Washington State
Public Disclosure Commission

Local & Judicial Office Candidates

2004 Campaign Disclosure Instructions

"The public's right to know of the financing of political campaigns and lobbying and the financial affairs of elected officials and candidates far outweighs any right that these matters remain secret and private."

RCW 42.17.010 (10)

THE PUBLIC DISCLOSURE LAW

Adopted as Initiative 276 in 1972
Codified as Chapter 42.17
Revised Code of Washington

The Public Disclosure Commission, five citizens and a small full time staff, administers the law and the rules implementing it.

Instructions in this booklet are provided to assist in the preparation of campaign disclosure reports required by chapter 42.17 RCW. Care has been taken to make these instructions accurate yet concise. However, these instructions cannot be substituted for the applicable provisions of chapter 42.17 RCW and 390 WAC. The law and rules are controlling in the event of any conflict with or omission in the instructions. Copies of the law and rules are available on request.

There are separate Full Reporting instruction books for State Executive and Legislative candidates, and Political Committees. In addition, there is a Mini Reporting booklet available for those entities that qualify to use that reporting option.

PDC also has computer software available free of charge to assist with campaign record keeping and reporting. Call the number shown below or visit the PDC website at www.pdc.wa.gov for details.

All reports on file with the Commission are public records. Copies are available at cost:

Paper copies of scanned records:	$.10 per page
Diskette:	$.25 each
CD ROM:	$ 2 each

A significant amount of information filed with the Commission by candidates, political committees and lobbyists is available on the Internet. **PDC's Web address is: http://www.pdc.wa.gov**

We welcome your suggestions for revision of these instructions. Direct them to:

Public Disclosure Commission
711 Capitol Way Room 206
PO Box 40908
Olympia, WA 98504-0908

Telephone:	(360) 753-1111	
Toll-Free:	1-877-601-2828	
FAX :	(360) 753-1112	(DO NOT send reports by fax)
E-mail:	pdc@pdc.wa.gov	(DO NOT send reports by e-mail)

REPORTING SUMMARY -- 2004

What To Do	When To Do It
1. Get PDC instructions and forms.	When candidate decides to run for office.
2. File Personal Financial Affairs Statement (F-1 form). (Incumbents who filed report by April 15 need not file again.)	Within 2 weeks of becoming a candidate. (You become a candidate when you raise or spend money, reserve space or buy advertising, authorize someone else to take one of these actions for you, or you make a public announcement or file your Declaration of Candidacy, whichever occurs first.)
3. Register committee on C-1form. Appoint a treasurer. Open a bank account. (File a C-4 report if your campaign has already received or spent money.)	Within 2 weeks of becoming a candidate.
4. Deposit money and fill out C-3 form. Send report to PDC and County Elections Office.	Make deposits within 5 business days of receipt. From July 1 through general election, file C-3 reports weekly on Mondays. At other times, file C-3 along with C-4.
5. File monthly contribution and expenditure C-4 reports (if contributions or expenditures exceeded $200 since last C-4 report filed). Submit reports to PDC and County Elections Office.	On the 10th of month to cover preceding month (or period since last C-4 was filed). Not required in months where one of the special C-4 reports listed below is filed.
6. File Primary Election C-4 Reports. Report all campaign contributions and expenditures.	-Aug 24 (21 days before primary election) -Sep 7 (7 days before primary election) -Oct 12 (10th of the first month following the election)[1]
7. File General Election C-4 Reports. Report all campaign contributions and expenditures.	-Oct 12 (21 days before general election) -Oct 26 (7 days before general election) -Dec 10 (10th of the first month following the election)[2]

If you are reporting for a special election held on a date other than the primary or general election, ask PDC for the Reporting Dates for Special Elections.

[1] This post-primary C-4 report is not required from candidates whose names will appear on the general election ballot.
[2] If all bills are paid and surplus funds disposed of, this post general election C-4 report is your final report. If unpaid bills, loans or surplus funds remain, you must continue to file monthly C-4's.

Summary of Campaign Disclosure Reports

PDC Form		What it Contains	When it's Due*
F-1	Financial Affairs Statement	Sources of income, real estate transactions, bank accounts, stocks, debts owed, business holdings and business customers.	Within 2 weeks of becoming a candidate. (Incumbents who have a current report on file with PDC do not need to file another F-1 statement.)
C-1	Candidate Registration	Office sought, reporting option, committee officers, treasurer's name, time and place for public inspection of records.	Within 2 weeks of becoming a candidate. (For PDC purposes, someone may become a candidate well before a formal declaration is filed with elections officials. See instruction book.)
C-3	Cash Receipts, Monetary Contributions	Names of contributors, amounts, addresses, occupation, employer.	Bank deposits must be made at least weekly. Complete a C-3 for each deposit and file the C-3 reports as follows: **For primary and general elections--**Between July and general election day, file weekly on Mondays. **For special elections--**During last 4 months before election, file weekly on Mondays. **Other Periods--**File with C-4 reports.
	Schedule L (Part 1)	Name and address of contributor (lender), amount of loan, interest rate, repayment schedule.	
	Attachment Au	Names and addresses of contributors donating and purchasing auction items.	
C-4	Receipts and Expenditure Summary	Total contributions and expenditures for campaign.	-Same day as C-1 if contributions were received or expenditures made before registering; -10th of each month to cover preceding calendar month (or period since last C-4) if over $200 in contributions or expenditures; -21 days before primary and general elections; -7 days before primary and general; and -10th of first month after election (candidates who are in the general do not file the post-primary report).
	Schedule A	Itemized expenses, contribution totals for period.	
	Schedule B	In-kind contributions, pledges, orders placed.	
	Schedule C	Corrections, adjustments.	
	Schedule L (Parts 2-4)	Details regarding loan payments and loans forgiven and outstanding.	

Other Reports

C-5 This form is used by Out-of-State PACs to report contributions of over $50 they make to in-state candidates and political committees. This report must be filed by the out-of-state committee no later than the 20th day of the month following any month in which a contribution or other expenditure is made.

C-6 This Independent Expenditures report is used by persons making campaign expenditures of $100 or more that are not made to, or in conjunction with, a candidate or political committee and for Independent Expenditure advertising of $1,000 or more presented to the public within 21 days of an election.

*** File Campaign Disclosure Reports ("C" series forms C-3 and C-4) with PDC and your county elections office (not required if filing electronically). Reports are considered filed as of postmark date or, if filed electronically, on the file transfer date.**

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2004 Key Reporting Dates for Candidates

DATE	ACTIVITY	C-4 REPORT PERIOD
Within two weeks of becoming a candidate	File a C-1 (non-incumbents also file an F-1)	
Jan 12	File monthly C-4 & C-3, if necessary	close of last report thru Dec 31
Feb 10	" "	close of last report thru Jan 31
Mar 10	" "	close of last report thru Feb 29
Apr 12	" "	close of last report thru Mar 31
May 10		close of last report thru Apr 30
Jun 10	" "	close of last report thru May 31
Jul 1	Begin filing C-3 reports weekly, each Monday, for deposits made during previous 7 days (Monday thru Sunday)	
Jul 12	File monthly C-4, if necessary	close of last report thru Jun 30
Jul 26-30	Declaration of candidacy filing week	
Aug 24	21 day pre-primary C-4 due[1]	Jul 1 thru Aug 17
Sep 6-13	Campaign books open for public inspection	
Sep 7	7 day pre-primary C-4 due[1]	Aug 18 thru Sep 6
Sep 7-13	Special reports due if candidate receives contributions of $1,000 or more from one source. [2]	
Sep 14	**PRIMARY ELECTION DAY**	
Oct 12	Post-primary C-4 due [3]	Sep 7 thru Sep 30
Oct 12	21 day pre-general C-4 due	Sep 7 thru Oct 5[4]
Oct 12-Nov 1	Special reports due if candidate receives contributions of $1,000 or more in the aggregate from one source. Unless the contribution is from the state committee of a major political party or a minor party, a candidate may not now receive from one source contributions totaling over $5,000 in the aggregate. [2]	
Oct 25-Nov 1	Campaign books open for public inspection	
Oct 26	7 day pre-general C-4 due	Oct 6 thru Oct 25
Nov 2	**GENERAL ELECTION DAY**	
Dec 10	Post-general C-4 due (and C-3, if necessary)	Oct 25 thru Nov 30

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[1] Only required of candidates whose names will appear on the primary election ballot or who are running as write-in candidates in the primary election. Candidates who are only in the general election file on Aug 10 and Sept 10.
[2] Does not constitute authority to exceed any applicable local or state contribution limit.
[3] Only required of candidates who lose in the primary election.
[4] Candidates who are only in the general election file a report covering from Sept 1(or close of last report) thru October 5.

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Part 1. General Information About the Law

Introduction

The primary purpose of the campaign disclosure provisions of the Public Disclosure Law is to provide citizens of this state with the means for becoming informed about the financing of political campaigns. The law requires that records be kept and reports be filed of all contributions and expenditures. Detailed reporting of small contributions and expenditures is not mandated.

All candidates and committees subject to the Public Disclosure Law must do some reporting to the Public Disclosure Commission (PDC), regardless of the amount of money they will receive from contributors or spend on their campaigns.

Treasurers for most campaigns using full reporting will have to devote many hours to keeping exact records and filing accurate, detailed reports of receipts and expenditures. This instruction manual is designed for candidates and their treasurers seeking local and judicial office positions who have selected the full reporting option.

The key to complying with both the regulatory and the reporting provisions of the law is to keep detailed records of each contribution and expenditure and file reports on time. All records acquired with respect to the campaign must be kept for five years from the date of the election.

Reports are considered filed as of the postmark or, if filed electronically, on the file transfer date. The original of each campaign disclosure report completed is filed with PDC. A copy of each report is also sent or delivered to the elections office of the county in which the candidate resides (usually the County Auditor's office; in King County, it's the Records, Elections and Licensing Services Division). Copies of the reports are not required to be filed with the County if you are filing electronically with the PDC.

A listing of the name and address of each county's election office is located on page 60 of this manual.

Candidates for some city offices, for example, City of Seattle offices, must also file disclosure reports with the city clerk based on city ordinance requirements. Check with your local city clerk to see if such a local ordinance applies to you.

All paper reports, schedules and attachments should be typewritten or printed in black ink. Use 8 1/2" x 11" white paper for attachments or enclosures. Reports are scanned into a document imaging system for viewing on computer monitors. (The paper reports are then sent to the State Records Center for storage.) If a filer submits over-sized paper this significantly slows down the process for entering reports into PDC's record keeping system.

Computerized Record Keeping and Reporting

Persons who must file campaign disclosure reports may obtain copies of the blank forms they will need from PDC at www.pdc.wa.gov or their county auditor's office (in King County, contact the Records, Elections and Licensing Services Division). Or, computer software is available free-of-charge. The Washington Electronic Disclosure System (WEDS) software will create all of the candidate and political committee reports necessary to comply with state laws. Each report is automatically produced and can be electronically filed over the Internet and/or printed for hard copy filing.

Minimum System Requirements – Pentium class processor, 128MB RAM, 10MB free HD space, an Internet connection and the Sun Java Runtime Environment version 1.4.1 or higher to electronically file.

Recommended System Requirements – Pentium III class processor, 256 MB RAM, 50MB free HD space, an Internet connection and the Sun Java Runtime Environment version 1.4.1 or higher to electronically file.

The computerized filing system has to be used at the startup of the campaign, or, if used at a later date, then all contributor and expenditure data from the beginning of the campaign must be input into the system. See page 58 for downloading and installing the free electronic filing software. Call PDC at (360) 753-1111 or toll free at 1-877-601-2828 for more information or visit our website at www.pdc.wa.gov.

Mandatory Electronic Filing

All candidates and political committees, including ballot measure committees, who expended $10,000 or more last year, or expect to spend $10,000 or more in the current year, are required to submit campaign finance reports electronically.

The PDC has developed free campaign finance reporting software for use in filing Washington State disclosure reports electronically. The application is NOT campaign management software, it is designed specifically to meet the reporting requirements under RCW 42.17.

If you are using a different type of campaign finance software, the PDC can send you a vendor kit; a software development package that, with some additional advance programming, may enable your campaign to file electronically using your current software.

The Commission may make exceptions on a case-by-case basis for candidates whose authorized committees lack the technological ability to file reports electronically. A candidate seeking an exception under RCW 42.17.3691 shall file with the PDC a written statement of reasons why the authorized committee lacks the ability to file reports electronically.

Which Candidates Must Report

Candidates who seek public office in jurisdictions that had 5,000 or more registered voters as of the last general election or in jurisdictions that encompass an entire county are subject to all provisions of the State Public Disclosure Law.

Candidates for some offices are exempt from the campaign record keeping and reporting requirements; that list of offices is located below in the "Candidates Exempt From Reporting" section.

A person who seeks a non-exempt public office becomes a candidate (and must begin reporting campaign activity) at the time he or she first does any one of the following:

- receives contributions or makes campaign-related expenditures;
- reserves space or facilities to promote his or her candidacy;
- purchases commercial advertising space or broadcast time to promote his or her candidacy;
- gives consent to another person to undertake one or more of the above actions on his or her behalf;
- publicly announces he or she is seeking office (even if this candidacy is conditioned on a future occurrence, like the outcome of polling, the receipt of a certain level of campaign funding or other indications of significant public support); or
- officially files for office.

Candidates who only use their own funds and do not accept contributions from others to conduct their campaigns must still keep records and file disclosure reports.

A candidate is limited to one campaign committee. However, a candidate may also participate in a committee organized to support a slate of candidates and in joint fund raising efforts. For more information, see Joint Fund Raising and "Slate" Committees on page 56.

