



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

**REPORT OF RECEIPTS AND EXPENDITURES
FOR A CONSTITUENT-SERVICE PROGRAM
(See reverse side for Instructions)**

SUMMARY PAGE

1. Full Name of Constituent-Service Program	2. OCF Identification Number
Address (Number and Street)	3. Is this report an Amendment? <input type="checkbox"/> YES <input type="checkbox"/> NO
City, State and Zip Code	<input type="checkbox"/> Check if address is different from previously reported.

4. TYPE OF REPORT

- January 1 July 1 Termination Report
 April 1 October 1

CONSTITUENT-SERVICE PROGRAM SUMMARY	COLUMN A THIS PERIOD	COLUMN B CUMULATIVE YEAR-TO- DATE
5. Covering Period _____ through _____		
6. (a) Cash on Hand January 1.....	\$	\$
(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 and Lines 6(a) and 6(c) for Column B).....	\$	\$
7. Total Expenditures (from Line 24).....	\$	\$
8. Cash on Hand at Close of Reporting Period (subtract Line 7 from Line 6(d)).....	\$	\$
9. Debts and Obligations Owed BY the Constituent-Service Program and/or Elected Official (itemize all on Schedule D).....	\$	\$
10. (a) Loans Owed BY the Constituent-Service Program and/or Elected Official (itemize all on Schedule E).	\$	\$
(b) All Other Loans (itemize all on Schedule E-1).....	\$	\$

CERTIFICATIONS/OATHS AND AFFIRMATIONS OF FILERS OF REPORTS OF RECEIPTS AND EXPENDITURES FOR A CONSTITUENT- SERVICE PROGRAM

(1) OATH OR AFFIRMATION OF ELECTED OFFICIAL 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 CONSTITUENT - SERVICE PROGRAM ESTABLISHED BY ME IS 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 ELECTED OFFICIAL

SIGNATURE OF ELECTED OFFICIAL

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 PROGRAM TREASURER

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.

INSTRUCTIONS FOR PREPARING OCF FORM 10

WHO MUST FILE

The Mayor, the Chairman and Members of the Council, and the D.C. Senators and Representative are authorized to establish a Constituent-Service Program. No Constituent-Service Program may receive or expend more than \$40,000 in a calendar year. No person may contribute more than \$500 in cash or \$1000 in personalty in a calendar year to a Constituent-Service Program.

WHEN TO FILE

Each elected official authorized to establish a Constituent-Service Program must file a Statement of Organization for a Constituent-Service Program with the Director of the Office of Campaign Finance within 15 days of establishing the program. Reports of Receipts and Expenditures for a Constituent-Service Program shall be filed quarterly, on the first day of January, April, July and October of each year.

HOW TO FILE

This form must be filed electronically at www.ocf.dc.gov, unless an exception to the mandatory electronic filing requirement is granted by the Director of the Office of Campaign Finance, pursuant to 3DCMR §3006.2 To file electronically, you must use your user id, password and PIN provided by the Office of Campaign Finance to certify the report.

WHERE TO FILE

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

OVERVIEW OF THE RECORDKEEPING AND REPORTING REQUIREMENT

An elected official or Constituent-Service Program 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 elected official or Constituent-Service Program 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.

LINE BY LINE INSTRUCTIONS

It is recommended that the elected official or the designated treasurer of the Constituent-Service Program complete the Detailed Summary Page before completing the Summary Page.

Line 1 Print or Type the complete name and mailing address of the Constituent-Service Program reporting.

Line 2 Enter the OCF Identification Number assigned to the Constituent-Service Program.

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 **Type of Report** box. Indicate if the report type is January 1, April 1, July 1, October 1 or termination 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) Enter the total amount of cash on hand at the beginning of the calendar year. The term "cash on hand" includes: currency; balance on deposit in banks, savings and loan institutions, and other depository institutions; traveler's checks owned by the program; and certificates of deposit, treasury bills and other program investments valued at cost.

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 on Line 6(c).

Line 6(d) Add lines 6(b) and 6(c) to obtain the total for Column A, and add Lines 6(a) and 6(c) to obtain the total for Column B.

Line 7 Transfer the amounts from Column A and Column B on line 22 to the corresponding Columns on Line 7.

Line 8 For both Column A and Column B, **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.

Line 9 Transfer the total amount of debts and obligations owed BY or TO the elected official and or Constituent-Service Program from Schedule D.

Line 10a Transfer the total amount of Loans owed BY the elected official and/or Constituent-Service Program from Schedule E.

Line 10b Transfer the total amount of loans owed to the Elected Official and/or Constituent-Service Program from Schedule E-1.

