PARTY COMMITTEES Page___of___** for **Line Number 20b**

**(See reverse side for Instructions. Use separate Schedules(s) for each category of the Detailed Summary Page.)**

| | | | |
|---|---|---|---|
| **Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.** | | | |
| | | | |
| **FULL Name of Committee (Name of Candidate, if Candidate is reporting)** | | | |
| **1. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **2. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **3. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **4. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **5. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **SUBTOTAL of Expenditures This Page (Optional)……………………………………………………………………** | | | |
| **TOTAL This Period (aggregate the subtotal of all Expenditure pages……………………………………………….** | | | |

## INSTRUCTIONS FOR SCHEDULE B-3

For each contribution refund to a political party committee, provide the full name, mailing address, date, amount and state that the purpose of the expenditure is a "contribution refund".

**Checks Refunded to the Candidate or Committee.** A contribution may be returned by the Candidate or committee under the following circumstances:

(1) The original check is returned un-cashed
(2) A Contribution was made that exceeded the allowable contribution limitation
(3) A refund is requested by the contributor
(4) Surplus funds are returned to the contributors at the conclusion of the campaign

OCF FORM 16

**SCHEDULE B-4**

**REFUNDS OF CONTRIBUTIONS TO OTHER COMMITTEES** **Page___of___** for **Line Number 20c**

**(See reverse side for Instructions. Use separate Schedules(s) for each category of the Detailed Summary Page.)**

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**FULL Name of Committee (Name of Candidate, if Candidate is reporting)**

| | | | |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **2. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **3. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **4. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **5. Full Name, Mailing Address and Zip Code** | **Purpose of Expenditure** | **Date** (month, day, year) | **Amount of Each Expenditure This Period** |
| | | | |
| **SUBTOTAL of Expenditures This Page (Optional)……………………………………………………………………….** | | | |
| **TOTAL This Period (aggregate the subtotal of all Expenditure pages………………………………………………….** | | | |

## INSTRUCTIONS FOR SCHEDULE B-4

For each contribution refund to other committees, provide the full name, mailing address, date, amount and state that the purpose of the expenditure is a "contribution refund".

**Checks Refunded to the Candidate or Committee.** A contribution may be returned by the Candidate or committee under the following circumstances:

(1) The original check is returned un-cashed
(2) A Contribution was made that exceeded the allowable contribution limitation
(3) A refund is requested by the contributor
(4) Surplus funds are returned to the contributors at the conclusion of the campaign

# SCHEDULE B-5



## OTHER EXPENDITURES INCLUDING INDEPENDENT EXPENDITURES

(See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.

**Full Name of Committee (Name of Candidate, if Candidate is reporting)**

| **1. Full Name, Mailing Address and Zip Code of person making expenditure** | **Purpose and object of Expenditure** | **Date (month, day, year)** | **Amount of Each Expenditure This Period** |
|---|---|---|---|
| | | | |

| **List of Affiliated Entities** | **Name of candidate, ballot measure supported or opposed to which expenditure is directed** |
|---|---|
| **Full Name, Mailing Address and Zip Code of Affiliated Entities** | |

| **2. Full Name, Mailing Address and Zip Code of person making expenditure** | **Purpose and object of Expenditure** | **Date (month, day, year)** | **Amount of Each Expenditure This Period** |
|---|---|---|---|
| | | | |

| **List of Affiliated Entities** | **Name of candidate, ballot measure supported or opposed to which expenditure is directed** |
|---|---|
| **Full Name, Mailing Address and Zip Code of Affiliated Entities** | |

| **3. Full Name, Mailing Address and Zip Code of person making expenditure** | **Purpose and object of Expenditure** | **Date (month, day, year)** | **Amount of Each Expenditure This Period** |
|---|---|---|---|
| | | | |

| **List of Affiliated Entities** | **Name of candidate, ballot measure supported or opposed to which expenditure is directed** |
|---|---|
| **Full Name, Mailing Address and Zip Code of Affiliated Entities** | |

| | |
|---|---|
| **Subtotal** of Expenditures This Page (Optional) | |
| **Total This Period** (aggregate the subtotal of all Expenditure pages | |

**INSTRUCTIONS FOR SCHEDULE B-5**

This category includes all other expenditures, including independent expenditures. Use Schedule B-5 to itemize donations to charities, donations to churches/schools, payments to the IRS, purchase of tickets to events, donations to scholarship funds or to the Salvation Army, the payment of fines and taxes, donations to principal campaign committees, political action committees, and statehood funds, donations to other political committees. For each expenditure made by a political action committee or independent expenditure committee, the committee must report on schedule B-5 in the "Purpose and Object of Expenditure" block, the name of any candidate, initiative, referendum, or recall in support of or opposition to which the expenditure is directed.