Candidates Exempt From Reporting

Candidates seeking election to the following offices are exempt from the record keeping and reporting requirements of the State Public Disclosure Law:

- Precinct committee officer;
- Federal office (subject only to federal campaign laws);

- Offices in a city or other jurisdiction that had fewer than 5,000 registered voters as of the last general election and that does not encompass an entire county;

- (However, candidates in towns or districts that had 1,000 or more registered voters as of the last general election are required to file Statements of Financial Affairs -- PDC Form F-1.); and

- Offices for which voters must have special qualifications not specified in the State Constitution (such as owning property). Examples include the following districts:

Agricultural Pest	Irrigation
Cemetery	Irrigation and Reclamation
Diking	Irrigation and Rehabilitation
Drainage	Mosquito Control
Education Service	Public Waterway
Flood Control	Sewer Improvement
Intercounty Weed	Weed

Note: Candidates for the above offices must still adhere to the law and rules governing political advertising and the prohibition against using public equipment or other resources to support or oppose a candidate or ballot measure.

Reporting Options

All candidates who are not exempt from reporting must select a reporting option. That choice will be guided by the amount of money a candidate intends to raise and spend on his or her campaign.

Regardless of which option outlined below is chosen, all candidates and political committees must keep accurate, detailed records and make these records available for public inspection during the eight days preceding the primary, general or special election in which they're participating.

Mini Reporting: This reporting option is only available to candidates who will raise and spend no more than $3,500, in addition to the amount spent on their filing fee, and who will receive no more than $300 from any one contributor other than themselves. Filing fees paid for by political party committees are also exempt from the $300 contribution limit threshold. Candidates choosing mini reporting must file registration statements (the C-1 form) and keep records of their contributions and expenditures. However, they do not need to file contribution and expenditure reports. A Personal Financial Affairs Statement (F-1) is required. See Mini Reporting Instructions.

Full Reporting: All candidates raising and spending over $3,500 on their campaigns or who wish to receive more than $300 from any contributor, other than the candidate's own funds, must use the full reporting method. Full reporting filers will submit frequent, detailed reports of the contributions they receive (C-3 reports) and the expenditures they make (C-4 reports with various schedules). The C-4 itself is used to summarize the campaign's financial activity. A Personal Financial Affairs Statement (F-1) is also required.

Changing Reporting Options

The Public Disclosure Commission realizes that candidates are not always able to forecast campaign costs accurately, and may need to switch to a different reporting option. **So long as this action is taken far enough before the election**, as discussed below, permission from PDC will not be necessary. In order to change from one reporting option to another, follow these steps:

- Notify each opposing candidate or committee in writing of your plan to change reporting options. Certified mail is suggested.
- File a new C-1 form with PDC and the county election officer showing the new option.
- Send a letter to PDC that:
  1) explains why you anticipate the limits of the reporting option originally chosen will be exceeded;
  2) explains why the factors contributing to the change were not originally anticipated;
  3) confirms the date and manner in which each opposing candidate was notified of the change.
- If the change is to full reporting, prepare and send a C-4 report and Schedules A, B and L, as appropriate, along with PDC form C-3 identifying each contributor who has given over $25 in the aggregate to the campaign.
- File all future reports required by the new reporting option.

From mini to full. If a candidate or political committee wishes to change from mini to full reporting and the steps outlined above are taken more than 30 days before the election, permission to make the change is automatically granted; if the change is required within 30 days of the election, the campaign must receive prior approval from PDC's executive director before exceeding the limits imposed by mini reporting. The approval to change reporting options within 30 days of the election is not automatic and will only be granted under extraordinary circumstances.

From full reporting to a lesser option. If a candidate wishes to change from full to mini reporting, no prior PDC approval, notice to the opposition or letter of explanation is necessary. Simply file a new C-1 indicating the new option.

Bank Accounts

At the start of the campaign, the candidate or treasurer needs to open the bank account. Use the same name for your campaign account as you use for the candidate's committee.

Campaign accounts may be established in a bank, mutual savings bank, savings and loan association or credit union doing business in Washington State. Candidates seeking offices that have one-county jurisdictions may only maintain one campaign checking account. Although candidates conducting campaigns in more than one county may establish a bank account in each county, it's not recommended that you do this because of the problems inherent in tracking and combining the activity of multiple accounts when filing single C-4 reports for the campaign.

When opening the account, you'll be asked to supply a tax ID number. Call 1-800-829-3676 and request Form SS-4. It will take about two weeks for the form to arrive.

The bank will report any interest earned on the campaign account to the IRS using the tax number you provide. Consult the IRS, your accountant or tax advisor regarding any tax liability or requirement to file a tax return. PDC may not give tax-related advice or information. However, see page 50 for information about investing campaign funds.

Bank Deposits

Each contribution received by the campaign must be deposited within five business days of receipt. Practically speaking, that means each campaign can make a weekly deposit and be in compliance with the law. A high volume of contributions may make more frequent deposits advisable, however.

Each time you make a bank deposit, prepare a Cash Receipts & Monetary Contributions Report (C-3). Prior to the fourth month before the general or a special election (prior to July 1 for general election candidates), file your C-3 reports each time a C-4 report is filed.

Within four months or less before the general or special election (beginning July 1 for general election candidates), file C-3 reports weekly on Mondays. That is, prepare a C-3 for each deposit as usual. Come Monday, send all forms reflecting deposits made on the previous Monday through the current Sunday.

Once the weekly filing of C-3 reports begins, DO NOT also send copies of these same C-3 reports with your C-4 reports.

Public Inspection of Campaign Records

During the eight days preceding a primary, general or special election, the campaign's books of account showing all contributions received, expenditures made and outstanding debts must be current within one business day. Further, they must be open for public inspection by anyone who wants to see them. These books must be available for inspection on the eighth day before the election (excluding legal holidays) for two consecutive hours between 8 a.m. and 8 p.m. at the campaign headquarters or, if there is no headquarters, at the treasurer's address or other place designated by the campaign on the registration statement (C-1). On other weekdays, inspection of campaign books is by appointment between 8 a.m. and 8 p.m. at the designated place for inspection.

If the eighth day is a legal holiday, campaign books must be open for public inspection two consecutive hours between 8 a.m. and 8 p.m. on the seventh day before the election.

The time and place of inspection may not be changed without first notifying PDC and the County Elections Officer.

If a candidate has selected Mini reporting and opted to use his or her personal checking account for campaign activity, then he or she has to make the check register and other records of the personal account available for public inspection.

The separate list of contributors giving $25 or less does not need to be included with the records open for public inspection.

However, all other "books of account" of the campaign must be current within one business day and be made available for public inspection. The campaign books include its checkbook register and any ledgers, journals or lists identifying contributors (and the date and amount each has given) as well as books showing any outstanding debts (including loans and orders placed but not yet paid). If these types of books are not kept, the campaign is expected to make available the documents that are customarily used to create these books of account; that is, the receipts, invoices, copies of contribution checks, notes or documents regarding orders placed or loans, etc.

If the campaign books are kept on computer, any person wanting to see the books must be given sufficient instruction to enable him or her to examine these books. The campaign is not required to make copies of its books, whether the books are kept on paper or in electronic form.

PDC Inquiries and Audits

PDC staff may contact your campaign advising you that a report is missing or incomplete, asking for clarification of a report or requesting more information. Please cooperate with these informal contacts and supply the requested information promptly.

Random audits of some campaigns may occur after each election. Some of these are in-depth and you will be asked to make available all your records, including receipts and other documentation. These audits are routine and we suggest you approach them matter of factly.

Audits also are conducted for cause because a complaint has been received or there is reason to believe disclosure reports are not accurate. If you are the subject of such an audit, be assured you will have every opportunity to explain your position.

Prohibitions and Restrictions

State and federal law impose certain prohibitions and restrictions on candidates for local and judicial office. Carefully study -- and adhere to -- the information provided below.

Concealment [RCW 42.17.120]

You must accurately record and report the actual sources and amounts of contributions received as well as the true recipients and amounts of expenditures. It is a violation of the law to use a fictitious name, no name or substitute name in order to conceal the truth.

Persons Prohibited from Making Contributions

None of the prohibitions noted in this prohibited contributions section is administered by the Public Disclosure Commission. If you have questions about whether one or more of the prohibitions apply to contributions you have received, consult your legal counsel or contact the agency involved.

Foreign Nationals: Federal election law prohibits all candidates and political committees in this country from receiving contributions from foreign nationals (individuals, corporations, associations or other foreign business entities).

However, individuals having "green cards" may contribute to elections in the United States. And, individuals, whether or not they have green cards, may generally volunteer their personal services to campaigns so long as they are not being paid by anyone for the volunteer work they do.

Contact the Federal Election Commission (FEC) for more information on this issue (800/424-9530).

Federal Banks and Other Corporations: Federally chartered banks, corporations, unions, insurance companies and federal government contractors should consult their legal advisors to determine whether other state or federal statutes prohibit their making contributions.

Judicial Officials and Candidates: The Code of Judicial Conduct restricts the activity of both judges and candidates for judicial office. The Commission on Judicial Conduct is charged with investigating alleged violations of the Code, and can be contacted at PO Box 1817, Olympia, WA 98507-1817 or (360) 753-4585. The Commission on Judicial Conduct cannot provide advisory opinions. These are available from the Ethics Advisory Committee of the Office of the Administrator of the Courts at PO Box 41174, Olympia, WA 98504-1174. Call Nancy Sullins at (360) 357-2124.

"Last Minute" Contributions [RCW 42.17.105(8)]

During the 21 days before the general election, no candidate for statewide office, including justice of the state supreme court, may accept aggregate contributions of more than $50,000 from any contributor eligible to give that much. Similarly, candidates for other offices may not accept contributions totaling more than $5,000 from any eligible contributor during this three-week period. These limitations do not apply to contributions accepted from the state committee of a major political party or from a minor party.

The statutory language imposing the $5,000/$50,000 contribution maximum has been interpreted by PDC to mean:

- A campaign loan received during the 21 days prior to the general is subject to the limit, as are any loan co-signers or guarantors (and by law each guarantor is considered as giving the full amount of the loan);
- A pledge in excess of the amounts allowed by the limit may NOT be made by a contributor or received or redeemed by a candidate during the 21 days prior to the general;
- A candidate who receives a contribution in excess of the allowed amount may retain the maximum permitted by law so long as the excess amount is immediately returned to the contributor;
- The contribution limit applies to all forms of contributions, including monetary, in-kind, loans, pledges, etc., and any combination of them;
- Earmarked contributions given to an intermediary during the 21 days before the general for the benefit of a candidate may not exceed the applicable limit for the candidate and must be combined with contributions from the same contributor given directly to the candidate; and
- This 21 day pre-general election period begins at 12:01 a.m. PST on the third Tuesday before the general election held in November and ends at 11:59 p.m. PST on the Monday before the election.

Contributing to Others [RCW 42.17.095(8)]

No candidate is allowed to transfer campaign funds to any other candidate or political committee, unless a candidate is legally transferring surplus funds to a bona fide political party or a caucus political committee.

However, one candidate may reimburse another candidate or political committee for his or her share of a documented and properly reported joint fund raising campaign expense. And, a candidate may purchase from another candidate or political committee an item or service that is directly related to the candidate's campaign so long as payment does not exceed the fair market value of the item or service.

Personal Use of Contributions [RCW 42.17.125]

Any expenditure of a candidate's campaign funds that is not directly related to the candidate's election campaign is a prohibited personal use of campaign funds.

According to the law, campaign contributions may only be spent for the personal use of the candidate, the treasurer or other person associated with the campaign under the following circumstances:

- reimbursement for loans or to cover earnings lost as a result of campaigning or for services performed for the campaign;
- reimbursement for direct out-of-pocket campaign or post-election campaign expenses; and
- repayment of loans made by the person to the campaign. Repayment of loans made by the candidate to his or her campaign is subject to limit. See Candidate Loan Repayments on page 9.

Documentation of these types of expenditures must be submitted with the C-4 report showing the payment to the individual.

See page 38 for more information on Permissible Expenditures.

Transmitting Contributions (Bundling) [RCW 42.17.730]

Only an individual is permitted to collect contributions from others and transmit them to the intended recipient. Political committees, businesses, unions, and organizations -- or people representing them -- are prohibited from collecting contributions from various sources (commonly known as bundling) and delivering or transmitting those bundled contributions to a candidate or political committee.

With respect to the legal bundling undertaken by individuals, unless the collected contributions are from the individual's employer, immediate family or an association to which the individual belongs, when delivering the contributions to the candidate's campaign, the individual must supply the following information:

X **The individual's full name, street address, occupation, name of employer or, if self-employed, place of business and the same information for each person or entity for which a contribution is being transmitted.**

Reimbursement of Contributions [RCW 42.17.780]

No one may directly or indirectly reimburse another person or entity for a contribution to a candidate, political committee or political party.

Use of Contributions for Different Office [RCW 42.17.790]

A candidate who solicits contributions for one office may not use those contributions to seek a different office without first obtaining written approval of the persons or entities who donated the contributions. This is true whether a candidate registers for one office and then decides before the election to seek a different office, or whether the candidate wants to use funds left over after an election to seek a different office in a subsequent election. Even though written permission must be obtained in both circumstances, how the contributions being transferred to the new campaign are treated does vary.

Switching Offices Before the Election. If, for example, a candidate decides to run for County Council after first registering and collecting money for a State Representative race, the candidate may not transfer contributions received for the house race to the County Council campaign without first getting written approval from the contributors of the money remaining in the house campaign account as well as from donors of any remaining in-kind contributions (e.g., computers, copiers, etc.).

To identify the donors of the remaining funds, start with your most recent contribution, then the next most recent, etc., until you can attach names to all of the contributions remaining in the campaign you are ending. Contact all of these contributors. With their written approval, you may move their funds from the first campaign account to the new account. If someone does not send written approval, that contributor's donation may NOT be used for the new campaign and must be disposed of under one of the other permissible uses of surplus campaign funds, as discussed below.