**DETAILED SUMMARY PAGE OF
RECEIPTS AND EXPENDITURES
FOR CONSTITUENT-SERVICE PROGRAMS**

1. Full Name of Constituent-Service Program	REPORT COVERING THE PERIOD	
	FROM:	TO:
I. RECEIPTS	COLUMN A THIS PERIOD	COLUMN B CUMULATIVE- YEAR-TO-DATE
11. CONTRIBUTIONS (EXCLUDING LOANS) FROM:		
(a) Itemized monetary contributions from other than the elected official (Schedule A).....	\$	\$
(b) Itemized monetary contributions from the elected official (Schedule A-1).....	\$	\$
(c) Contributions of personal property from other than the elected official (Schedule A-2)	\$	\$
(d) Contributions of Personal Property from the elected official (Schedule A-3).....	\$	\$
(e) Transfers from Authorized Committees (Schedule A-4).....	\$	\$
(f) Itemized Monetary Contributions in excess of \$10,000.00 from source not associated with the Elected Official or CSP (Schedule A-7).....	\$	\$
(g) TOTAL Contributions- Excluding Loans (add lines 11(a) (b), (c), (d), (e) and (f)	\$	\$
	\$	\$
12. SALES AND COLLECTIONS (Schedule C).....		
13. LOANS RECEIVED	\$	\$
(a) Made or guaranteed by the elected official and or CSP (Schedule E)	\$	\$
(b) All other Loans (Schedule E-1).....	\$	\$
(c) TOTAL Loans (add lines 13(a) and (b)).....	\$	\$
14. OTHER RECEIPTS (DIVIDENDS, INTEREST, etc.) (Schedule A-5).....		
	\$	\$
15. OFFSETS TO OPERATING EXPENDITURES (Schedule A-6).....		
	\$	\$
16. TOTAL RECEIPTS (add Lines 11(f), 12, 13(c), 14 and 15).....		
II. EXPENDITURES		
17. OPERATING EXPENDITURES (Schedule B).....	\$	\$
18. ALL OTHER EXPENDITURES (Schedule B-1).....	\$	\$
19. LOAN REPAYMENTS	\$	\$
(a) Loans made or guaranteed by the Elected Official and/or Constituent Service Program(Schedule E).....	\$	\$
(b) All other Loans (Schedule E-1).....	\$	\$
(c) TOTAL Loan Repayments (add lines 19(a) and 19(b)).....	\$	\$
20. TOTAL EXPENDITURES (add lines 17, 18 and 19(c)).....	\$	\$
III. CASH SUMMARY		
21. CASH ON HAND AT BEGINNING OF REPORTING PERIOD	\$	
22. TOTAL RECEIPTS THIS PERIOD (from line 16)	\$	
23. SUBTOTAL (add lines 21 and 22)	\$	
	\$	
24. TOTAL EXPENDITURES THIS PERIOD (from line 20)	\$	
	\$	

INSTRUCTIONS FOR DETAILED SUMMARY PAGE – OCF FORM 10

An Elected Official must report the total amount of receipts and expenditures during the reporting period and for each category of receipts and expenditures on OCF FORM 10. The Elected Official's full name and the coverage dates for the report must be entered in the appropriate spaces. If there are no receipts or expenditures for a particular category for a reporting period or calendar year, enter "0". To obtain the "Cumulative-To-Date Total" for each category, the elected official should add the "Cumulative To-Date-Total" from the previous report to the total for the current report. For the first report filed for a calendar year, the "Cumulative-To-Date" total is equal to the total from the prior period.

LINE 11(a) Enter the total amount of monetary **contributions (other than loans) from other than the elected official**, on LINE 11(a). For each such person who has made one or more contributions during the calendar year aggregating in excess of \$49, the elected official or Constituent-Service Program 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 cumulative year-to-date total. Each additional contribution from any such person must be separately itemized. The total amount of all contributions from individuals/persons not itemized during the reporting period on Schedule A must be entered on Schedule C.

LINE 11(b) Enter the total amount of **contributions (other than loans) from the elected official** on LINE 11(b). These contributions must be itemized on Schedule A-1. For each contribution, provide the identification (full name and address of the elected official), date and amount of the contribution and the cumulative to-date-total.

LINE 11(c) Enter the total amount of **contributions (other than loans) of personal property from other than the elected official** on LINE 11(c). These contributions must be itemized on Schedule A-2. For each contribution, provide the identification (full name and address of the individual/persons), date and amount of the contribution and the cumulative-to-date total.

LINE 11(d) Enter the total amount of **contributions (other than loans) from the elected official** on LINE 11(d). If the elected official makes one or more contributions during the calendar year aggregating in excess of \$49, the elected official or Constituent-Service Program must provide on Schedule A-3, date and amount of each contribution aggregating in excess of \$49, and aggregate year-to-date totals.

LINE 11(e) Enter the total amount of **transfers from other authorized committees** of the elected official on LINE 11(e). The elected official or Constituent-Service Program must provide the authorized committee name, mailing address, date and total amount of the transfer on Schedule A-4.

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 Elected Official or Constituent-Service Program

For both Columns A and B, add LINES 11(a), 11(b), 11(c), 11(d), 11(e) and 11(f) to obtain the figures for LINE 11(g).