Each person (other than a political committee or Candidate) who makes contributions or expenditures during a calendar year aggregating in excess of $50, other than by a contribution to a committee or Candidate, must file the Schedule B-5 for any period during which the expenditure occurred; **unless the value of the independent expenditure totals $1000 or more in a 2-week period, in which case the report shall be filed within 14 days of the independent expenditure.** An independent expenditure is an expenditure that is made for the principal purpose of promoting or opposing the nomination or election of a candidate, a political party, or any initiative, referendum, or recall. The independent expenditure is not controlled or coordinated with any public official or candidate, or any person acting on behalf of a public official or candidate. For each independent expenditure, the report must identify the full name and mailing address of the person making the independent expenditure, the full name and mailing address of the person's affiliated entities that have also made an independent expenditure; the amount and object of the expenditure , and the names of all candidates, initiatives, referenda, or recalls in support of or opposition to which the expenditures are directed.

**SCHEDULE B-6** **Page____of____for Line Number 21b**

**OCF FORM 16** **OFFSETS TO RECEIPTS (RETURN CHECKS, NON-SUFFICENT FUND FEES, ETC.)**

**(See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)**

**Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions, or for commercial purposes.**

**Full Name of Committee ( Name of Candidate, if Candidate is reporting)**

| | | | |
|---|---|---|---|
| **1. Full Name, Mailing Address and Zip Code of Contributor** | **Offset Type**<br>☐ **Return Check and Fees**<br>☐ **Other** | **Date** (month, day, year) | **Amount of Offsets This Period** |
| **Aggregate Year-To-Date-$** | | | |
| **2. Full Name, Mailing Address and Zip Code of Contributor** | **Offset Type**<br>☐ **Return Check and Fees**<br>☐ **Other** | **Date** (month, day, year) | **Amount of Offsets This Period** |
| **Aggregate Year-To-Date-$** | | | |
| **3. Full Name, Mailing Address and Zip Code of Contributor** | **Offset Type**<br>☐ **Return Check and Fees**<br>☐ **Other** | **Date** (month, day, year) | **Amount of Offsets This Period** |
| **Aggregate Year-To-Date-$** | | | |
| **4. Full Name, Mailing Address and Zip Code of Contributor** | **Offset Type**<br>☐ **Return Check and Fees**<br>☐ **Other** | **Date** (month, day, year) | **Amount of Offsets This Period** |
| **Aggregate Year-To-Date-$** | | | |

| | |
|---|---|
| **SUBTOTAL expenditures for this page…………..……………………………………………………………………….** | |
| **TOTAL This Period (Aggregate the subtotal of all Expenditure Pages)……………………….……………………………** | |

**INSTRUCTIONS FOR SCHEDULE B-6**

Contributor’s checks returned due to insufficient funds and /or any other offset to receipts, the committee (candidate, if candidate is reporting) must provide the identification of the person and /or entity, the date, amount and type of offset, the aggregate year –to-date, total, and whether the return is for primary, general, presidential primary, special or other election.

**SCHEDULE C**
**ITEMIZED RECEIPTS – SALES AND COLLECTIONS**
**(See reverse side for Instructions)**

**OCF FORM 16** **Page____ of _____for Line Number 12**

| **Full Name of Committee (Name of Candidate, if Candidate is reporting)** |
|---|
| |

**TOTAL SUM OF PROCEEDS DURING THE REPORTING PERIOD FROM: ______________________TO_______________________________**
1. **Sale of Tickets (List by event below)*……………………………………………………………………………….. $ ___________________**
2. **Mass Collections (list by event below)………………………………………………………………………………. $___________________**
3. **Sale of Items…………………………………………………………………………………………………………… $___________________**
4. **Total cash/check contributions of $49.00 or less from individuals ……………………………………………………… $___________________**

**TOTAL (carry forward to Line 12 of Detailed Summary Page)………………………………………………………………… $___________________**

**LIST OF SALES AND COLLECTIONS BY EVENT**

| **Date of Event** (Month, Day, Year) | **Type of Event** | **Amount From Sale of Tickets This Period** | **Amount From Mass Collections This Period** |
|---|---|---|---|
| | | $ | $ |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **TOTAL THIS PERIOD** (Aggregate the subtotal of all Sales and Collections Pages) | | $ | $ |