Each contribution that is transferred from the first campaign to the new campaign is attributed to the contributor and counts against that contributor's limit, if any, for the office now being sought.

Left-Over Contributions. A candidate who wants to use surplus funds from a previous campaign to seek an office different from the one for which the donations were collected also must get written approval to do so from the contributors of the funds left over from that earlier campaign. Use the process described above for identifying whose contributions are left. Again, if written permission is not provided for some contributions, those contributions may not be used for the new campaign, but must be spent for one of the other purposes outlined under Surplus Campaign Funds discussed below.

When a candidate is transferring contributions left over from a previously completed election campaign to a new campaign for a different office, those contributions that are moved to the new campaign are NOT attributed to source of the contribution. The funds are simply moved as a lump sum of surplus funds to the new account. There might be a succession of transfers to the new account, depending on when the campaign receives the written permission. On the C-3 report showing the deposit of the surplus money, simply note that surplus funds from a previous campaign are being deposited into the account with permission from the donors. (Keep these permission notices as part of the campaign records. Do not send copies of them to PDC unless requested by PDC to do so.)

Candidates who want to move funds from a Surplus Funds Account into a campaign account will also have to obtain written permission from the original contributors of the funds if the monies are to be used to seek an office different than the one which was sought at the time the contributions were given.

Disposing of Surplus Campaign Funds [RCW 42.17.095]

Surplus campaign funds -- the balance of contributions given with respect to an election that remain after all outstanding obligations for that election are paid -- may only be disposed of in one or more of the following ways:

1) returned to contributors [so long as the amount returned to a donor does not exceed the aggregate contributed];

2) transferred without limit to a political party or caucus political committee;

3) held for use in a future campaign for election to the same office last sought (or a different office, if written approval from the contributors of the remaining funds is obtained);

4) transferred to the candidate's personal account as payment for earnings lost as a result of campaigning, so long as the lost earnings can be documented, the payment does not exceed what the candidate would have otherwise earned, and all payments are properly recorded and reported;

5) donated to a charitable organization registered with the Secretary of State in accordance with RCW 19.09;

6) transferred to the state general fund; or

7) deposited into a separate Surplus Funds Account and used to pay non-reimbursed public office related expenses and for any of the six purposes discussed above. See page 50 for more information on Surplus Funds Accounts.

Candidate Loan Repayments [RCW 42.17.125(3)]

Candidates may donate an unlimited amount of their personal funds and other resources to their own campaigns (except during the 21 days before the general election). However, in order for a candidate's contribution to be eligible for repayment by the campaign, it must be recorded in a written loan agreement and be properly reported on PDC Form C-3 (or Part 1 of Schedule B to the C-4, if in-kind) and Schedule L as a loan.

State law puts a lid on the amount a candidate may be repaid for personal loans made to his or her campaign: $4,000 for the primary and $4,000 for the general election. A candidate who loans his or her campaign committee an aggregate amount of $4,000 or less per election may be repaid in full by the committee up to the amount loaned.

However, a candidate who loans his or her campaign over $4,000 for the primary or over $4,000 for the general may only be repaid a maximum of $4,000 per election. Once an aggregate of $4,000 per election has been repaid to the candidate for one or more loans made to the committee for that primary or general election, no additional loan repayments may be made to the candidate for that election.

If a candidate makes documented out-of-pocket campaign expenditures and expects repayments (that is, he or she is not making an in-kind contribution), the campaign committee must repay the candidate within 21 days of the expenditure or the candidate will have made a loan to his or her committee. Repayment of this loan, when combined with the repayment of other loans, may not exceed an aggregate of $4,000. Undocumented out-of-pocket campaign expenditures by the candidate -- that is, those for which the candidate has no sales receipts -- are in-kind contributions and are not eligible for repayment.

Use of Public Facilities [RCW 42.17.130]

Elected and appointed officials as well as other public employees are prohibited from using or authorizing the use of any facilities of a public office or agency, directly or indirectly, to assist a candidate's election campaign or to promote or oppose a ballot proposition. Public agency facilities include, but are not limited to, office stationery, postage, machines, equipment, employees during working hours, vehicles, office space, office publications and client lists.

The above restriction does not apply to:

- action taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as any required notice of the meeting includes the title and number of the ballot proposition, and members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

- a statement by an elected official in support of or in opposition to any ballot proposition at any open press conference or in response to a specific inquiry; and

- activities that are part of the normal and regular conduct of the office or agency. "Normal and regular" has been interpreted to mean those activities that are authorized by law and are customary for the agency.

Anonymous Contributions [RCW 42.17.060(4)]

Occasionally, campaigns receive funds from truly anonymous sources; that is, no one involved in the campaign knows who donated the money. Up to a point, the law allows campaigns to keep these anonymous contributions. Specifically, candidates may receive as much as $300 or one percent of the total contributions received in a calendar year, whichever is greater. (The one percent won't come into play until the campaign receives over $30,000 in contributions during a calendar year.)

If the maximum is reached, the campaign may not use or spend any additional anonymous funds received. These excess dollars must be returned to the donors if they can be identified or forfeited to the state's general fund.

If the contributors cannot be identified, immediately send a check to PDC payable to the State Treasurer in the amount of the overage, along with an explanation of the circumstances surrounding receipt of excess anonymous funds.

Campaigns may not legally use the anonymous contribution provision to avoid identifying contributors whose identities are known. Only contributors who either give a total of $25 or less in the aggregate or who give in conjunction with a low-cost fund raiser need not be identified on contribution reports. A private list identifying these donors and how much they've given to date must be kept by the campaign.

Contributions received in connection with a qualifying low-cost fund raiser are NOT considered anonymous donations and are not subject to the $300 or 1% limit. See Qualifying Low Cost Fund Raisers on page 23.

Contributions From Out-of-State PACs [RCW 42.17.093)]

An out-of-state political committee not registered with PDC (that is, PACs in other states organized for the purpose of supporting or opposing candidates or ballot propositions) must file a C-5 report no later than the 20th day of the month following any month in which a contribution or other expenditure of more then $50 is made to or on behalf of a Washington state candidate or political committee. After filing an initial C-5 report, subsequent reports during the same calendar year shall be filed updating or amending the information previously reported.

Federal PACs filing with the Federal Election Commission have no reporting obligation.

Expenditure Restriction [RCW 42.17.070]

According to state law, no expenditure may legally be made unless it's authorized by the candidate or campaign treasurer. Campaign treasurers are also required to maintain a complete record of all expenditures, including obligations that have not yet been paid by the campaign.

If the campaign makes expenditures of over $50 in cash, rather than by check, a receipt signed by the vendor and the treasurer or candidate must be obtained and kept as part of the records.

Monetary Contributions [RCW 42.17.740]

All monetary contributions received from PACs, political parties and caucus political committees must be by written instrument (e.g., check, money order, cashiers check). Those from individuals, associations, unions or businesses must be by written instrument if the contribution is over $65. **Cash contributions must be deposited into the campaign bank account, and not spent directly or mingled with petty cash.** All monetary contributions, including those in cash, are required to be deposited into the campaign account within five business days of receipt.

Soliciting Government Employees [RCW 42.17.750]

State and local elected officials (and their agents) may not knowingly solicit, directly or indirectly, a contribution to a candidate, political party or other political committee from an employee in the official's agency.

In March of 1996, the Commission discussed the issue of "knowingly solicit" and determined that an official who obtains a general, broadly-based mailing list from a vendor (including lists purchased at fair market value from other candidates or committees) need not scrutinize that list for the names of employees in the official's agency prior to using it to solicit campaign contributions. For example, if an official obtains from the county elections office a list of persons who have consistently voted in local elections, the official could use this list to solicit contributions without being in violation of the law.

However, if a list were not broadly-based (for instance, it originally came from a city employee union), the official would be in jeopardy of violating the law if he or she uses the list to solicit contributions and it contains the names of persons who are employed by the official's agency. Similarly, if an official uses a list of contributors from his or her last campaign to solicit funds and is aware that this list includes names of current agency employees, those names known to the official must be removed.

Charging for Endorsement or Media Coverage [RCW 42.17.770]

No person may solicit a candidate, political committee, political party or other person for money in exchange for an endorsement or an article in the news media supporting or opposing a candidate, committee or party.

Political Advertising

"Political advertising" includes any advertising displays, newspaper ads, billboards, signs, brochures, articles, tabloids, flyers, letters, radio or television presentations, or other means of mass communication, used for the purpose of appealing, directly or indirectly, for votes or for financial or other support in any election campaign. [RCW 42.17.020(32)]

This legal definition makes it clear that any communication -- whether written, audio or video -- that is produced and/or distributed in conjunction with your campaign is probably subject to the requirements governing political advertising.

All political advertising is subject to political party identification (if you are running for a partisan office) and most ads must show the sponsor ID. See below for details.

Political Party Identification

All political ads supporting or opposing a candidate for partisan office are required to identify the candidate's party affiliation.

This rule applies whether the sponsor is a candidate, a candidate's committee, another political committee, an individual, or an organization or other type of entity, acting with the knowledge of, or independent of, the candidate. Abbreviations for many party names have been approved by the Commission and may be used in lieu of fully spelling out the party name. The abbreviations are:

- Citizens -- Cit
- Communist -- Com
- Democrat -- D, Dem, Demo
- Independent or Unaffiliated -- Ind, Indep
- Libertarian – L, LP, LBT, LBTN
- Republican -- GOP, R, Repub, Rep (Do not use Rep abbreviation when it could erroneously imply that the candidate holds the office of State Representative)
- Socialist -- Soc
- Socialist Workers -- Soc Workers, SWP

Official symbols or logos adopted by state party committees may be used in place of the full party name or abbreviation to denote affiliation.

Sponsor Identification

The sponsor of a political ad -- the candidate, committee or other person paying for the ad -- usually must be identified. If a person acts as an agent for someone else or is reimbursed for the funds actually used to pay for the ad, the original source of the payment (or the person doing the reimbursing) is the sponsor. It's illegal to use an assumed name when identifying an ad's sponsor.

However, if one or more persons purchase advertising supporting a candidate (or opposing that candidate's opponent) after consulting with or receiving the approval of the candidate, the candidate's campaign or agent, then the advertising is an in-kind contribution to the campaign (that must be reported by the candidate on Schedule B to the C-4) and the ad may show the sponsor as being either 1) the person or persons who purchased the ad or 2) the candidate or his/her campaign.

Some items are considered too impractical to show the sponsor ID. A list of those items is provided below in Items Exempt From Sponsor ID.

To identify the sponsor in <u>print ads</u> (newspaper display ads, flyers, brochures, letters, etc.), <u>and ads distributed electronically via computer,</u> use the words "Paid for by" or "Sponsored by" followed by the name and full postal mailing address (through zip code) of the sponsor(s). Treasurer's name is not required. Identification on an envelope used only for mailing purposes is optional, but is not sufficient to meet the sponsor ID requirement. The advertising enclosed in the envelope <u>must</u> be properly identified.

In broadcast ads (radio and television ads), identify the sponsor by using the words "Paid for by" or "Sponsored by" followed by the name of the person or group paying for the ad. No address is required. Both the sponsor and party ID must be clearly spoken.

If the sponsor is:

a candidate, show the name and address of the candidate or the candidate's committee (No address if broadcast ad);

a political committee,* show the name and address of the committee (No address if broadcast ad; treasurer's name is not required);

an organization or business,* show the name and address of the organization or business (No address if broadcast ad; treasurer's name is not required);

more than one person or group,* show the name and address of each sponsor. (No address if broadcast ad.) If one person pays for printing and another person pays for mailing, list both as sponsors. If a person contributes cash, goods or services to the campaign in order to assist in paying for an ad, it is not necessary to show this contributor's name as a sponsor, provided the contribution is properly reported. The candidate or the candidate's committee must be identified as the sponsor, however.

[*Note: Advertising that qualifies as an "independent expenditure" is subject to different sponsor ID requirements, unless the sponsor is a political party. See Independent Expenditures on page 15.]

Effect of US Supreme Court Decision in McIntyre v. Ohio Elections Commission. In June of 1995, the Commission found that there is a narrow set of circumstances under which it will not enforce the sponsor identification section of the law, RCW 42.17.510(1). As such, the sponsor's name and address may be left off of a political ad that meets ALL of the following criteria:

- X The sponsor is an individual acting on his or her own behalf and independently of any candidate or authorized committee, political committee, bona fide political party or party organization, caucus political committee or any corporation, union, business, association, or other organization or entity.

- X The sponsor personally produces and distributes the ad (or pays for it to be produced or distributed from personal funds) and he or she receives no donations, contributions or other payments from others for the production and distribution of the ad;

- X The ad supports or opposes a state-wide or local ballot proposition (not a candidate); and

- X The ad is in writing (e.g., letter, flyer, etc.) but does not appear in a newspaper or other publication and is not communicated electronically.

ID Size and Placement

On written or printed political advertising, the sponsor's name and address and the candidate's party affiliation (if the candidate is seeking partisan office) must:

- appear on the first page of the communication in at least 10 point type; or
- for ads such as billboards or posters, appear in type at least 10% of the largest size type used in the ad; and
- not be screened or half-toned (i.e., not made lighter through some printing or photographic process); and
- be set apart from any other printed text in the ad.