LINE 12 Enter Funds Received From Sales and Collections. For 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) 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 within the calendar year must be itemized using a separate Schedule A form, which must be attached to support Schedule C (see Schedule A for instructions).

LINE 13(a) Enter the total amount of **loans made or guaranteed by the elected official** on LINE 13(a). This category includes personal loans from the elected official and loans from lending institutions, which are secured, endorsed or guaranteed by the elected official and used in connection with the elected official's Constituent-Service Program. All loans made, guaranteed, or endorsed by the elected official must be itemized on Schedule E, regardless of the amount. For each loan, provide the identification (full name, mailing address, occupation, and name of employer), date and amount of the loan and the cumulative-to-date-total. **NOTE: A loan guaranteed by the elected official and any other person(s) must be apportioned between the elected official on LINE 13(a) and the other person(s) on LINE 13(b).**

LINE 13(b) Enter the total amount of all **other loans** received on LINE 13(b). This category includes all other types of loans. These loans must be itemized on Schedule E-1, regardless of the amount. For each loan, provide the identification (full name, mailing address, and where applicable, occupation and name of employer) of the person making the loan, date and amount of the loan and the cumulative-to-date-total. The elected official or Constituent-Service Program must also provide on Schedule E-1, the identification of any endorser or guarantor and the amount of the endorsement or guarantee.

LINE 13(c) For both Column A and Column B, **add** LINES 13(a) and 13(b) to obtain the figures for LINE 13(c).

LINE 14 Enter the total amount of **other receipts** (including dividends and interest, etc.) on LINE 14. For each person who provides any dividends, interest or other receipts aggregating in excess of \$49 for the calendar year, the elected official or Constituent-Service Program must provide on Schedule A-6, the identification of the person, the date and amount of each receipt aggregating in excess of \$49 and the cumulative-to-date-total.

LINE 15 Enter the total amount of **offsets to operating expenditures** (including rebates, refunds, returned checks and returns of deposits) on LINE 15. For each rebate, refund, return check or other offset to operating expenditures received, the Constituent-Service Program must provide the identification of the person and or entity, date, amount and type of each **offset** on Schedule A-7.

LINE 16 For both Column A and Column B, **add** LINES 11(g), 12, 3(c), 14, and 15 to obtain the amount of total receipts for LINE 16.

LINE 17 Enter the total amount of **operating expenditures** on LINE 17. Examples of operating expenditures are media advertising, newspaper advertising, salaries, travel, rent, and telephones. For each person who receives payments for operating expenditures aggregating \$10 or more for the calendar year, the Elected Official or Constituent-Service Program must provide on Schedule B the full name and mailing address, date and amount of each operating expenditure aggregating \$10 or more and the purpose of the expenditure (see Schedule B for instructions).

LINE 18 Enter the total amount of **all other expenditures** on LINE 18. For **all other Expenditures**, provide full name of recipient, mailing address, date, amount and purpose of expenditure on Schedule B-1.

LINE 19(a) Enter the total amount of **loan repayments of loans made or guaranteed by** the elected official on LINE 19(a). These loans or loan repayments must be itemized on Schedule E, regardless of the amount. For each **loan**, provide the full name and mailing address, date, amount and state that the purpose of the expenditure is a "loan repayment."

LINE 19(b) Enter the total amount of **loan repayments of all other loans** on LINE 19(b). For all other loans, provide the full name, mailing address, date, amount and purpose on Schedule E-1.

LINE 19(c) For both Column A and Column B, **add** LINES 19(a) and 19(b) to obtain the totals for LINE 19(c).

LINE 20 For both Column A and Column B, **add** LINES 17, 18, and 19(c) to obtain the amount of total expenditures for LINE 20.

LINE 21 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 elected official or Constituent-Service Program; certificates of deposit; treasury bills; and other Constituent-Service Program investments valued at cost.

LINE 22 Transfer the amount from Column A of LINE 16 to LINE 22.

LINE 23 Add LINES 21 and 22 to obtain the totals for LINE 23.

LINE 24 Transfer the amount from Column A of LINE 20 to LINE 24.

LINE 25 Subtract LINE 24 from LINE 23 to obtain the cash on hand at the close of the reporting period for LINE 25.

ITEMIZED MONETARY CONTRIBUTIONS FROM OTHER THAN THE ELECTED OFFICIAL

(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 Constituent-Service Program

A. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date (month, day, year)	Amount of Each Receipt This Period
<p>Contribution Type</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier's Check</p> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> In-Kind <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><input type="checkbox"/> In kind (Specify) _____</p>	<p>Occupation</p> <hr/> <p>Contributor Type</p> <p><input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual</p> <p><input type="checkbox"/> PCC <input type="checkbox"/> PAC</p> <p>Business Type:</p> <p><input type="checkbox"/> Corporation <input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Limited Liability Company</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Other</p>		
Aggregate Year-to-Date			
B. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date (month, day, year)	Amount of Each Receipt This Period
<p>Contribution Type</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier's Check</p> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> In-Kind <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><input type="checkbox"/> In kind (Specify) _____</p>	<p>Occupation</p> <hr/> <p>Contributor Type</p> <p><input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual</p> <p><input type="checkbox"/> PCC <input type="checkbox"/> PAC</p> <p>Business Type:</p> <p><input type="checkbox"/> Corporation <input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Limited Liability Company</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Other</p>		
Aggregate Year-to-Date			
C. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date (month, day, year)	Amount of Each Receipt This Period
<p>Contribution Type</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier's Check</p> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> In-Kind <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><input type="checkbox"/> In kind (Specify) _____</p>	<p>Occupation</p> <hr/> <p>Contributor Type</p> <p><input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual</p> <p><input type="checkbox"/> PCC <input type="checkbox"/> PAC</p> <p>Business Type:</p> <p><input type="checkbox"/> Corporation <input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Limited Liability Company</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Other</p>		
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 full name of the Constituent-Service Program must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the Constituent-Service Program 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 Constituent-Service Program 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 and the aggregate year-to-date total.

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 (i.e. Labor, Business, Individual etc.).

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 Constituent - Service Program must also provide the full name and mailing address of all affiliated entities of the business contributor, including any which have made contributions to the program.

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

The "aggregate year-to-date" total must be given for each receipt and must equal the amount that the person has given to the Constituent- Service Program 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.

The appropriate box must be checked to indicate the contribution type on Schedule A (i.e. Cash, Money Order, Check etc.). 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 Constituent-Service Program and/or the Elected Official.

MISCELLANEOUS

Contributions In-Kind. Contributions in-kind (i.e., paid services provided to a Constituent-Service Program or Elected Official without charge) are treated as any other contribution and must be reported and itemized on Schedule A. For example, a contribution in-kind from an individual must be itemized on Schedule A and reported under the category "Itemized Monetary Receipts From Other Than An Elected Official". Contributions of goods and personal property should be listed on either Schedules A-2 or A-3. 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 Constituent-Service Program or Elected Official. The "aggregate year-to-date" total must include the total amount of all contributions which the person has contributed to the Constituent-Service Program or Elected Official 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".

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 Constituent-Service Program or Elected Official must record as a memo entry on Schedules A-2 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 Constituent-Service Program or Elected Official 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 Constituent-Service Program or Elected

Official (the purchaser is considered to have made a contribution to the Constituent-Service Program).

Exempt Volunteer Personal, Legal or Accounting Services.

Volunteer Personal, Legal or accounting services rendered to or on behalf of a Constituent-Service Program without compensation, are not contributions or expenditures, and, are not therefore, subject to the contribution limitations.

The Elected Official or Constituent-Service Program must itemize the following on a separate Schedule A: each person who provides volunteer personal, legal or accounting services to the Elected Official or Constituent-Service Program 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 volunteer personal, legal or accounting services; and state that the receipt is for "exempt volunteer personal, legal or accounting services". The total amount of exempt volunteer personal, legal or accounting services must be entered on the line for "Total This Period" on the bottom of Schedule A. 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 Elected Official or Constituent-Service Program 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 Elected Official or Constituent-Service Program during the calendar year, the occupation and name of employer.. If an Elected Official or Constituent-Service Program is not a conduit, but is the intended recipient, the Elected Official or Constituent-Service Program 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.

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 individual) share a single contribution limit. A business contributor must report the name and address of each of its affiliated entities who have made a contribution to the filer, and include the date and amount, and the identity of their owners.

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

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.

Checks Returned Due to Insufficient Funds. If a contributor's check is returned to the Elected Official or Constituent-Service Program due to insufficient funds and the receipt of the check was previously reported, the Elected Official or Constituent-Service Program 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 Elected Official or Constituent-Service Program. A contribution may be returned to the Elected Official or Constituent-Service Program 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 Elected Official or treasurer of a Constituent-Service Program shows that best efforts have been used to obtain, maintain and submit the information required, the Elected Official or Constituent-Service Program shall be considered in compliance with the Act.

With regard to reporting the identification of each person whose contribution(s) to the Elected Official or Constituent-Service Program and its affiliated Constituent-Service Programs aggregating more than \$49 in a calendar year, the Elected Official 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.

ITEMIZED MONETARY CONTRIBUTIONS FROM THE ELECTED OFFICIAL

OCF FORM 10

(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 Constituent-Service Program

Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Checks <input type="checkbox"/> Credit Cards <input type="checkbox"/> In Kind (except personal property) Specify _____ <input type="checkbox"/> Other (specify) _____		
Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Checks <input type="checkbox"/> Credit Cards <input type="checkbox"/> In Kind (except personal property) Specify _____ <input type="checkbox"/> Other (specify) _____		
Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Checks <input type="checkbox"/> Credit Cards <input type="checkbox"/> In Kind (except personal property) Specify _____ <input type="checkbox"/> Other (specify) _____		
Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Checks <input type="checkbox"/> Credit Cards <input type="checkbox"/> In Kind (except personal property) Specify _____ <input type="checkbox"/> Other (specify) _____		
Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Checks <input type="checkbox"/> Credit Cards <input type="checkbox"/> In Kind (except personal property) Specify _____ <input type="checkbox"/> Other (specify) _____		
SUBTOTAL receipts for this page.....		
TOTAL This Period (Aggregate the subtotal of all Receipt Pages).....		