*** After completion of the above list by event, use the appropriate sub-schedule of Schedule A to list the date, full name and mailing address (occupation and principal place of business, if any) of each person who has purchased one or more tickets for events such as dinners, luncheons, rallies, and similar fund-raising events during this reporting period, and whose ticket purchases are in excess of $49, or whose total ticket purchases to date for the calendar year (aggregate) are in excess of $49. Attach the appropriate sub-schedule of Schedule A to this Schedule, and identify it as Part 2 of Schedule C.**

# INSTRUCTIONS FOR PREPARING SCHEDULE C

Use this form to itemize Sales and Collections and to report in the aggregate all total cash/check contributions of $49.00 or less from individuals. A list of those individual contributions must be separately maintained with the records of the Candidate or the Committee. This form may be duplicated or the information may be itemized on computer printouts or any 8 ½ by 11 paper providing only the information required in the same format.

**Part 2 of Schedule C. FUNDS RECEIVED FROM SALES AND COLLECTIONS.** This is an account of proceeds during this reporting period from (1) the sale of tickets to each dinner, luncheon, rally, or other fund-raising event; and (2) mass collections made at each such event. The sale of items (3) such as political campaign pins, buttons, badges, flags, emblems, hats, banners, literature and similar materials during the reporting period shall be reported in the total amount. Ticket sales and mass collections must be listed by each event, giving the date and type of event and the amount of proceeds collected. Ticket sales to any individual in an amount in excess of $49 during this reporting period or in an aggregate amount in excess of $49 within the calendar year must be itemized using the appropriate sub-schedule of Schedule A, which must be attached to support this Schedule C, and identified as Part 2 of Schedule C.

OCF FORM 16

**SCHEDULE D**
**DEBTS AND OBLIGATIONS**
**Excluding Loans**

**Page____of____for Line Number 9**

**(See reverse side for Instructions. Use separate Schedule(s) for each category of the Detailed Summary Page.)**

| Full Name of Committee (Name of Candidate, if Candidate is reporting) | Outstanding Balance Beginning This Period | Amount Incurred This Period | Payment This Period | Outstanding Balance at Close of This Period |
|---|---|---|---|---|
| 1. Full Name, Mailing Address and Zip Code of Debtor or Creditor | | | | |
| Nature of Debt (Purpose): | Terms: | Date Incurred: | Due Date: | Interest Rate: |
| 2. Full Name, Mailing Address and Zip Code of Debtor or Creditor | | | | |
| Nature of Debt (Purpose): | Terms: | Date Incurred: | Due Date: | Interest Rate: |
| 3. Full Name, Mailing Address and Zip Code of Debtor or Creditor | | | | |
| Nature of Debt (Purpose): | Terms: | Date Incurred: | Due Date: | Interest Rate: |
| 4. Full Name, Mailing Address and Zip Code of Debtor or Creditor | | | | |
| Nature of Debt (Purpose): | Terms: | Date Incurred: | Due Date: | Interest Rate: |
| 5. Full Name, Mailing Address and Zip Code of Debtor or Creditor | | | | |
| Nature of Debt (Purpose): | Terms: | Date Incurred: | Due Date: | Interest Rate: |
| 6. Full Name, Mailing Address and Zip Code of Debtor or Creditor | | | | |
| Nature of Debt (Purpose); | Terms: | Date Incurred: | Due Date: | Interest Rate: |
| (1) SUBTOTALS This Period This Page | | | | |
| (2) TOTAL This Period (aggregate the subtotal of all Debts and Obligations Schedules and carry forward to line 9 of the Summary Page) | | | | |
| | | | | |
| | | | | |

## INSTRUCTIONS FOR PREPARING SCHEDULE D

When completing Schedule D, the Candidate or committee must enter its full name in the box at the top of the page.

DO NOT combine debts and obligations owed to the committee with those owed by the Candidate or committee on the same Schedule D. Instead, use a separate Schedule D.

**DEBTS AND OBLIGATIONS OWED BY THE CANDIDATE OR COMMITTEE (Other Than Loans)**

For debts and obligations owed BY the reporting Candidate or committee at the close of the reporting period and which are required to be disclosed, the Candidate or committee must report the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period, (including any finance charges), the payments this period to retire the debt or obligation, the outstanding balance at the close of the reporting period, and the nature or purpose of the debt and obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, and mailing).