Items Exempt From Sponsor ID

Some advertising items, like yard signs that are 8'x 4' or smaller (32 sq. feet), need not include the sponsor identification. Other items exempt from sponsor ID are:

ashtrays
badges & badge holders
balloons
bingo chips
brushes
bumper stickers (4" x 15" or smaller)
business cards
buttons
cigarette lighters
clothes pins
clothing
coasters
combs
cups
earrings
emery boards
envelopes
erasers
frisbees
glasses
golf balls & tees
hand-held signs
hats
horns
ice scrapers
inscriptions
key rings
knives
labels
letter openers
magnifying glasses
matchbooks
nail clippers & files
newspaper ads (one column inch or smaller)
noisemakers
official state or local voter pamphlets
paper & plastic cups and plates
paper weights
pencils
pendants
pennants
pens
pinwheels
plastic tableware
pocket protectors
pot holders
reader boards with moveable letters
ribbons
rulers (12" or smaller)
shoe horns
skywriting
staple removers
stickers (2-3/4" x 1" or smaller)
sun glasses
sun visors
swizzle sticks
tickets to fund raisers
water towers
whistles
yard signs (8' x 4' or smaller)
yo-yo's
all similar items

Content of Advertising

There are some additional rules to follow when composing political advertising:

- Be sure the ad correctly identifies the sponsor and is truthful;
- If candidate photos are used in any ad, at least one of them must have been taken within the last five years and be no smaller than the largest candidate photo appearing in the ad;
- **"Incumbent"** means a person who now holds an elected office;
- **"Re-elect"** represents that the candidate is presently holding the office being sought, was elected to it and is seeking another term in that same office. The term "re-elect" may be used in a political ad by a non-incumbent who has previously been elected to the office being sought provided that it is clearly stated in the same ad that the candidate is not the incumbent;
- **"Retain"** represents that the candidate is the incumbent, but does not imply that the candidate obtained the position by election;
- **"Return"** represents that the candidate now holds, or has previously held, the office being sought but not necessarily by election.

State law does not require candidates to identify the office or position they are seeking in their advertising.

Violations

It is a violation of the political advertising provisions of the statute to knowingly or with reckless disregard of the truth:

- falsely claim or imply a person or group endorses a candidate when that person or group does not; or
- falsely represent a candidate as the incumbent. On letterhead, yard signs and other forms of advertising, non-incumbents must actually state they're seeking the office. For example: Mary Smith for State Senate or Elect Mary Smith State Senator. It is not permissible merely to say "Mary Smith, State Senate," unless Mary Smith is the incumbent.

It's also illegal to distribute campaign material that is deceptively similar in design or appearance to the voters and candidates' pamphlets published by the Secretary of State. And, it is illegal to use the state seal or its likeness to assist or defeat any candidate for elective office.

Political Advertising Check List

When developing and proofreading political ads, be sure they are:

- properly identified with sponsor ID and, if necessary, political party;
- in compliance with the definitions of "incumbent," "re-elect," "retain," and "return;"
- accurate with respect to claimed or implied endorsements;
- not representing the candidate as the incumbent unless he or she is; and
- not deceptively similar to official voters and candidates pamphlets.

Independent Expenditures

Independent expenditures are not a type of expenditure that candidates or their authorized committees make. Nevertheless, some information about them is being provided here in the event candidates wish to avoid missteps that will compromise the ability of others -- be they individuals, unions, businesses, PACs, parties or caucus political committees -- to make independent expenditures.

Independent expenditures are important because they are a constitutionally protected form of speech and may not be subject to limit, unlike contributions. Therefore, as long as an expenditure does not constitute a "contribution," the person making it is free to spend as much or as little as he or she likes.

Definition. For most applications in the disclosure law, independent expenditures are defined to be an expenditure for political advertising that:

- costs at least $675 (either alone or in conjunction with other ads by the same sponsor benefiting the same candidate);
- supports or opposes a clearly identified candidate for state or local office;
- is paid for by someone other than a candidate, a candidate's committee or agent; and
- is paid for by some individual or entity who undertakes the advertising without having received the benefiting candidate's encouragement or approval or without collaborating with this candidate or the candidate's agent.

Be aware that if an expenditure meets the legal definition of "contribution," it is subject to limit and it is not considered an independent expenditure. The definition of "contribution" is found in RCW 42.17.020 and WAC 390-05-210. For this discussion of independent expenditures, it is particularly important to keep in mind that a contribution includes:

- an expenditure made by a person in cooperation, consultation, or concert with, or at the request or suggestion of, a candidate, the candidate's authorized committee or their agents; or

- paying to disseminate, distribute, or republish -- partially or completely -- a political ad prepared by a candidate, the candidate's authorized committee or other agent, regardless of whether the ad is written, broadcast or in some other form.

In summary, if a candidate wants to avoid compromising someone's ability to make independent expenditures, NEITHER THE CANDIDATE, THE CANDIDATE'S COMMITTEE, NOR AN AGENT OF THE CANDIDATE MAY:

- Give the person encouragement, approval or direction regarding an expenditure supporting the candidate or opposing the candidate's opponent;

- Collaborate or coordinate with the person regarding an expenditure that supports the candidate or opposes the candidate's opponent; or

- Provide the person with information about the candidate's plans, projects or needs prior to an expenditure supporting the candidate or opposing the candidate's opponent being made.

[For more information, see RCW 42.17.020(24), RCW 42.17.020(14), WAC 390-16-313 and WAC 390-05-210.]

Sponsor ID. All political advertising undertaken as an independent expenditure by any person or entity other than a party organization must include the following statement on the advertising:

"NOTICE TO VOTERS (Required by law): This advertisement is not authorized or approved by any candidate. It is paid for by (name, address, city, state.)"

In addition, if the ad is sponsored by a caucus political committee, a PAC or other political committee (except a party organization), the following must also appear: "Top Five Contributors" followed by a list of the names of the five persons or entities making the largest contributions to the committee during the 12 months before the ad runs.

If a political committee keeps records necessary to track contributions according to the use intended by contributors, and the committee subsequently makes independent expenditures supporting or opposing a candidate or slate of candidates, that committee may identify the top five contributors giving for that purpose, as opposed to identifying the overall top five contributors.

Both the "Notice to Voters" and "Top Five Contributors" messages must also comply with the ID size and placement standards discussed above. For broadcast political advertising the “Top Five Contributors” message must be clearly spoken.

If independent expenditure advertising is in the form of yard signs, bumper stickers, skywriting or other items exempt from sponsor ID, these ads are also exempt from the Notice to Voters and Top Five Contributors requirements.

Reporting. Independent expenditures (IEs) made by PACs, political parties and caucus political committees are reported by these spenders as part of their regular, periodic C-4 reports. All of these political committees are required to answer a question on their C-4 forms regarding whether or not the report being filed includes any IEs.

C-6 Reports: Individuals, unions, businesses, associations and other entities making independent expenditures costing $100 or more supporting or opposing a candidate must file a C-6 report with PDC and the county elections official of the county where the candidate supported or opposed lives. The first report is due within 5 days of when the expense is made. If subsequent IEs are made, additional reports are required on the same dates that C-4 forms are filed. Independent expenditures of $100 or more supporting or opposing a ballot measure are also reported on form C-6 (unless the spender is a political committee that reports the expense as part of their C-4 or C-5).

Persons sponsoring independent expenditure political ads valued at $1,000 or more that are mailed or presented to the public within twenty-one days of a primary, general or special election are also required to file a C-6 report with the PDC. The C-6 report must be delivered to the PDC within 24 hours of, or on the first working day after, the date the advertisement was first published, mailed, or otherwise presented to the public. Additional independent expenditures of any amount following the expenditure listed on the initial filing must be reported within 24 hours.

Out-of-state, not filing reports with the Federal Election Commission, making independent expenditures supporting or opposing a candidate or ballot measure must disclose the expense either on a C-5 or a C-6 report (in addition to filing a C-7 report).

L-2 Reports: If a lobbyist or lobbyist employer does political advertising supporting or opposing a candidate or ballot measure, whether the ad constitutes a contribution or independent expenditure, the amount paid for the advertising must be reported by the lobbyist on his or her monthly L-2 lobbying report. This L-2 reporting is in addition to the required C-6 filing.

C-7 Reports: Any business, union, association, organization or other entity -- except a lobbyist employer that files an L-3 report or a political committee that files C-4 reports -- making independent expenditures during a calendar year that total over $625 supporting or opposing state office candidates or statewide ballot measures must file a C-7 (Special Political Expenditures Report). The report is due by the last day of February of the year following the one in which the expenditures were incurred and is in addition to the C-5 or C-6 filing requirements.

Mailings. Unless the mailing is sponsored by a PAC, party or caucus committee, any person or entity that during one calendar year mails 1,000 identical or nearly identical pieces of advertising supporting or opposing a candidate or ballot measure as an independent expenditure must provide the appropriate county auditor with a copy of the ad and written notice of the number of pieces mailed within two working days of the mailing.

If the ad supports or opposes a candidate, the information is filed with elections officials in the county where the candidate lives. Sponsors of mailings supporting or opposing a ballot measure must file the required information with elections officials of their own county of residence, or if sponsors live out-of-state, they file with Thurston County for statewide measures, or with the county or counties where a local ballot measure will appear on the ballot.

Part 2. Filing Campaign Reports

Register as a Candidate on a C-1

Candidates who run for public office in jurisdictions that had 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county are subject to campaign disclosure and must register with PDC on Form C-1 (unless they satisfy one of the exemptions found on page 2).

This registration must be filed within two weeks of becoming a candidate. A person becomes a candidate for disclosure purposes when he or she first does any one of the following:

- receives contributions;
- makes campaign-related expenditures;
- reserves space or purchases advertising to promote his or her candidacy;
- authorizes someone else to do any of these activities on his or her behalf;
- states publicly that he or she is seeking office (even if the candidacy is conditioned on some future occurrence, like receiving endorsements or raising a certain amount of money); or
- files for office.

It's very common for persons to become candidates for purposes of the Public Disclosure Law well before they officially file for office in July.

Amended C-1 forms must be filed within ten days of any changes that make the previously filed C-1 outdated. Incumbents are to file a new C-1 when they begin a new campaign by raising money (for purposes other than paying off old campaign debts), making expenditures for the upcoming election, reserving space or purchasing advertising to promote their candidacy, authorizing another to do one of these activities for them, publicly announcing their intention to run, or filing for office, whichever occurs first.

After making copies of the C-1 for your files and the County Auditor (Elections Department) of the county in which the candidate lives (and, if necessary, the city clerk), send the signed C-1 to PDC. C-1 forms, like other standard PDC reports, are considered filed as of the postmark date. Reporting forms and instructions on compact disk are available from PDC or the county elections department.

Filling Out the C-1 Form

Paper filers - please type or print clearly using black ink. (The reports are scanned into a document imaging system, and black reproduces clearly.)

State the candidate's first name, middle initial, and last name (as it will appear on the ballot). For example, John A. "Jack" Jones or Margaret C. "Maggie" Smith.

Identify the candidate's committee name (e.g., Citizens for Jones). Show the committee's full mailing address, including the nine-digit zip code. Also provide telephone, facsimile and e-mail address. See example on page 20.

Item No.	Description
1)	Show the office being sought, the district, county or city, the position number and indicate whether the candidate currently holds the office being sought.
2)	If you're seeking a partisan office, specify your political party.

3) Give the date of the relevant general or special election.

4) Choose a reporting option after carefully noting the limitations that apply to mini reporting. It is best not to choose mini reporting unless the candidate expects to stay within the respective monetary limits during the entire campaign.

5) Identify the campaign's treasurer, the person who will be responsible for receiving contributions, making expenditures and keeping accurate, detailed records. A candidate may be his or her own treasurer. (Candidates are ultimately responsible for the accuracy of their records and reports.) Include the treasurer's daytime telephone number. **Do NOT reference the telephone of a government office**.

6) List the name, address and title of your campaign officers (e.g., chairperson, vice-chair, manager, coordinator and other key people in the organization). By definition in rule, "officer" includes anyone designated by the campaign as an officer and any person who alone or in conjunction with other persons makes contribution, expenditure, strategic or policy decisions on behalf of the campaign.

7) Name the financial institution where your campaign account is kept, along with the branch office location and city.

8) If the candidate is affiliated with any joint fund raising committee or a committee organized to support a slate of candidates, give the name and address of the committee(s) and explain the relationship.

9) During the eight days before each primary, general or special election in which the candidate is on the ballot or running as a write-in candidate, campaign books of account must be open for public inspection. On the eighth day before the election (excluding legal holidays) for two consecutive hours between 8 am and 8 pm. On the other weekdays, inspection of campaign books is by appointment. Supply the street address and city for where your records may be examined. Also give the hours they will be available and provide contact information for arranging appointments.

10) The registration is not considered filed unless signed by the candidate.

PUBLIC DISCLOSURE COMMISSION

711 CAPITOL WAY RM 206
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111
Toll Free 1-877-601-2828

Candidate Registration

C1
(6/01)

Candidate's Name (Give candidate's full name.)
John A. "Jack" Jones, Jr.

Telephone Numbers
(509) 555-1313
( )

Candidate's Committee Name (Do not abbreviate.)
Jones for City Council

Mailing Address
123 Miller Way

Fax Number
(509) 555-1314

City: Anyplace
County: Grassland
Zip + 4: 98000

E-Mail Address
jonesj@aol.com

1. What office are you running for? City Council
Legislative District, County or City: Anyplace
Position No.: 2
Do you now hold this office? Yes ☐ No ☒

2. Political party (if partisan office) Independent

3. Date of general or special election Nov 6, 200X

4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below. **If no box is checked you are obligated to use Option II, Full Reporting. See instruction manuals for information about reports required and changing reporting options.**

☐ **Option I MINI REPORTING:** In addition to my filing fee of $_____, I will raise and spend no more than $3,500, including any charges for inclusion in state and local voters pamphlets. I will not accept more than $300 in the aggregate from any contributor except myself.

☒ **Option II FULL REPORTING:** I will use the Full Reporting system. I will file the frequent, detailed campaign reports required by law.