INSTRUCTIONS FOR SCHEDULE A-1

For each contribution received from the Elected Official, provide the contribution type, date and amount of the contribution. If the Elected Official makes one or more contributions during the calendar year aggregating in excess of \$49, the Elected Official or Constituent - Service Program must provide the aggregate-year-to-date total on Schedule A-1.

CONTRIBUTIONS OF PERSONAL PROPERTY FROM OTHER THAN THE ELECTED OFFICIAL

(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 Constituent-Service Program			
D. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Contributor Type <input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual <input type="checkbox"/> PCC <input type="checkbox"/> PAC Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other	Occupation		
Type of Property			
	Aggregate Year-to-Date		
E. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Contributor Type <input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual <input type="checkbox"/> PCC <input type="checkbox"/> PAC Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other	Occupation		
Type of Property			
	Aggregate Year-to-Date		
F. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Contributor Type <input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual <input type="checkbox"/> PCC <input type="checkbox"/> PAC Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other	Occupation		
Type of Property			
	Aggregate Year-to-Date		
Subtotal receipts for this page:			
Total This Period (Aggregate the subtotal of all Receipt Pages)			

INSTRUCTIONS FOR SCHEDULE A-2

For each item, provide an itemized account of the full name, mailing address, date, occupation and, name and address of employer, if any, of each person who contributes personal property in lieu of money or personal services, and state the type of property. For the purposes of Constituent-Service accounting, the donated item(s) of personal property shall be valued at the fair market value assessed at the time of the contribution. The fair market value of an article or piece of property is the price for which the article may be sold on the market.

CONTRIBUTIONS OF PERSONAL PROPERTY FROM THE ELECTED OFFICIAL

OCF FORM 10 (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 Constituent-Service Program

A. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Value Amount This Period
Type of Property			

B. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Value Amount This Period
Type of Property			

C. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Value Amount This Period
Type of Property			

D. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Value Amount This Period
Type of Property			

SUBTOTAL value amounts for this page.....

TOTAL This Period (Aggregate the subtotal of all Receipt Pages).....

INSTRUCTIONS FOR SCHEDULE A-3

For each item of personal property contributed solely by the elected official, state the type of property and provide an itemized accounting of the fair market value of the property and the date of contribution of such property. The fair market value of an article or piece of property is the assessed price which it might be expected to bring if offered for sale in a fair market.

SCHEDULE A-4

TRANSFERS FROM AUTHORIZED COMMITTEE Page ____ of ____ for Line Number 11e

OCF FORM 10 (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 Constituent Service Program

A. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
---	------------------------------------	-----------------------------------	---

B. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
---	------------------------------------	-----------------------------------	---

C. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
---	------------------------------------	-----------------------------------	---

D. Full Name, Mailing Address and Zip Code	Aggregate Year-To-Date - \$	Date (month, day, year)	Amount of Each Receipt This Period
---	------------------------------------	-----------------------------------	---

SUBTOTAL receipts for this page.....	
TOTAL This Period (Aggregate the subtotal of all Receipts Pages).....	

INSTRUCTIONS FOR SCHEDULE A-4

For each transfer from authorized committees, provide the full name and mailing address of the authorized committee, including the date and amount of the transfer.

**SCHEDULE A-5
OTHER RECEIPTS (DIVIDENDS, INTEREST, ETC.)**

OCF FORM 10

(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 Constituent-Service Program

A. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Dividends <input type="checkbox"/> Interest <input type="checkbox"/> Other	Date (month, day, year)	Amount of Each Receipt This Period
	Aggregate Year- To Date-\$		
B. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Dividends <input type="checkbox"/> Interest <input type="checkbox"/> Other	Date (month, day, year)	Amount of Each Receipt This Period
	Aggregate Year- To Date-\$		
C. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Dividends <input type="checkbox"/> Interest <input type="checkbox"/> Other	Date (month, day, year)	Amount of Each Receipt This Period
	Aggregate Year- To Date-\$		
D. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Dividends <input type="checkbox"/> Interest <input type="checkbox"/> 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 entity and/or institution 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 and type of receipt received by the Constituent-Service Program.