A written contract (including a media contract), promise, or agreement to make an expenditure which has not been paid for by the Candidate or committee is an expenditure as of the date of the contract, promise or obligation is made and is subject to the reporting requirements. Accounts payable and written contracts, promises, or agreements to make expenditures in amounts of $50 or less, need not be disclosed until outstanding for sixty days or more.

Debts and obligations owed BY the Candidate or committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by the Campaign Finance Regulations. When a payment is made to reduce or extinguish an obligation owed BY the Candidate or committee, the payment must be itemized on Schedule B, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment This Period" column on Schedule D. If a debt or obligation is settled for less than the reported amount or value, the reporting Candidate or committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A debt owed BY a Candidate or political committee, which is forgiven or settled for less than the amount owed, is a contribution, unless the debt is forgiven or settled in accordance with the Campaign Finance Regulations. The extension of credit by any person for a length of time beyond normal business or trade practice is a contribution, unless the creditor has made a commercially reasonable attempt to collect the debt. The total amount of debts and obligations owed BY the Candidate or committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed BY the Candidate or committee from Schedule E. The total amount of debts and obligations owed BY the Candidate or committee (including loans) must be carried forward to the Summary Page.

**DEBTS AND OBLIGATIONS OWED TO THE COMMITTEE (Other Than Loans)**

For each debt and obligation owed TO the Candidate or committee at the close of the reporting period, the Candidate or committee must report the following: the full name and mailing address of each creditor; the amount of the debt outstanding at the beginning of the period; the amount of the debt or obligation incurred this period; the payment(s) this period to retire the debt or obligation; the outstanding balance at the close of the reporting period; and the nature or purpose of the debt or obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, and mailing).

Debts and obligations owed TO the Candidate or committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by the Campaign Finance Regulations. When a payment is received to reduce or extinguish a debt or obligation owed TO the Candidate or committee, the payment must be itemized on Schedule A, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment This Period" column on Schedule D. Written contracts or agreements (such as signed pledge cards), or oral promises to make contributions are not required to be reported. The total amount of debts and obligations owed TO the Candidate or committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed TO the Candidate or committee from Schedule E. The total amount of debts and obligations owed TO the Candidate or committee (including loans) must be carried forward to the Summary Page.

# SCHEDULE E
## LOANS OWED BY THE CANDIDATE/PCC OR THE COMMITTEE

Page _____of ______for Line number_______

**Use a Separate Schedule E for each Loan owed BY the Candidate/PCC or the Committee.**
**(See reverse side for Instructions)**

| | | | | |
|---|---|---|---|---|
| **Full Name of Committee (Name of Candidate, if Candidate is Reporting)** | | | | |
| **A. Full Name, Mailing Address and Zip Code of Loan Source** | **Original Amount of Loan** | **Payment This Period** | **Cumulative Payment to date** | **Balance Outstanding at Close of This Period** |
| **Terms: Date Incurred Date Due** | **Interest Rate** | **% (apr)** | | **Secured** |

| | | | |
|---|---|---|---|
| **List All Endorsers or Guarantors (if any) to Item A:** | | | |
| **1. Full Name, Mailing Address and Zip Code** | **Name of Employer** | | |
| | **Occupation** | | |
| | **Guaranteed Amount Outstanding $** | | |
| **2. Full Name, Mailing Address and Zip Code** | **Name of Employer** | | |
| | **Occupation** | | |
| | **Guaranteed Amount Outstanding $** | | |
| **3. Full Name, Mailing Address and Zip Code** | **Name of Employer** | | |
| | **Occupation** | | |
| | **Guaranteed Amount Outstanding $** | | |

| | | | | |
|---|---|---|---|---|
| **B. Full Name, Mailing Address and Zip Code of Loan Source** | **Original Amount of Loan** | **Payment This Period** | **Cumulative Payment to Date** | **Balance Outstanding at Close of This Period** |
| **Terms: Date Incurred Date Due** | **Interest Rate** | **% (apr)** | | **Secured** |

| | | | |
|---|---|---|---|
| **List All Endorsers or Guarantors (if any) to Item B:** | | | |
| **1. Full Name, Mailing Address and Zip Code** | **Name of Employer** | | |
| | **Occupation** | | |
| | **Guaranteed Amount Outstanding $** | | |
| **2. Full Name, Mailing Address and Zip Code** | **Name of Employer** | | |
| | **Occupation** | | |
| | **Guaranteed Amount Outstanding $** | | |
| **3. Full Name, Mailing Address and Zip Code** | **Name of Employer** | | |
| | **Occupation** | | |
| | **Guaranteed Amount Outstanding $** | | |

| | |
|---|---|
| **SUBTOTALS this period this page …………………………… ……………………………………………………………………………………..**<br>**TOTALS this period (Aggregate the Subtotals from all Loan Schedules)……………………………………………………………………………..** | $<br>$_________________ |
| **Carry Outstanding Loan Balance forward to Line 10(b) on the Summary Page.** | |