5. Treasurer's Name and Address. Candidate may be treasurer. List deputy treasurers on attached sheet. ☐ Continued on attached sheet
Michael Kennedy 123 Miller Way, Anyplace, WA 98000

Daytime Telephone Number
(509) 555-1212

6. Committee Officers. List name, title and address. Continue on attached sheet if necessary. See reverse for definition of "officer." ☐ Continued on attached sheet

Carol Jean Jones, Manager 123 Miller Way, Anyplace, WA 98000
George Anthony, Finance Chair 400 Main Street, Anyplace, WA 98000
Karen Lynn, Volunteer Coord. 42 Second Avenue, Anyplace, WA 98000

7. Campaign Bank or Depository: Anyplace Savings and Loan
Branch: Oak Creek Mall
City: Anyplace

8. Related or Affiliated Political Committees. List name, address and relationship.
People for Responsible Government, PO Box 85, Anyplace, WA 98000 — Sharing Advertising
☐ Continued on attached sheet

9. Campaign books must be open to the public, except on a weekend or legal holiday, during the eight days before the election: (a) on the eighth day for two consecutive hours between 8 a.m. and 8 p.m.; if the eighth day is a legal holiday – two consecutive hours on the seventh day between 8 a.m. and 8 p.m.; and (b) on the other weekdays, by appointment between 8 a.m. and 8 p.m. Specify location and hours below. It is not acceptable to provide a post office box or an out-of-area address.

Street Address, Room Number, City
123 Miller Way

Hours [Two consecutive hours; see 9(a)]
9 a.m.-11 a.m.

In order to make an appointment, contact the campaign at (telephone, fax, e-mail): (509) 555-1212

10. **CERTIFICATION:**
I certify that this report is true, complete and correct to the best of my knowledge.
Candidate's Signature Date

Please advise us about which forms and instructions you need. Remember, candidates must file a Financial Affairs Statement (F-1) unless a current one is already on file with PDC. Check all boxes that apply.

☐ I already have financial affairs and campaign disclosure forms and instructions.
☐ I am using Mini Reporting and, therefore, do not need the other campaign disclosure forms. In addition, I have already filed my Financial Affairs Statement and need no additional F-1 forms.
☐ I will obtain all forms and instructions from my county elections office.
☒ I want PDC to mail me: ☒ the F-1 instruction booklet (which includes forms)
☐ the appropriate campaign disclosure forms and instructions.

Distribution of This Report:
ORIGINAL – Public Disclosure Commission
COPY – County Elections Office (Auditor)
COPY – Your own records
(Note: City candidates contact City Clerk to see if local filing is required.)

SEE INSTRUCTIONS ON REVERSE

Monetary and In-Kind Contributions

The law requires that all contributions to the candidate's campaign be reported. The information in this section will explain what a contribution is (and is not), discuss fund raising activities and also give details on contribution record keeping and reporting.

Except during the 21 days before the general election (as discussed on page 6), there is no limit in state law on how much a contributor may give a candidate for local or judicial office.

However, candidates seeking a City of Seattle, King County or Snohomish County office are subject to local ordinances limiting contributions. Other jurisdictions may have imposed their own limits. Check with your county auditor, city clerk, or the city/county elections commission (whichever is applicable to the office you are seeking).

Definition

The term "contribution" includes:

- a loan, gift, deposit, subscription, forgiveness of indebtedness, donation, advance, pledge, payment, transfer of funds between political committees, or anything of value, including personal and professional services for less than full consideration;

- an expenditure made by a person in cooperation, consultation, or concert with, or at the request or suggestion of, a candidate, a political committee, or their agents; or

- the financing by a person of the dissemination, distribution, or republication, in whole or in part, of broadcast, written, graphic, or other form of political advertising prepared by a candidate, a political committee, or its authorized agent.

Dollars received from the sale of tickets to fund raising events such as dinners, concerts, parties and the like are contributions. The purchasers of the tickets are the contributors, even if the tickets are given to others. The record keeping associated with a fund raiser may be greatly reduced if the event qualifies as a low-cost fund raiser. See page 23 for further information.

The amount of contributions received from persons attending a fund raiser may be reduced for reporting purposes by the actual cost of consumables furnished in connection with the event, and only the excess over the actual cost of the consumables is a contribution. See the discussion on Deducting Cost of Consumables on page 55. (If you're holding a low-cost fund raiser where you simply lump together all funds received at the event and do not attribute the funds received to the persons attending, you would not also deduct the cost of consumables. See Qualifying Low-Cost Fund Raisers on page 23.)

Contributions, other than money, have a dollar value equivalent to the fair market value of the item. If services or items are provided to a campaign at less than their fair market value, reportable in-kind contributions have been received by the candidate.

What is Not a Contribution

The following activities are NOT considered contributions and need not be reported on your campaign disclosure forms:

- Ordinary home hospitality, including coffee hours, cocktail parties, wine and cheese parties and similar gatherings where the purpose is to meet the candidate or organize a campaign and where no admission fee is charged or contributions expected from those attending;

- personal services of the sort commonly performed by volunteers so long as the volunteers are not compensated by anyone (see Volunteer Services below);

- incidental expenditures by volunteers of $50 or less in the aggregate for the duration of the campaign (if this limit is exceeded, the entire amount is reported as an in-kind contribution and subsequent expenditures by the volunteer would be disclosed as contributions on future reports);

- a news item, feature, commentary, or editorial in a regularly scheduled news medium that is of primary interest to the general public, that is in a news medium controlled by a person whose business is that news medium, and that is not controlled by a candidate or a political committee;

- internal political communications from 1) a corporation or similar enterprise primarily to its officers, management staff and stockholders, 2) a union, association or other membership organization primarily to its members, or 3) a political party organization or political committee primarily to its contributors;

- messages on reader boards, banners, and yard or window signs displayed on a person's own property or property occupied by the person. However, if the person normally charges a fee to display a message, an in-kind contribution would occur if no comparable fee were charged for display of a political ad.

Everything else of value given the candidate or the candidate's committee for use in the election campaign -- including discounts on items purchased or services rendered -- is a contribution and must be recorded as such in your records and included on the appropriate report.

Volunteer Services

As noted above in the definition of "contribution," personal services that are commonly performed by campaign volunteers are not considered contributions so long as the individual who performs one or more of these activities is not compensated by any person for the services rendered.

This means that volunteers (who are not paid by anyone for the volunteer tasks they perform) may do certain campaign work without the candidate having to report their services as in-kind contributions.

The Commission has defined "volunteer services" to include:

- Office staffing;
- Doorbelling or leaflet drops;
- Mail handling (folding, stuffing, sorting and postal preparation);
- Political or fundraising event staffing;
- Telephone bank activity (conducting voter identification, surveys or polling, and get-out-the-vote campaigns);
- Construction and placement of yard signs, hand-held signs or in-door signs;
- Chauffeuring for candidate or campaign staff;
- Scheduling of campaign appointments and events;
- Transporting voters to polling places on election day;
- The services of any individual, except an attorney or accountant*, provided that the services donated are solely for the purpose of ensuring compliance with state election or public disclosure laws.
- Campaign consulting and management services, polling and survey design, public relations and advertising or fundraising performed by any individual, so long as the individual is not a professional in that field who ordinarily charges a fee or receives compensation for providing those services, and
- All similar activities as determined by the Commission.

[*Note that an attorney or accountant may donate his or her professional services to a candidate in order to assist the candidate in complying with state election or PDC laws even if he or she is employed and is receiving payment from his or her employer for the services rendered to the candidate's campaign, or if the attorney or accountant is self-employed or performing the services without compensation during his or her own time.]

Fund Raising Events

All the dollars raised in connection with a fund raising event must be deposited into the campaign account and reported on a C-3 report. However, the amount donated by each contributor attending the event may be reduced by the pro-rated cost of consumables provided.

Consumables include food, beverages, preparation or catering or entertainment furnished at the event. If you reduce contributions by the cost of consumables, the purchase of these consumables is not reported as an expenditure. The decreased contribution amount already accounts for obtaining these items. Unless there is a limit on how much a contributor may give a candidate, it usually is not worth the extra bookkeeping involved in deducting the costs of consumables. See page 55 for more information.

All in-kind contributions received in connection with a fund raising event are also considered contributions and are reported on Schedule B to the C-4 report. In-kind contributions are reported at their fair market value. The fair market value is the amount a well-informed buyer or lessee, willing but not obligated to buy or lease, would pay; and which a well-informed seller, or lessor, willing but not obligated to sell or lease, would accept. See page 34 for more information on valuing in-kind contributions.

Unless the event is a "Qualifying Low-Cost Fund Raiser" as discussed below, the campaign must keep track of how much each contributor donated, identify on the C-3 report the names and addresses of those who gave over $25 at the fund raiser or whose cumulative total for the campaign is now over $25, and also show the occupation and employer of any individual who has given more than $100 in the aggregate.

Frequently, at fund raisers, candidates receive contributions from anonymous sources. Any anonymous funds received at a fund raiser count toward the limit placed on the amount of anonymous funds that may legally be received ($300 per calendar year or 1% of the total contributions received during the calendar year, whichever is more). Funds received in connection with a "Qualifying Low-Cost Fund Raiser" are not considered anonymous, even though the sources are unidentified.

Qualifying Low-Cost Fund Raisers

If a qualifying low-cost fund raiser is held, you only need to report in Part 2 of the C-3 the activity's date, a description of the event, and the total amount received from all contributors paying a total of $50 or less. You do not have to keep track of how much each person contributed and record that information in your records and on a contribution report. In-kind contributions of $50 or under received in connection with one of the events need not be reported at all. Any event satisfying one of the criteria listed below qualifies as a low-cost fund raiser.

If someone pays over $50 to participate in the event (or pays more than $50 to purchase auction or sale items) or contributes goods or services valued at more than $50 in connection with the event, you must record that information in your contributor records and identify that person's name and address on the C-3 report (or, if in-kind, on the Schedule B to the C-4). However, the remainder of the funds collected from participants paying a total of $50 or less may still be lumped together and reported as a single sum in Part 2 of the C-3.

Some people invited to low-cost fund raisers will not pay at the door, but rather will forward a check either before or after the event. So long as they attend the event you may treat their contribution like other funds received in connection with the event. It's not expected that all the funds received in relation to an event will appear on one C-3, since money will trickle in both before and after the event.

However, if someone informs you that he or she does not plan to attend the fund raiser, but sends along a contribution anyway, that money is treated as a regular contribution and is not lumped together with fund raiser receipts.

Events that qualify as low-cost fund raisers:

- retail sales of goods or services at a reasonable approximation of their fair market value (e.g., a garage sale, or selling campaign buttons or T shirts for near the per-item price you paid for them);
- a licensed and legally operated gambling event [contact the WA State Gambling Commission at (360) 486-3440 or toll free 800-345-2529 for information on raffles and other gambling events];
- a food and beverage event where the admission price or the cost for the food and beverages is no more than $25;
- an entertainment event (concert, dance, theater performance, etc.) where the admission price is no more than $25; and

- an auction or similar sale where the total fair market value of items donated by any person is no more than $50.

The entire event does not qualify as a low-cost fund raiser if you:

- sell goods or services at a price that exceeds their fair market value, or
- hold events having an admission price of more than $25*, or
- hold an auction and anyone donates items worth more than $50.

If one of the above occurs, you must record and report the amounts given by each contributor participating in the event.

[*Note, if the admission price to an event is more than $25, the event does NOT qualify as a low-cost fund raiser even if deducting for the cost of consumables would reduce the contribution amount to $25 or less.]

Keeping Records of Contributions

For each contribution received (with the exception of contributions of $50 or less received at a qualifying low-cost fund raiser), the following information must be noted in your records:

- date contribution was received by the campaign;
- name, address, city, state and zip code of the contributor;
- amount of the contribution (or the value and description of an in-kind contribution);
- total amount the contributor has given since the start of your campaign, including loans, pledges and monetary and in-kind contributions; and
- occupation of any individual who has given more than $100 in the aggregate since the beginning of the campaign and the name, city and state of the individual's employer. (Failure to comply with this or any other reporting requirement could result in the campaign being found in substantial non-compliance with the disclosure law and its implementing rules.)

Each monetary contribution must be deposited into your account within five business days of receipt. This means that campaigns must make bank deposits of all monetary contributions at least weekly.

Remember, a contribution of more than $65 in currency (cash) may not be accepted from any source. Further, political committees, political parties and caucus committees must make all monetary contributions by check, regardless of amount.

For each deposit made, prepare a C-3 report and a bank deposit slip listing all cash and checks received since your last deposit.

For each in-kind contribution received, include information about the contribution in Part 1 of Schedule B to the C-4 covering the period when the contribution was received. In-kind contributions include such things as goods and services, discounts on products or services, free transportation provided the candidate or campaign staff or other things that have a value to your campaign.

Special Reports for Contributions of $1,000 or More

During the seven days before the primary and the 21 days before the general election, candidates must file special reports of contributions they receive during that 7- or 21-day period from one source that is $1,000 or more in the aggregate, whether cash or in-kind or a combination of the two. For example, if a candidate receives $1,350 from one contributor during the 7 days before the primary or the 21 days before the general, whether the amount came in one lump sum or two or more payments, a special report must be filed.

The special report discloses:

- the amount of the contribution(s);
- the date or dates received;
- the name and address of the donor, and
- the receiving campaign's name and address.

Candidates receiving one or more contributions from a single source totaling $1,000 or more must deliver a written report to PDC within 48 hours of receiving the contribution triggering the report, or the first working day thereafter. (All lobbyists, lobbyist employers, and political committees -- including PACs, parties and caucus committees -- that give contributions totaling $1,000 or more are required to send the recipient and PDC a special report of the contribution within 24 hours. However, a candidate who receives $1,000 or more from one source during the 7 days before the primary or 21 days before the general election must deliver its report to PDC within 48 hours even if the donor fails to report in a timely manner.)