SCHEDULE A-6
OFFSETS TO OPERATING EXPENDITURES (REFUNDS, REBATES, ETC)

OCF FORM 10

(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 Constituent Service Program

A. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Refund <input type="checkbox"/> Rebate <input type="checkbox"/> Other (specify)	Date (month, day, year)	Amount of Each Offset This Period
Aggregate Year-To-Date-\$			
B. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Refund <input type="checkbox"/> Rebate <input type="checkbox"/> Other (specify)	Date (month, day, year)	Amount of Each Offset This Period
Aggregate Year-To-Date-\$			
C. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Refund <input type="checkbox"/> Rebate <input type="checkbox"/> Other (specify)	Date (month, day, year)	Amount of Each Offset This Period
Aggregate Year-To-Date-\$			
D. Full Name, Mailing Address and Zip Code	Receipt Type <input type="checkbox"/> Refund <input type="checkbox"/> Rebate <input type="checkbox"/> Other (specify)	Date (month, day, year)	Amount of Each Offset This Period
Aggregate Year-To-Date-\$			
SUBTOTAL Offsets received for this page.....			
TOTAL This Period (Aggregate the subtotal of all Offset Pages).....			

INSTRUCTIONS FOR SCHEDULE A-6

For each person from whom a rebate, refund, return check and or other offsets to operating expenditures are received, the Constituent-Service Program must provide the identification of the person, and or entity, date, amount, type of each offset and the aggregate year-to-date total.

SCHEDULE A-7

**ITEMIZED MONETARY CONTRIBUTIONS IN EXCESS OF \$10,000.00 COLLECTED FROM OTHER THAN THE
ELECTED OFFICIAL OR CONSTITUENT-SERVICE PROGRAM**

(See reverse side from 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

Name and Address of Employer

A. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date of Contribution (month, day, year)	Contribution Amount
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Check <input type="checkbox"/> Credit Card <input type="checkbox"/> In Kind(except personal property) <input type="checkbox"/> Other Specify In kind or Other _____ _____	Occupation Contributor Type <input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		
Aggregate Year-to-Date			
B. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date of Contribution (month, day, year)	Contribution Amount
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Check <input type="checkbox"/> Credit Card <input type="checkbox"/> In Kind(except personal property) <input type="checkbox"/> Other Specify In kind or Other _____ _____	Occupation Contributor Type <input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual Business Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		
Aggregate Year-to-Date			
C. Full Name, Mailing Address and Zip Code	Name and Address of Employer	Date of Contribution (month, day, year)	Contribution Amount
Contribution Type <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cashier Check <input type="checkbox"/> Credit Card <input type="checkbox"/> In Kind(except personal property) <input type="checkbox"/> Other Specify In kind or Other _____ _____	Occupation Contributor Type <input type="checkbox"/> Labor <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/> Individual Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> 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 Elected Official or Constituent - Service Program as an agent to collect the contributions, the Elected Official or Constituent - Service Program 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
OPERATING EXPENDITURES Page ___ of ___ for Line Number 17**

OCF FORM 10 (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 Constituent-Service Program			
A. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
B. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
C. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
D. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
E. 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 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 the various categories of expenditures required to be itemized.

For example, on Schedule B, itemize the day to day expenditures for operating the Constituent-Service Program such as advertising, fundraising, equipment, supplies, rental, and utility. On Schedule B-1, itemize all other expenditures outside of operating expenditures, including the payment of funds to support charitable, scientific, educational, medical or recreational activities, programs or services for the benefit of District residents, or to meet the immediate individual needs of District residents, such as utility, funeral or rent expenses; refunds of contributions; returned checks; charitable donations; the payment of fines and taxes; and the purchase of tickets to events.

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 Constituent-Service Program's full name must be entered in the appropriate block.

For each expenditure required to be itemized during the reporting period, the Constituent-Service Program must provide the full name, mailing address, date, amount and purpose of the expenditure.

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, Constituent-Service Program and/or elected official loan repayment, other loan repayment, travel/vehicle expense, printing/copying, supplies, consulting, Constituent-Service Program 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. However, statements or descriptions such as "advance", "expense reimbursement", "miscellaneous", and "outside services", would not meet the requirement for reporting the purpose of the expenditure. If the expenditure is a "contribution refund" (reported on Schedule B-1) or similar category of expenditure (other than an operating expenditure), the name of the category of expenditure (i.e. "contribution refund", etc.) is sufficient to meet the requirement for reporting the purpose of the expenditure.

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
ALL OTHER EXPENDITURES**

OCF FORM 10

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 Constituent-Service Program

A. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
B. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
C. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
D. Full Name, Mailing Address and Zip Code	Purpose of Expenditure	Date (month, day, year)	Amount of Each Expenditure This Period
E. 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 all other expenditures provide an itemized account of the full name, mailing address, date, amount and purpose of the expenditure made during the reporting period. This includes any expenditure outside of general operating expenditures, such as the payment of funds to support charitable, scientific, educational, medical, or recreational activities, programs or services for the benefit of District residents, or to meet the immediate individual needs of District residents, such as utility, funeral or rent expenses; refunds of contributions; returned checks; charitable donations; the payment of fines imposed against the Program (excluding parking tickets) and taxes; and the purchase of tickets to events.

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

Full Name of Constituent-Service Program _____

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 elected official or the Constituent-Service Program. 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. 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 a separate Schedule A, which must be attached to support this Schedule C, and identified as Part 2 of Schedule C.