# INSTRUCTIONS FOR PREPARING SCHEDULE E

A loan is a contribution at the time it is made and is a contribution to the extent it remains unpaid. A LOAN (OTHER THAN BY THE CANDIDATE) WHICH EXCEEDS THE CONTRIBUTION LIMITATIONS IS UNLAWFUL WHETHER OR NOT IT IS REPAID. The aggregate amount loaned to a Candidate or committee by another individual or committee, when added to other contributions from that individual or committee to that Candidate or committee, shall not exceed the contribution limitations. A loan, to the extent that it is repaid, is no longer a contribution. All loans to a committee (regardless of amount) must be disclosed on the first report filed with the Director of Campaign Finance after the date the loan is made.

This category includes personal loans from the candidate and loans from lending institutions, which are secured, endorsed or guaranteed by the Candidate and used in connection with the Candidate's campaign for District of Columbia office. All loans made, guaranteed, or endorsed by the Candidate must be itemized on Schedule E. Regardless of the amount, for each loan, provide the identification, date and amount of the loan and the aggregate year-to-date total and whether the loan is for a primary, general, presidential primary, special or other election.

When filing Schedule E, the committee must enter its full name in the box at the top of the page.

**LOANS OWED BY THE COMMITTEE**

When a loan is received by the committee, it must be itemized on Schedule E. For each loan owed BY the reporting committee at the close of the reporting period, the committee must report certain basic information on Schedule E in the appropriate boxes including: the full name of the loan source , mailing address and zip code, the receipt type, (if the committee is an authorized committee, the election to which the loan applies, (i.e., primary, general or other), the original amount of the loan, the payment this period, the cumulative payment to date; and the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Loans owed BY the committee must continue to be reported on each subsequent report until repaid. When a payment is made to reduce or extinguish the amount of a loan owed BY the committee, the payment must be itemized on Schedule E, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment Date" column on Schedule E. If any extension for repayment is granted, this should be reported on the first report after the extension is made.

If a loan is settled for less than the reported amount, the reporting committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A loan owed BY a political committee which is forgiven or settled for less than the amount owed, is a contribution.

**MISCELLANEOUS**

**Loans By Financial Institutions.** A loan of money by a District of Columbia bank, a federally chartered depository institution (including a national bank) or a depository institution whose deposits and accounts are insured by the Federal Deposit Insurance Corporation, or the National Credit Union Administration is not a contribution by the lending institution, if the loan is made in accordance with applicable banking laws and regulations and is made in the ordinary course of business. A loan is deemed to be made in the ordinary course of business if it bears the usual and customary interest rate of the lending institution for the category of loan involved; is made on a basis that insures repayment; is evidenced by a written instrument; and is subject to a due date or an amortization schedule.

**Candidate Loans.** If a Candidate personally receives a loan from a financial institution or other person, which is loaned or given to the campaign or used in the campaign, the Candidate's principal campaign committee must disclose all information with respect to that loan. The financial institution or other person must be listed as the original source of the loan and the Candidate listed as an intermediary. A loan obtained by an individual prior to becoming a Candidate for use in connection with that individual's campaign must be reported as an outstanding loan owed TO the lender by the Candidate's principal campaign committee, if the loan is outstanding at the time the individual becomes a Candidate.

**Endorsers and Guarantors.** A loan is a contribution by each endorser or guarantor. Each endorser or guarantor shall be deemed to have contributed that portion of the total amount of the loan for which he or she agreed to be liable in a written agreement. Any reduction in the unpaid balance of the loan shall be reduced proportionately by the amount endorsed or guaranteed by each endorser or guarantor in such written agreement. If such agreement does not stipulate each endorser or guarantor's liability to the loan, it is then considered a loan by each endorser or guarantor, in the same proportion to the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors. The Candidate or committee must also provide on Schedule E, the identification of any endorser or guarantor and the amount of the endorsement or guarantee.