These written reports may be delivered to PDC in person or via electronic filing (C-3 report), e-mail, facsimile, telegram, mailgram or night letter. **You may fax this special report (but not regular C-3 or C-4 reports) to PDC at (360) 753-1112.** Be sure to keep the transmission confirmation sheet as part of your records.

If a written report cannot be delivered within 48 hours, call PDC and relay the information within that time frame and mail written confirmation of the telephone report the same day. When you call PDC, you'll be given a log number to verify that you called. Reference that log number on the mailed report.

An official form for reporting these $1,000 or more contributions has not been adopted by the Commission. Simply supply the necessary information on a sheet of paper, or within the text of a telegram. Electronic filers should file a C-3 report within 48 hours of receiving the contribution. An unofficial form has been developed by PDC staff for those intending to fax these reports. It's available on request or on the PDC web page at www.pdc.wa.gov under Filer Assistance.

(Note: In addition to the special notice requirement, these large, last-minute contributions also are treated like all other contributions: monetary donations are deposited within five business days and included on the C-3 report reflecting the deposit; in-kind contributions are disclosed on Schedule B to the C-4.)

"Receipt" of Contributions

In the past, some campaigns have had difficulty determining when a contribution is officially considered received. In order to remedy this confusion, the Commission adopted the following administrative rule.

"Receipt" of a campaign contribution….shall be deemed to occur at the earliest of the following:

- the date that the candidate, treasurer, deputy treasurer, campaign manager, campaign chairperson or similarly situated campaign official obtains possession of the contribution, or

- the date that the candidate, treasurer, deputy treasurer, campaign manager, campaign chairperson or similarly situated campaign official is informed of the contribution, or becomes aware that the campaign, or in the case of an earmarked contribution, the intermediary, has possession of the contribution, or

- the date that the contribution becomes available for use by the candidate or committee.

Sources of Contributions

Candidates and treasurers who file disclosure reports listing their sources of contributions must often make decisions about whom to show as the contributor.

Contributors have the obligation to inform campaigns of the true and actual sources of the donation at the time the contribution is made. However, in the absence of other information concerning a contribution's true source, follow the interpretations given below when keeping records, identifying your contributors on the C-3 report and when complying with the contribution restriction imposed during the 21 days before the general election.

One-Party Personal Checks: List the name printed on the top of the check as the contributor.

Joint Personal Account Checks: Attribute equal parts of the contribution to the names of the individuals printed on the check, or the whole amount to both individuals, unless a written explanation to the contrary accompanies the contribution.

(For example, in the case of a $100 check drawn on the account of John and Mary Smith, the entire amount could be attributed to John and Mary as a unit, or $50 to John and $50 to Mary.)

Checks Drawn on Sole-Proprietor Business Accounts: For contribution purposes, the owner of the business and the business entity are considered one and the same. Show the business owner's name as the contributor. The owner's aggregate contribution total must include donations from his/her personal funds as well as from the business.

Partnership Account Checks: List the partnership as the contributor, unless the contribution is to be paid from one or more of the partners' capital accounts, in which case the contribution is attributed to the partner or partners whose funds are being used. Written notice of this arrangement should accompany the check.

Corporate, Union or Association Account Checks: Show the contribution as coming from the corporation, union or association whose name is printed on the check, unless the giver is affiliated for contribution purposes with another entity, in which case the contribution is attributed to both entities.

PAC Checks: Show the political committee whose name is printed on the check as the contributor. A PAC established, financed, maintained or controlled by a corporation, union, association or any other type of organization shares the $5,000 contribution maximum ($50,000 to a supreme court candidate) during the 21 days before the general election with this entity.

Contributions From Minors: Contributions by unemancipated children under eighteen years of age are considered contributions by their parents and are attributed proportionately to each parent. In the case of a single custodial parent, the total amount of the contribution is attributed to that parent; otherwise, 50% of the contribution is attributed to each parent.

Contributions from emancipated children under eighteen years of age are considered contributions from the child if the decision to contribute is made knowingly and voluntarily by the child, the contribution is from a source owned and controlled exclusively by the child, and the contribution does not result from a gift intended to give the child the wherewithal to contribute.

Contributions of Uncertain Origin

Do not deposit any contribution or accept any in-kind contribution if you know or suspect it has been made in a fictitious name, or by one person through an agent, relative, political committee, or any other person so as to conceal the true source or to exceed the contribution restriction in effect during the 21 days before the general election. Return such a contribution within ten calendar days to the source, if known, or endorse the check and make it payable to the Washington State Treasurer. Send the check to PDC, along with an explanation, for deposit in the state's general fund.

Loans

All loans, regardless of the source, received by the candidate or his/her campaign:

- must be by written agreement;
- are reported on the C-3 report and also in Part 1 of the Schedule L; and
- during the 21 days before the general election, may not exceed $50,000 to a candidate for Supreme Court or $5,000 to any other local or judicial candidate, even when combined with other donations from the same contributor, unless the contributor is the state committee of a political party.

In addition, there are special circumstances that apply to certain types of loans as discussed below.

Candidate Loans: Candidates may choose to make loans to their own campaigns from their own personal funds. Don't overlook the fact that the $5,000/$50,000 maximum mentioned above applies to loans from a candidate to his or her own campaign during the 21 days before the general election. The other two points listed above also apply to loans from the candidate.

The law says that the maximum amount the campaign may repay the candidate for all loans he or she made to the campaign is $4,000 for the primary election and $4,000 for the general election. Make "primary election loans" on or before the date of the primary and use them to pay primary election expenses. Be sure to use "general election loans" to pay general election related expenses.

Commercial Loans: Loans to a candidate or candidate's committee from commercial lending institutions made in the regular course of business on the same terms ordinarily available to the public are considered loans to the candidate and are reported on the C-3 and Schedule L as coming from the candidate (not the lending institution).

Persons who guarantee or co-sign such loans have made a contribution in the full amount of the loan. Repayment of commercial loans to a candidate or candidate's committee is subject to the $4,000 per election maximum discussed above in "Candidate Loans."

Non-Commercial Loans: A loan from an individual, political committee, corporation, union or other entity that is received by the candidate or the campaign is a contribution to the campaign from the lender. Persons who co-sign a loan have made a contribution in the full amount of the loan.

Regardless of the type of loan, the amount contributed by lenders and co-signers is reduced as their loans are repaid. Repayments are reported in Part 2 of the Schedule L and on the C-4 report.

Schedule L (Part 1)

To complete this portion of Schedule L, first identify the name of the candidate filing the report. In Part 1, include:

- the date the loan was received;
- the lender's name and address (if the loan is from the candidate, indicate whether it is for the primary or general election);
- the amount of the loan;
- the rate of interest charged (if any);
- the terms for repayment;
- the date by which the loan is to be repaid in full;
- the names of any endorser, co-signer or loan guarantor; and
- if the loan or endorsement is from an individual and that individual has contributed more than $100 to the campaign, show the individual's occupation and the name, city and state of the individual's employer.

Be sure the loan amount is included on line 1c of the C-3 report showing deposit of the loan. Attach the Schedule L to this C-3.

LOANS

See Instructions and Example on reverse

SCHEDULE TO C3 OR C4 **L** (12/99)

Candidate or Committee Name: John A. "Jack" Jones, Jr.

Report Date: 5/16/2001

1. MONETARY OR IN-KIND LOAN RECEIVED. Loans are considered contributions and are subject to any applicable limit.

Date Loaned	Lender's Name and Address	PRI	GEN	Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
5/15/2001	John A. Jones, Jr. 123 Miller Anyplace, WA 98000	X		5,000.00	None	As Funds Allow	11/30/0X
						If Total Contributed is more than $100, Show Lender's Occupation and Name, City & State of Employer	

If monetary loan, also include this amount on line 1c, C3 report. If in-kind loan, itemize in Part 1 of Schedule B. 5,000.00

Name and Address of Each Loan Endorser, Co-Signer	PRI	GEN	Amount Liable For (Same as Loan Amount)	Aggregate Total	If Total Contributed is more than $100, Show Endorser's Occupation and Name, City, & State of Employer

☐ **Continued on attached sheet**

Auctions (Attachment Au)

Many campaigns hold auctions to raise campaign dollars.

Auctions that qualify as low-cost fund raisers are not reported on Attachment Au to the C-3; for such auctions, the in-kind donations go unreported altogether and the receipts generated by the event are lumped together and reported in part 2 of the C-3.

However, **auctions that do not qualify as low-cost fund raisers** (usually because at least one contributor donated items valued at more than $50) **must be fully reported** on an Auction Report (Attachment Au), with the total received noted on line 1d of the C-3.

Preparation is the key to simplifying the reporting process. As each donated item is received, take the following steps:

- Assign it a number and a brief description;
- Record the contributor's name and address as well as the item's fair market value;
- Put this information on Attachment Au and in your contributor records;
- Include this contributor's cumulative total on Attachment Au; and
- If the contributor is an individual and he or she has given more than $100 in the aggregate to the campaign, then attach a sheet of paper giving this person's occupation and his or her employer's name, city and state.

When the auction occurs, keep track of who purchased each item, the sale price and the purchaser's address and, if necessary, occupation and employer. After the auction, include this information plus a cumulative total for each buyer, on Attachment Au.

Finish filling in the information for each item by figuring out the difference between the item's fair market value and the sale price. If the difference exceeds the fair market value, the buyer made a contribution in the amount of the difference. Add this figure to previous contributions to arrive at a new cumulative total for the buyer. Again, if the buyer is an individual who has contributed more than $100 to the campaign, his or her occupation and employer name and location must be supplied on an addendum to the Au report.

If the sale price was less than or equal to the fair market value:

- no contribution was made by the buyer (This person may have an existing cumulative total to put on the form, however.) and

- reduce the donor's contribution amount so it matches the sale price amount. (See example #2 on the Auction Report example.) Be sure to modify your records to show this change in amount contributed by the donor of the item.

Total up the "sale price" column. (This total should equal the amount of money generated by the auction for deposit into your bank account.) Enter the total received on line 1d of the C-3 report that corresponds with the deposit of this money. File the Attachment Au with the C-3 report.

AUCTION REPORT

Use this form as an attachment to C3 to report items donated and sold at auctions. Please see the reverse for an example of a report.

ATTACHMENT TO C3 **Au** (12/99)

Page ___

Candidate or Committee Name (Do not abbreviate. Use full name.)
John A. "Jack" Jones, Jr.

Date Auction was held
5/17/200X

Item No. Description	Name and Address	PRI	GEN	Fair Market Value	Sale Price	Amount Over Fair Market Value	Aggregate Total*
#1 5 Tan Sessions	**Contributor** Year-Round Tanning 483 Benjamin Avenue, Anyplace, 98002 *Occupation and Employer:	X		50.00			50.00
	Buyer Patty Hammer 85 Oak Street, Anyplace, 98001 *Occupation and Employer:	X			65.00	15.00	15.00
#2 Beach Cabin	**Contributor** John Doe 200 A Street, Seattle, 98101 *Occupation and Employer: Plumber, ABC Plumbing, Anyplace, 98001	X		100.00			75.00
	Buyer Mary Smith 400 B Street, Tacoma, 98402 *Occupation and Employer:	X			75.00	0	0
#3 Dinner for 2	**Contributor** The Steak House 201 Anyplace Mall, Anyplace, 98001 *Occupation and Employer:	X		40.00			40.00
	Buyer David Adams PO Box 22, Anytown, 98003 *Occupation and Employer:				40.00	0	0
#4 Microwave Oven	**Contributor** Constance North 1212 Boulevard Avenue, Seattle, 98102 *Occupation and Employer: Retired	X		200.00			300.00
	Buyer B.M. Carpenter 1125 Apple Avenue, Olympia, 98500 *Occupation and Employer:	X			250.00	50.00	50.00

*If an individual – whether a contributor or buyer – has given more than $100 in the aggregate to the campaign, show his or her occupation and the name, city & state of his or her employer.

Cash receipts, this page Total, sale price column →	425.00
Total from attached pages →	500.00
Total cash receipts Put this amount in part 1d of C3 report →	925.00

I certify that the information herein is true, correct and complete to the best of my knowledge.

Treasurer's signature | Date 5/17/200X

The C-3 Report

Listed above are directions for how to complete the two possible attachments to the C-3 (Schedule L and Attachment Au). Once you've filled out any of these that must, if they apply, accompany a C-3, it's time to move on to the report itself.

Fill out a C-3 report for each bank deposit made, showing the sources of the money being deposited. If you're a candidate in the regular fall elections (as opposed to a special election), prior to July 1 you'll file C-3 reports with your C-4 reports. Beginning with July 1, you'll file your C-3 reports weekly on Mondays. If you're in a special election, contact PDC for more information about filing dates.

Listed below are the steps for completing the C-3. Refer to the example on page 33.

Give the candidate's name, full mailing address and office being sought.

