



GOVERNMENT OF DISTRICT OF COLUMBIA  
OFFICE OF CAMPAIGN FINANCE  
WASHINGTON, D.C. 20009

REPORT OF RECEIPTS AND EXPENDITURES  
FOR SENATORS AND REPRESENTATIVES  
(See reverse side for instructions)

1. Full Name of Statehood Fund	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. (a) FILER TYPE <input type="checkbox"/> SENATOR <input type="checkbox"/> REPRESENTATIVE	

4. (b) TYPE OF REPORT

- JANUARY 1  JULY 1  TERMINATION REPORT  
 APRIL 1  OCTOBER 1

SUMMARY		COLUMN A This Period	COLUMN B Cumulative to Date
5. Covering Period _____ through _____	6.		
(a) Cash on hand January 1, 20 .....			
(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 Line 6 (c) for Column B)... 7.			
Total Expenditures (from Line 20).....			
8. Cash on Hand at Close of Reporting Period (from Line 25).....			
9. Debts and Obligations Owed BY or TO the Statehood Fund (Itemize all on Schedule D).....			
10. (a) Loans Owed BY the Statehood Fund (itemize all on Schedule E).....			
(b) Loans Owed TO the Statehood Fund ... (itemize all on Schedule E-1).....			

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
Type or Print Name of Treasurer (Name of Candidate, if Candidate is reporting)

\_\_\_\_\_  
Signature of Treasurer (Signature of Candidate, if Candidate is reporting)

\_\_\_\_\_  
Date

NOTE: Submission of late, false, erroneous, or incomplete information may subject the person signing this report to the penalties of D.C. Official Code §§ 1-1163.35.

## INSTRUCTIONS FOR PREPARING OCF FORM 28

### WHO MUST FILE

Each Senator and Representative is required to file quarterly Reports of Receipts and Expenditures on OCF FORM 28

### WHEN TO FILE

Each Senator and Representative must file with the Director of Campaign Finance a quarterly report of all contributions received and expenditures made. Reports are required to be filed on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup> of each year. A document is timely filed upon delivery to the Office of Campaign Finance by 5:30pm of the prescribed filing date. Reports and statements sent by first class mail must be received by 5:30pm on the prescribed filing date to be timely filed. An electronic report is timely filed by midnight of the prescribed filing date.

### HOW TO FILE

This form may be filed electronically at [www.ocf.dc.gov](http://www.ocf.dc.gov) or by delivery of an original report to the OCF. If you elect to electronically file, you must obtain your secure login ID and password from the Office of Campaign Finance. You must also submit a signed letter or email requesting a PIN Number to certify the report online, thereby eliminating the signature requirement.

### WHERE TO FILE

An original report and any amendments to an original report must be filed or mailed to the Office of Campaign Finance, Frank D. Reeves Municipal Building, 2000 14<sup>th</sup> Street, NW, Suite 433, Washington, D.C. 20009. An electronic report must be submitted at [www.ocf.dc.gov](http://www.ocf.dc.gov) and, where the electronic report is not certified online, a printed copy of the electronic report must be mailed to the above address.

### OVERVIEW OF THE RECORDKEEPING AND REPORTING REQUIREMENTS

A Senator and Representative 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 on the Detailed Summary Page. This separate accounting record will assist the Senator or Representative in completing the report forms, since separate reporting schedules are required for each category. The reporting Schedules should be completed first so that the totals can be obtained for each category. Where appropriate, the totals must also be stated on the Summary Page.

### FINANCIAL OFFICER'S RESPONSIBILITIES

A copy of this report must be maintained by the Senator or Representative or financial officer of the Statehood Fund 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 Senator or Representative or financial officer of the Statehood Fund 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 the Senator and Representative or Financial Officer complete the Detailed Summary Page before completing the Summary Page.

- Line 1** Print or type the complete name and mailing address of the Statehood Fund.
- Line 2** Enter the OCF Identification Number assigned to the Senator or Representative
- 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 for the filer type and 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)** Enter the total amount of cash on hand at the beginning of the calendar year. The term "cash on hand" includes: currency; balance on deposits in banks, saving and loan institutions, and other depository institutions; travelers checks owned by the Senator or Representative; and certificates of deposit, treasury bills and other 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 of Line 6(c).
- Line 6(d)** Add Lines 6(b) and 6(c) to obtain the total for Column A 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 from Line 24.
- Line 8** Transfer the amounts from line 25
- Line 9** Transfer the total amount of debts and obligations owed by or to the Statehood Fund from Schedule D.
- Line 10(a)** Transfer the total amount of loans owed BY the Statehood Fund from Schedule E.
- Line 10(b)** Transfer the total amount of loans owed TO the Statehood Fund from Schedule E-1.