**Loan Repayments.** Each committee must disclose all loan payments made by the committee. When a loan repayment is made by a committee, the repayment must be itemized on Schedule E and included in the "Cumulative Payment to Date" column on Schedule E. When a loan repayment is made by a committee, the payment must be included in the "Cumulative Payment to Date" column on Schedule E. For a political committee other than an authorized committee, the total amount of loan repayments made must be disclosed on the appropriate line of the Detailed Summary Page. For authorized committees, the total amount of loan repayments of all other loans must be disclosed on the appropriate lines of the Detailed Summary Page.

**SCHEDULE E-1**

**LOANS OWED TO THE CANDIDATE/PCC OR THE COMMITTEE**

Page _____of ______for Line number_______

**Use a Separate Schedule E-1 for each Loan owed TO the Candidate/PCC or the Committee.**

**(See reverse side for Instructions)**

| Full Name of Committee (Name of Candidate, if Candidate is Reporting) | | | | |
|---|---|---|---|---|
| A. Full Name, Mailing Address and Zip Code of Loan Source | Original Amount of Loan | Payment This Period | Cumulative Payment to date | Balance Outstanding at Close of This Period |
| Terms: Date Incurred | Date Due | Interest Rate | % (apr) | Secured |

| List All Endorsers or Guarantors (if any) to Item A: | | | |
|---|---|---|---|
| 1. Full Name, Mailing Address and Zip Code | Name of Employer<br>Occupation<br>Guaranteed Amount Outstanding $ | | |
| 2. Full Name, Mailing Address and Zip Code | Name of Employer<br>Occupation<br>Guaranteed Amount Outstanding $ | | |
| 3. Full Name, Mailing Address and Zip Code | Name of Employer<br>Occupation<br>Guaranteed Amount Outstanding $ | | |

| B. Full Name, Mailing Address and Zip Code of Loan Source | Original Amount of Loan | Payment This Period | Cumulative Payment to Date | Balance Outstanding at Close of This Period |
|---|---|---|---|---|
| Terms: Date Incurred | Date Due | Interest Rate | % (apr) | Secured |

| List All Endorsers or Guarantors (if any) to Item B: | | | |
|---|---|---|---|
| 1. Full Name, Mailing Address and Zip Code | Name of Employer<br>Occupation<br>Guaranteed Amount Outstanding $ | | |
| 2. Full Name, Mailing Address and Zip Code | Name of Employer<br>Occupation<br>Guaranteed Amount Outstanding $ | | |
| 3. Full Name, Mailing Address and Zip Code | Name of Employer<br>Occupation<br>Guaranteed Amount Outstanding $ | | |

| | |
|---|---|
| SUBTOTALS this period this page …………………………… ………………………………………………………………………………………..<br>TOTALS this period (Aggregate the Subtotals from all Loan Schedules)……………………………………………………………………………….. | $<br>$________________ |
| Carry Outstanding Loan Balance forward to Line 10(b) on the Summary Page. | |

**INSTRUCTIONS FOR SCHEDULE E-1**

This category includes all loans owed TO the committee. These loans must be itemized on Schedule E-1. Regardless of the amount, for each loan, provide the identification of the person making the loan, whether the loan is for a primary, general, presidential primary, special or other election, the mailing address, receipt type, the original amount of the loan, the payments made this period, the cumulative payment to date, and the Outstanding Balance At the Close of the Reporting Period. In addition, the committee must provide the terms of the loan (date incurred, due date, and interest rate) and the identification of any endorser or guarantor and the amount of the endorsement or guarantee. (See instructions for Schedule E)

**LOANS OWED TO THE COMMITTEE**

When a loan is made by the committee, it must be itemized on Schedule E-1.

**Loans By Political Committees**. If a political committee makes a loan TO any person, the loan shall be subject to the contribution limitations. Repayment to the political committee of the principal amount of the loan is not a contribution by the debtor to the lender committee. The repayment must be made with funds that are permissible under the Act. The payment of interest to the committee by the debtor is a contribution only to the extent that the interest paid exceeds a commercially reasonable rate prevailing at the time the loan is made. All payments of interest must be made from funds that are permissible under the Act.

**Loan Repayments**. Each committee must disclose all loan payments received by the committee. When a loan repayment is received by a committee, the repayment must be itemized on Schedule E-1 and included in the "Cumulative Payment to Date" column on Schedule E-1. For a political committee other than an authorized committee, the total amount of loan repayments received and the total amount of loan repayments made TO the committee must be disclosed on the appropriate line of the Detailed Summary Page. For authorized committees, the total amount of loan repayments of all loans owed TO the committee must be disclosed on the appropriate lines of the Detailed Summary Page.