Line No.	Description of Entry
1a	Include the amount of any contributions being deposited that came from unknown sources. (Unidentified contributions received in conjunction with a low-cost fund raiser are reported as a lump-sum in Part 2.) Give the total of anonymous contributions received to date since the beginning of the campaign. Remember, the law allows you to accept, for each calendar year or portion thereof the campaign is in operation, maximum anonymous contributions of $300 or 1% of contributions received during that calendar year, whichever is more. If you exceed this limit, send a check to PDC (payable to the State Treasurer) in the amount of the excess. It will be deposited into the state's general fund. As part of your next C-4, reduce both contributions and expenditures by the amount of the excess in Parts 1 & 2 of the Schedule C.
1b	Show the amount of any of the candidate's personal funds being deposited into the account as contributions not eligible for refund. Include loans from the candidate on line 1c.
1c	Show the total amount of loans from the candidate and others being deposited. Attach a Schedule L giving the details of each loan deposited.
1d	If you're depositing any interest earned on the investment of campaign dollars, refunds from vendors, auction receipts or other miscellaneous receipts, show the combined total from these sources. Attachment Au and written explanation of the other funds being included on line 1d must accompany the C-3. Receipts from low-cost fund raiser auctions are not shown on line 1d, but rather appear on a separate line in Part 2.
1e	If you're depositing funds from contributors who have given $25 or less in the aggregate, show the combined total received from these contributors. Also state the number of contributors whose donations are being included in this total. These are the small contributors whose names are kept on a separate, private list. (Many treasurers find it easier to give the name and address of all contributors in Part 2, regardless of how much has been donated, and to leave line 1e blank.) Low-cost fund raiser receipts are reported as a lump sum in Part 2 and are not included on line 1e.
2	When the total amount donated by a contributor during the campaign is over $25 in the aggregate, even if a very small amount is given as part of this deposit, show the date of the new contribution, the contributor's name and full address, the amount given this time and the total given since the beginning of the campaign. Once an individual gives more than $100, occupation and employer information will appear on every report showing additional contributions from him or her. **Candidates for local and judicial office do not specify whether a contribution is for the primary or general election.** (Only candidates for state office make this designation.) When the C-3 report is more than one page, use the C-3 continuation sheet for pages 2 and beyond.

In Washington, candidates for local office may usually accept contributions from individuals, businesses, corporations, unions, organizations, groups and political committees so long as these entities are not foreign nationals or owned by foreign nationals. See the Prohibitions and Restrictions section for more details. Candidates seeking city or county offices should check with their local jurisdiction regarding any local ordinances governing contributions.

3 Add up the amounts listed on the C-3 report, including the amounts shown in Part 1. The total should equal the amount being deposited (unless, for example, you are deducting for the cost of consumables). Enter the total in Part 1 of your next Schedule A so you don't overlook including any deposits into the upcoming C-4 report.

At the bottom, supply the date the deposit was made and the treasurer's daytime phone number. **Be sure the report is signed by the treasurer, deputy treasurer or candidate and dated.**

A C-3 report is required for each bank deposit.

Study the example on the next page. It will show you how to report contributions received, including those generated through Qualifying Low-Cost Fund Raisers.

PUBLIC DISCLOSURE COMMISSION
711 CAPITOL WAY RM 206
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111
TOLL FREE 1-877-601-2828

CASH RECEIPTS MONETARY CONTRIBUTIONS

C3

THIS SPACE FOR OFFICE USE

Candidate or Committee Name (Do not abbreviate. Use full name.)
John A. "Jack" Jones, Jr.

Mailing Address
123 Miller Way

City	Zip + 4	Office Sought (candidates)	Election Date
Anyplace WA	98000-0000	City Council	11/04/200X

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Date Received		Amount	Total
5/18/0X	a. Anonymous	$ 34.12	$ 84.12
5/14/0X	b. Candidate's personal funds deposited in the bank (include candidate loans in 1c)	500.00	564.85
5/15/0X	c. Loans, notes, security agreements. Attach Schedule L	5,000.00	
5/17/0X	d. Miscellaneous receipts (interest, refunds, auctions, other). Attach explanation	1,225.00	
5/15/0X	e. Small contributions $25.00 or less not itemized and number of persons giving 4 (persons)	80.00	

2. CONTRIBUTIONS OVER $25.00

Date Received	Contributor's Name, Address, City, State, Zip	Contributions of more than $100:* Employer's Name, City and State / Occupation	PRI	GEN	Amount	Aggregate* Total
5/15/0X	Receipts from low-cost fundraiser (neighborhood pot luck)	Occupation			$ 200.00	$
5/15/0X	Maureen Kennedy PO Box 711 Olympia, WA 98500	Occupation			$ 20.00	$ 70.00
5/15/0X	Sally Perkins 200 140th Avenue South Beachview, WA 98000	Chamber of Commerce Bestview, WA Occupation Office Manager			$ 75.00	$ 150.00
5/16/0X	XYZ Inc. 400 B Avenue Bend, WA 98000	Occupation			$ 100.00	$ 500.00
5/16/0X	XYZ Inc. 400 B Avenue Bend, WA 98000	Occupation			$ 100.00	$ 600.00
	☐ Check here if additional pages are attached	Sub-Total			7,334.12	
		Amount from attached pages			0.00	

3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT
Sum of parts 1 and 2 above. Enter this amount in line 1, Schedual A to C4 — 7,334.12

4. Date of Deposit
5/19/0X

Treasurer's Daytime Telephone No.: (509)555-1212

I certify that this report is true and complete to the best of my knowledge

Treasurer's Signature — Date
5/19/0X

Cash Receipts and Expenditures [Schedule A, Part 1]

The date and total of each deposit made during a C-4 reporting period must be shown in Part 1 of Schedule A, in addition to any interest earned on the campaign account (since this interest automatically appears in the account without being deposited). This is the mechanism for building new contributions and interest receipts into the C-4 summary report.

In order that you don't overlook including any deposits on the Schedule A, PDC recommends you put the information on the schedule as soon as the deposit is made, or keep a file of all the C-3 reports that need to be included on your next C-4 report. Note that after July 1, this file will contain a copy of each C-3, since the originals will have been sent to PDC, with another copy to the county auditor (and, perhaps, the city clerk), weekly on Mondays. **DO NOT send duplicates of your C-3 reports with the C-4.**

CASH RECEIPTS AND EXPENDITURE

SCHEDULE to C4 **A** (11/93)

Candidate or Committee Name (Do not abbreviate. Use full name.): John A. "Jack" Jones, Jr.

Report Date: 6/1/0X

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits
5/12/0X	1,925.00	5/26/0X	2,872.89			
5/19/0X	7,334.12	5/31/0X	8.18 (bank interest)			

2. TOTAL CASH RECEIPTS — Enter also on line 2 of C4: $ 12,140.19

In-Kind Contributions [Schedule B, Part 1 (C-4)]

Monetary contributions are not the only things of value received by campaigns. Frequently, contributors will donate goods and services in lieu of or in addition to their monetary donations.

Incidental in-kind contributions -- those in-kind donations that either singly or in conjunction with other in-kinds from the same contributor do not exceed $25 in value -- do not need to be reported or added into the contributor's contribution total. This means that someone could allow the campaign to use his or her conference room, copier or make a few local calls on the contributor's telephone without incurring a reportable contribution. Obviously, since little things have a way of adding up, if someone frequently provides the campaign with small items or services, a record had best be kept so that it will be apparent if the $25 threshold is reached.

Another example of an incidental in-kind contribution that is not reportable is when an association merely relays to its members a request from a candidate or political committee for contributions. The association could not, however, collect contributions from any source -- including its members -- and pass those contributions along to the intended recipient. Also, if an association does more than relay a request for a contribution or put a candidate in touch with a potential contributor, the association will be seen as exercising direction or control over the ensuing contribution and its value will be fully attributed to the association as well as the person supplying the contribution.

Associations and other entities may arrange to have their members provide volunteer services to a candidate or political committee without an in-kind contribution occurring so long as the coordination involved in this activity only results in incidental expenditures to the association as discussed above.

Other common examples of in-kind contributions are donated office space, printing, polling services, training of campaign workers, professional assistance to campaign managers or help with preparation of political advertising. When a candidate or another person makes out-of-pocket campaign expenditures that are not reimbursed by the campaign, those expenditures also constitute in-kind contributions.

As discussed under "Volunteer Services," the personal services of campaign volunteers who perform common volunteer functions are not reportable as in-kind contributions so long as the volunteers are not paid by anyone for the campaign work they do.

However, if an individual assists the campaign while on the company payroll or if he or she is otherwise compensated by his or her employer for the campaign work performed, that person's employer is making an in-kind contribution to the campaign.

A candidate's time spent on his or her own campaign is not reported as a contribution unless an employer gives a candidate time off with pay to campaign. If this happens, the employer is making a reportable in-kind contribution. An employer does not make a contribution if an employee who happens to be a candidate or other campaign staff member takes earned, paid leave time to campaign.

In-kind donations that are not incidental nor excluded from the definition of contribution as discussed on page 21 must be fully reported in Part 1 of Schedule B to the C-4 with the following details:

- the date the contribution was received;
- the name and full address of the contributor;
- a brief description of the contribution;
- its fair market value;
- the cumulative total this contributor has given since the onset of the campaign, and
- if the contributor is an individual who has cumulatively given more than $100 to the campaign, identify the individual's employer (by name, city and state) and his or her occupation.

Candidates for local and judicial office do not specify whether a contribution is given for the primary or general election. (Only state office candidates need to supply this information.)

The contribution's fair market value is the amount a well-informed buyer or lessee, willing but not obligated to buy or lease, would pay; and what a well-informed seller, or lessor, willing but not obligated to sell or lease, would accept.

Generally, this means the amount the contributor would ordinarily expect to receive if someone were paying him or her to provide the item or service. For example, if a candidate is given materials by a local retail hardware store for the construction of yard signs, an in-kind contribution has been made equal to the current retail sales price of the materials.

However, if the business donating the materials is a wholesale supplier, the in-kind contribution is equal to the amount this wholesaler charges its customers for the materials.

In the example on page 36, the following in-kind contributions were received:

1) **Out-of-Pocket Expenses** -- If the candidate makes out-of-pocket campaign expenses while traveling and is not reimbursed for these expenses, report those expenses as in-kind contributions from the candidate. (Were he or she reimbursed within 21 days of making the expenses, no in-kind results and the payment to the candidate is listed as an expenditure on Schedule A.)

2) **Discounts and Services** -- If goods or services are provided the campaign at no cost or at a reduced cost, and these goods or services are not also uniformly available to other customers at the same price, a reportable contribution has occurred.

3) **Bulk Mailing Permit** -- The central committee of your political party agrees to use its bulk mailing permit and pay the postage of a mailing supporting your candidacy. Report the face value of the postage costs paid by the committee.

Once you total up the value of the in-kind contributions received during the reporting period, that total will be entered on lines 3 and 12 of the C-4. **(Note: These contributions are also shown as in-kind expenditures on line 12 in order to balance your books.)**

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBITS, OBLIGATIONS

SCHEDULE TO C4 **B** (11/93)

Candidate or Committee Name: John A. "Jack" Jones, Jr.

Report Date

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Aggregate Total	PRI	GEN	If more than $100, Employer Name, City, State & Occupation
5/9/0X	John Jones, Jr. 123 Miller Way Anyplace, WA	Campaign travel & Meals	64.85	5,564.85			
5/12/0X	AAA Print Shop 30 Main Street Anyplace, WA 98000	Discount on printing letterhead & envelope	112.40	112.40			
5/30/0X	Grassland County Independent Party PO Box 1080 Anyplace, WA 98000	Mailed 10,000 brochures with bulk permit	1,800.00	1,800.00			
		TOTAL =	$1,977.25				

(Enter also on line 3 and line 12 of C4)

Pledges [Schedule B, Part 2 (C-4)]

A pledge is a promise of a future contribution. Pledges of $100 or more are reportable in Part 2 of Schedule B. A pledge may be written or oral and for monetary or in-kind contributions. Pledges are built into a contributor's cumulative total. Pledges must be made for a specific amount, with every intention of the giver to pay the stated amount in its entirety.

As discussed under "Last Minute" Contributions on page 6, pledges and the payment of any pledges are subject to the 21-day pre-general contribution restriction. Therefore, **no pledges or payment on pledges in excess of $5,000 (or over $50,000 to a supreme court candidate) may be made or received during the 21 days prior to the general,** unless the pledge or payment is from the state committee of a political party.

When payment on a pledge is received, report the monetary contributions on a C-3 and in-kind contributions on Schedule B. Be sure to adjust your contribution records to show receipt of the pledge.

A line of credit constitutes a pledge of a loan. Report the total amount of the line of credit as a pledge. As funds are drawn or the credit is used, report the amount as a loan on the C-3 and Part 1 of the Schedule L. Reduce outstanding pledges by the same amount. Payments to the lender (person who extended the credit) are reported as loan repayments on Schedule A and Schedule L, Part 2.

If you have new or existing pledges in the amount of $100 or more, every time you file a C-4, you'll complete Part 2 of Schedule B and attach the form as part of your C-4 filing. You'll show all new pledges received during the reporting period as well as the total amount of pledges previously reported but still unpaid. Don't include any pledges that are considered uncollectible.

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBITS, OBLIGATIONS

SCHEDULE TO C4 **B** (11/93)

Candidate or Committee Name: John A. "Jack" Jones, Jr.

Report Date: 6/1/0X

2. PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of $100 or more.

Date Received	Name and Address of Pledge Maker	Description of Contribution	Fair Market Value	Aggregate Total	PRI	GEN	If more than $100, Employer Name, City, State & Occupation
5/20/0X	Janice Smith 1845 State Street Anyplace, WA		150.00	150.00			Best Used Cars Anyplace, WA Sales Rep.
5/29/0X	ABC Construction 7263 Birch St. Bestview, WA	Materials for signs	250.00	300.00			
		TOTAL =	$400.00				

(Enter also on line 3 and line 12 of C4)

Expenditures and Debts

The law also requires all campaign expenditures and debts to be reported. The information in this section will assist you in meeting this obligation.

Definition

The term "expenditure" includes a payment, contribution, subscription, distribution, loan, advance, deposit, or gift of money or anything of value. It includes a contract, promise or agreement, whether or not legally enforceable, to make an expenditure.

The term "expenditure" also includes a promise to pay, a payment or a transfer of anything of value in exchange for goods, services, property, facilities, or anything of value for the purpose of assisting, benefiting, or honoring any public official or candidate, or assisting in furthering or opposing any election campaign. Agreements to make expenditures, contracts, and promises to pay are reported as estimated obligations until actual payment is made.