SCHEDULE D
DEBTS AND OBLIGATIONS
(Excluding Loans)

OCF FORM 10

Page ___ of ___ for Line Number ___

(See reverse side for Instructions. Use separate Schedules for debts owed to the Constituent Service Program and /or Elected Official.)

Full Name of Constituent-Service Program	Outstanding Balance Beginning This Period	Amount Incurred This Period	Payment This Period	Outstanding Balance at Close of This Period
A. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):	Date Incurred:		Date Due:	
B. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):	Date Incurred:		Date Due:	
C. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):	Date Incurred:		Date Due:	
D. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):	Date Incurred:		Date Due:	
E. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):	Date Incurred:		Date Due:	
F. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose);	Date Incurred:		Date Due:	
1. SUBTOTAL This Period This Page				\$
(2) TOTAL This Period (aggregate the subtotal of all Debts and Obligations Schedules				\$

INSTRUCTIONS FOR PREPARING SCHEDULE D

When completing Schedule D, the Constituent-Service Program must enter its full name in the box at the top of the page.

DO NOT combine debts and obligations owed to the elected official or Constituent-Service Program with those owed by the elected official or Constituent-Service Program on the same Schedule D. Instead, use a separate Schedule D.

DEBTS AND OBLIGATIONS OWED BY THE CONSTITUENT-

SERVICE PROGRAM (Other Than Loans)

For debts and obligations owed BY the reporting elected official or Constituent-Service Program at the close of the reporting period and which are required to be disclosed, the elected official or Constituent-Service Program 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 Constituent-Service Program 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 Constituent-Service Program 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 Constituent-Service Program, 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 Constituent-Service Program 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 the Elected Official or Constituent-Service Program, 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 Constituent-Service Program 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 Constituent-Service Program Schedule E. The total amount of debts and obligations owed BY the Constituent-Service Program (including loans) must be carried forward to the Summary Page.

DEBTS AND OBLIGATIONS OWED TO THE CONSTITUENT-

SERVICE PROGRAM (Other Than Loans)

For each debt and obligation owed TO the Constituent-Service Program at the close of the reporting period, the Constituent-Service Program 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 Constituent-Service Program 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 Constituent-Service Program, 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 Constituent-Service Program 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 Constituent-Service Program from Schedule E. The total amount of debts and obligations owed TO the Constituent-Service Program (including loans) must be carried forward to the Summary Page.

SCHEDULE E

Page ____ of ____ for Line Number ____

OCF FORM 10 LOANS MADE OR GUARANTEED BY THE CONSTITUENT-SERVICE PROGRAM AND/OR ELECTED OFFICIAL
 (See reverse side for Instructions. Use separate Schedule(s) for loans made by the Constituent-Service Program and loans owed to the Constituent Service Program)

Full Name of Constituent-Service Program				
A. Full Name, Mailing Address and Zip Code of Loan Source		Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period
ms:	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 \$			
B. Full Name, Mailing Address and Zip Code of Loan Source		Original Amount of Loan	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 \$			
C. Full Name, Mailing Address and Zip Code of Loan Source		Original Amount of Loan	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 C:				
1. Full Name, Mailing Address and Zip Code	Name of Employer			
	Occupation			
	Guaranteed Amount Outstanding \$			
SUBTOTALS this period this page				\$ _____
TOTALS this period (Aggregate the Subtotals from all Loan Schedules).....				\$ _____
Carry Aggregate Outstanding Loan Balance to Line 3, Schedule D. If no Schedule D, carry forward to appropriate line at Summary.				

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 ELECTED OFFICIAL) WHICH EXCEEDS THE CONTRIBUTION LIMITATIONS IS UNLAWFUL WHETHER OR NOT IT IS REPAYED. The aggregate amount loaned to the Elected official or Constituent-Service Program by another individual or Constituent-Service Program, when added to other contributions from that individual or Constituent-Service Program to that Elected official or Constituent-Service Program, shall not exceed the contribution limitations. A loan, to the extent that it is repaid, is no longer a contribution. All loans to a Constituent-Service Program (regardless of amount) must be disclosed on the first report filed with the Director of Campaign Finance after the date the loan is made.

LOANS MADE BY THE ELECTED OFFICIAL

This category includes personal loans from the Elected Official and loans from lending institutions, which are secured, endorsed or guaranteed by the Elected Official and used in connection with the Elected Official's Constituent-Service Program. All loans made, guaranteed, or endorsed by the Elected Official 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. **Note: a loan guaranteed** by the Elected Official and any other person(s) must be apportioned between the Elected Official on Line 13(a) and the other person(s) on Line 13 (b)

When filing Schedule E, the Constituent-Service Program must enter its full name in the box at the top of the page.

LOANS OWED BY THE CONSTITUENT SERVICE PROGRAM

When a loan is received by the Constituent-Service Program, it must be itemized on Schedule A and must also be disclosed on Schedule E. (See also instructions for Schedule A for itemizing loans received by a Constituent-Service Program.) For each loan owed BY the reporting Constituent-Service Program at the close of the reporting period, the Constituent-Service Program must report certain basic information on Schedule E in the appropriate boxes: (1) full name, mailing address and zip code of the creditor; (2) the original amount of the loan; (3) the cumulative payment on date of the loan; and (4) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule E in the box entitled "TERMS": (1) if an intermediary is reported as the source of the loan, the original source of the loan (which must be disclosed in the first box for endorsers and guarantors with a notation that the person identified is the original source); (2) the date the obligation was incurred; (3) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line); (4) the actual rate of interest charged on each loan, if the loan does not bear an interest rate, enter "None" on the appropriate line; and (5) check the box if the loan has been secured.

In instances where the loan has endorsers or guarantors, the following information must be supplied: (1) the identification of each endorser or guarantor; and (2) the amount of the endorsement or guarantor outstanding at the close of the reporting period. The term "identification" means: (a) in the case of an individual, his or her full name, mailing address, occupation, and the name of employer; and (b) in the case of any other person, the person's full name and address.

Loans owed BY the Constituent-Service Program 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 Constituent-Service Program, the payment must be itemized on Schedule B, 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 Constituent-Service Program 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 Constituent-Service Program which is forgiven or settled for less than the amount owed, is a contribution. The total amount of loans owed BY the Constituent-Service Program at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

LOANS OWED TO THE CONSTITUENT-SERVICE PROGRAM

When a loan is made by the Constituent-Service Program, it must be itemized on Schedule B and must also be disclosed on Schedule E (see also instructions for Schedule B for itemizing loans made by the Constituent-Service Program). For each loan owed TO the Constituent-Service Program at the close of the reporting period, the Constituent-Service Program must report certain basic information on Schedule E in the appropriate boxes: (1) the full name, mailing address, and zip code of each debtor; (2) the original amount of the loan; (3) the cumulative payment to date on the loan; and (4) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

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

When filing Schedule E, the Constituent-Service Program must enter its full name in the at the top of the page.

DO NOT combine loans owed TO the Constituent-Service Program with those owed BY the Constituent-Service Program on the same Schedule E. Instead, use a separate Schedule E.

Certain additional information must be entered on Schedule E in the box entitled TERMS: (1) the date the obligation was incurred; (2) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line); (3) the actual rate of interest charged on the loan (if the loan does not bear an interest rate, enter "None" on the appropriate line); (4) check the box if the loan has been secured. Loans owed TO the Constituent-Service Program must continue to be reported on each subsequent report until repaid. When a payment is received to reduce or extinguish a loan owed TO the Constituent-Service Program, the payment must be itemized on Schedule A, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule E. If any extension for repayment is granted or made, this should be reported on the first report after the extension is made.

The total amount of loans owed TO the Constituent-Service Program at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

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.

Elected Official Loans. If the Elected official personally receives a loan from a financial institution or other person, which is loaned or given to the Constituent-Service Program or used in the Constituent-Service Program, the Constituent-Service Program 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 Elected official listed as an intermediary.

Loans By Constituent-Service Program. If a Constituent-Service Program makes a loan TO any person, the loan shall be subject to the contribution limitations. Repayment to the Constituent-Service Program of the principal amount of the loan is not a contribution by the debtor to the lender Constituent-Service Program. The repayment must be made with funds that are permissible under the Act. The payment of interest to the Constituent-Service Program 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.

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.

Loan Repayments. Each Constituent-Service Program must disclose all loan payments received or made by the Constituent-Service Program. When a loan repayment is received by a Constituent-Service Program, the repayment must be itemized on Schedule A and included in the "Cumulative Payment to Date" column on Schedule E. When a loan repayment is made by a Constituent-Service Program, the repayment must be itemized on Schedule B and included in the "Cumulative Payment to Date" column on Schedule E. For a Constituent-Service Program other than an authorized Constituent-Service Program, the total amount of loan repayments received and the total amount of loan repayments made must be disclosed on the appropriate line of the Detailed Summary Page. For authorized Constituent-Service Programs, 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
ALL OTHER LOANS**

OCF FORM 10

Page ____ of ____ for Line Number ____

(See reverse side for Instructions. Use separate Schedule(s) for loans made by the Constituent-Service Program and loans owed to the Constituent-Service Program)

Full Name of Constituent-Service Program

A. Full Name, Mailing Address and Zip Code of Loan Source	Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period
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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	Cumulative Payment To Date	Balance Outstanding at Close of This Period
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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	\$
TOTALS this period (Aggregate the Subtotals from all Loan Schedules)	\$

Carry Aggregate Outstanding Loan Balance to Line 3, Schedule D. If no Schedule D, carry forward to appropriate line at Summary.

INSTRUCTIONS FOR SCHEDULE E-1

This category includes all other types of loans. 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, date and amount of the loan, the aggregate year-to-date total. The Elected Official or Constituent-Service Program must also provide on Schedule E-1, the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule E).