Deductions of bank service charges are shown as expenditures in order that the campaign books match the checking account balance.

Loan repayments are listed as expenditures even though they are actually reductions in the amount contributed by the person making the campaign loan. The reporting forms make accounting adjustments to total contributions reported when loans are repaid.

All campaign-related expenditures made by the candidate or the candidate's committee must be reported. Expenditures of $50 or less need not be itemized, but may be lumped together and reported as a combined sum. Campaign volunteers may each spend as much as $50 of their own funds for unreportable incidental expenses. However, if the campaign reimburses volunteers for expenses, a reportable campaign expenditure has been made. (When the campaign reimburses a worker for expenses, that payment will appear on the Sch. A along with a list itemizing the expenses.)

Transfers between bank accounts (from checking to savings, for example) are not considered expenditures, nor are purchases of bonds or certificates of deposit. Notify PDC in writing if you invest campaign funds. See page 50 for more information on Investment of Campaign Funds.

Permissible Expenditures

Campaign funds may only be used for expenditures that are directly related to the candidate's campaign. Although by no means a complete list of allowable campaign expenses, the following will give you some idea of what types of expenses are permitted:

- Campaign employees and consultants;
- Campaign headquarters, office equipment and supplies;
- Campaign fund raising activities (including candidate's portion of joint fund raising expenditures shared with other candidates);
- Filing fees paid when candidate files Declaration of Candidacy;
- Political advertising expenses (including advertising that immediately follows an election thanking contributors and voters for their support);
- lists of voters in the candidate's district;
- lists of potential contributors;
- polling and voter ID expenses;
- payments to accountants, bookkeepers, lawyers, computer consultants and the like for assistance in complying with PDC and election laws (note that this type of assistance may be provided free to the campaign without a contribution ensuing); and
- any other expense that is directly related to the candidate's election campaign.

Further, although the law prohibits using campaign funds to make a contribution to another candidate or political committee (other than using surplus funds to give to a political party or caucus committee), it is OK for a candidate to use his or her campaign money to attend an event held by another candidate, a political party or committee so long as attending the event is directly related to the candidate's own campaign and the candidate's campaign only pays the per-person cost of consumables provided at the event. That is, the candidate uses his or her campaign money only to pay for his or her share of the actual cost of food, beverages, preparation, catering and entertainment furnished at the event. If the candidate wishes to pay the full admission charge, he or she must use his/her own personal funds to do so.

Remember that any expenditure of $50 or more in currency (actual cash dollars) may only be made if a written receipt signed by the vendor (or the recipient of the money) and the treasurer or candidate is made part of your committee's records.

Also keep in mind that expenditures may only be made, incurred or authorized by the candidate or the campaign treasurer.

Itemizing Expenses

Only campaign expenses that exceed $50 need to be itemized on the Schedule A (that is, listed by date, vendor or recipient, code or purpose and amount). Individual expenses of $50 or less are lumped together and entered on the first line of Part 3 of Schedule A. Many campaigns prefer to itemize all expenses rather than going through the trouble of identifying and lumping together separate expenses of $50 or less. Listing small expenditures is also helpful when you want to check your PDC reports against other financial records.

Because of their nominal amount, petty cash expenditures are usually reported as expenses of $50 or less. Whatever their amount, include petty cash expenditures on Schedule A. Every expense made with campaign funds -- except for checks cut to establish or replenish petty cash funds -- is accounted for on Schedule A, even though it may not be itemized on the report. [The only other exceptions to this rule are if the campaign has a fund raiser and reduces contributions to account for the cost of consumables (see page 55) or participates in joint fund raising as described on page 56.]

Since much of the Schedule A is devoted to explanatory material, PDC has developed an Expenditure Continuation Sheet. Each C-4 report will include one Schedule A and as many continuation sheets as necessary to disclose all campaign expenditures made during the time frame covered by the report.

Coding Expenditures

In an effort to streamline reporting, PDC has developed expenditure codes for use in describing campaign expenses on the Schedule A. Treasurers who choose to use the codes to describe their expenses will save themselves time and aggravation. Codes also will aid computerized campaigns in determining whether actual expenses are in line with budget projections for that stage of the campaign. Nevertheless, code use is optional.

However, if codes are not used, treasurers must supply a complete description of each expense.

The codes have been designed to accommodate reporting of many typical campaign expenditures. However, if your campaign makes an expenditure that is not accurately described by one of the codes (e.g., loan repayments), give a brief yet specific description in the Purpose of Expense column on the Schedule A and forego specifying an expenditure code. Code definitions and uses are included on the reverse of Schedules A and B.

Expenditures Needing Fuller Explanations

The following kinds of expenditures require that special information be supplied, whether or not you are coding expenditures:

Campaign Consultants, Advertising Agencies: When reporting payments to advertising agencies, public relations firms and other campaign consultants, supply all the information required by the Schedule A, including the code classification unless more than one applies, and **attach a statement from the ad agency, PR firm or consultant that fully explains what services were performed and the cost of those services.** You will need to elaborate on the information shown on the statement if it does not fully and clearly explain the services rendered and itemize the cost of each service (including the names of vendors used and amounts paid to them). For example, the information attached to the Schedule A disclosing a payment to a campaign consultant could look like this:

8/14/0X	Jones Consulting, Inc. for direct mail piece		$4,000
		ABC Printing Co.	$2,000
		US Post Office	1,200
		Jones Consulting	800

Expenditures for media buys must be broken down by media outlet (e.g., by newspaper, radio and TV station, billboard company, etc.).

Credit Cards: When reporting payments to credit card companies, supply all the information required by the Schedule A, including the code classification unless more than one applies, and attach an itemized list of each expense contained in the credit card bill, giving the date, vendor, purpose and amount of each expense.

Travel: When reporting direct payments to vendors for campaign-related travel expenses incurred by the candidate or a campaign worker, include on your Schedule A the date of payment, the vendor's identity, a "T" for travel expenses in the code column, the traveler's name in the Purpose of Expense block, and the amount spent.

Reimbursements: When reporting payments to the candidate or another campaign staff member for reimbursement of out-of-pocket campaign expenses, supply all the information required by the Schedule A (including an expenditure code, unless more than one applies), **and attach a list itemizing each expense included in the total or attach copies of receipts that support each reimbursement.**

Replacement of Job Earnings: When reporting payments to the candidate or another campaign staff member to offset salaries or wages lost as a result of campaigning, supply all the information required by the Schedule A, and attach an explanation supporting the level of earnings paid.

Surplus Funds: When reporting a transfer of surplus campaign funds to a bona fide political party or a caucus political committee, supply all the information required by the Schedule A, including a "C" expenditure code and a note in the Purpose block that the transaction is a disposal of surplus funds.

Schedule A Example (Parts 3 & 4)

See page 41 for an example of how to complete this portion of Schedule A. The information below explains each of the entries on the form.

Entry No.	Description of Entry
1	Expenditures of $50 or less.
2	Rental of campaign headquarters, 5/1-5/31/0X, $500.
3	Air time buy from KWAS-TV, $745.
4	Billboard space bought from ABC Sign Co., $450.
5	When expenditures are made jointly with other candidates or committees, each committee reports its share of the expenditure. For instance, if two candidates equally share the cost of newspaper ads, each reports one-half of the total charges.
6	Show the total amount of each payment to advertising agencies and public relations firms. Attach the statement from the agency or firm breaking down the cost of each service rendered and the amounts paid other vendors.
7	If your committee makes a payment to another candidate or political committee for an item or service you received from that committee, show that expenditure and explain what services were rendered or item was purchased (thus making it clear that an illegal contribution was not made).
8	The payment of any campaign debt is an expenditure. If the amount of the order was previously shown as an "order placed but not paid" on Schedule B (because it was over $250 or outstanding for over 30 days and over $50), be sure to remove it from your list of debts before completing your new Schedule B.
9	Payments to credit card companies must be accompanied by an itemization of each expense charged. If the statement from the company does not provide this information, attach a more detailed description of each purchase.
10	Reimburse candidate for out-of-pocket campaign expenses. (Attach itemized list of expenses or copies of receipts.)
11	Bank service charges need to be shown as campaign expenditures.
12	When campaign loans are repaid, list the repayment in Part 2 of Schedule L as well as on Schedule A. Also, be sure to reduce the contributor's cumulative total shown in your records by the amount repaid.

Use the Expenditures Continuation Sheet if more expenditures are made than will fit on the Schedule A. Show the total from attached pages in the space provided. Compute your total campaign expenditures for this reporting period (sum of all figures in the Amount column) and enter this total on line 4 of the Schedule A; also show this amount on line 11 of the C-4 report.

CASH RECEIPTS AND EXPENDITURE

SCHEDULE **A** to C4 (11/93)

Candidate or Committee Name (Do not abbreviate. Use full name.)
John A. "Jack" Jones, Jr.

Report Date
6/10/0X

3. EXPENDITURES
   a) Expenditures of $50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below.
   b) Itemize each expenditure of more than $50 by date paid, name and address of vendor, code/description, and amount.
   c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of $50 or less	N/A	N/A	65.84
5/1/0X	2 XXX Realty 898 Main Street Anyplace	G		500.00
5/1/0X	3 KWAS-TV PO Box 80 Anyplace	B		745.00
5/3/0X	4 ABC Sign 200 River Road Olympia	O		450.00
5/7/0X	5 Daily News 500 Fleet Street Besyview	N	Sponsored jointly with Senator Alice Smith	175.00
5/14/0X	6 Success Agency Tower Building Spokane		Copy of invoice attached.	500.00
5/18/0X	7 Independent Party PO Box 1892 Tacoma	G	Payment for campaign school.	135.00
5/28/0X	8 Oak Creek Mall Anyplace, WA	G		23.00

4. TOTAL CASH EXPENDITURES

Total from attached pages $ 810.12

Enter also on line 11 of C4 $ 3,403.96

EXPENDITURES CONTINUATION SHEET (Attachment to Schedule A)

Page 2

Candidate or Committee Name
John A. "Jack" Jones, Jr.

Report Date
6/10/0X

Date	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
5/28/0X	9 Worldwide Credit Card Sears Tower Chicago, IL		See attached list.	695.00
5/31/0X	10 Jack Jones		Reimbursement to candidate; See attached list	42.12
5/31/0X	11 Anyplace Savings and Loan Oak Creek Mall	G		23.00
5/31/0X	12 Betty Morgan 84 4th Street Podunk, WA		Loan Repayment	100.00

Outstanding Debts [Schedule B, Part 3 (C-4)]

Since one of the purposes of campaign disclosure reporting is to show how the campaign dollars are spent, your reports would be incomplete without including those debts the campaign is obligated to pay but, for whatever reason, has not as yet.

In Part 3 of Schedule B, you'll list each order placed (but not yet paid), debt or other obligation **(except loans)** that has an actual or estimated cost of over $250. You'll also include other debts **(except loans)** if their actual or estimated cost is over $50 and the debt has been outstanding for more than 30 days.

On each Schedule B filed, include all debts that meet the criteria mentioned above that have been acquired since the beginning of the campaign (not simply those accumulated during the reporting period). For each such debt, show the date the order was placed or the obligation entered into, the vendor's name and address, the amount owed and the expenditure code that describes the debt or a description of it. Estimate the cost of an order placed if you have not yet been billed for it. Include the total of these outstanding debts (along with the total of loans you owe) on line 19 of the C-4 report.

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

SCHEDULE TO C4 **B** (1/04)

Candidate or Committee Name (Do not abbreviate. Use full name.) John A. "Jack" Jones, Jr. (Jones for Senate)

Report Date

3. ORDERS PLACED, DEBTS, OBLIGATIONS. (Give estimate if actual amount not known. Exclude loans. Report loans on Schedule L.)

Expenditure Date	Vendor's/Recipient's Name and Address	Amount Owed	Code	**OR** Description of Obligation
3/15/0X	Success Agency Tower Building, Spokane (Agree to pay $10,000 if win general election)	$ 10,000.00	M	
4/20/0X	Rent-A-Wreck 801 A Street, Anyplace	$ 150.00	G	
5/1/0X	Success Agency Tower Building, Spokane	$ 500.00		See attached invoice
		$		
		$		
	☐ **Check here if additional pages are attached.** TOTAL (Include in line 19 of C4)	$ 10,650.00		

Loans [Schedule L, Parts 2, 3 & 4 (C-4)]

Each time a loan is received, Part 1 of Schedule L is completed and the schedule is attached to the C-3 showing the loan's deposit.

Complete and attach Schedule L to each C-4 report as long as any campaign loans remain outstanding or there is any loan repayment or forgiveness activity to report. Show each loan payment made during the reporting period (Part 2), each loan forgiven or partially forgiven during the reporting period (Part 3) and recap the details concerning each loan received since the beginning of your campaign that still has a balance due (Part 4). See example on page 44.

Loan Payments

If during the reporting period a full or partial payment against a loan received by your campaign was made, include that payment in Part 2 of Schedule L.

When completing this portion of Schedule L, show

- the date payment was made;
- the lender's name and address;
- the amount of principal repaid;
- the amount of interest paid;
- the total amount of the payment, and
- the balance still owed on the loan.

Add up all the principal repayments made during the period and put that total on lines 5 and 14 of the C-4 report. Also tally up the separate total payments (if there was more than one) and list that combined total as an expenditure on the Schedule A. (If you prefer, you may list each loan repayment separately on the Schedule A.) In your records, be sure to reduce the amount of the lender's cumulative contribution total by the amount of the principal repaid.

Loan Forgiven

Occasionally, a lender will decide that the campaign doesn't have to repay a loan (particularly if it's the candidate who made the loan). This fact needs to be reported in Part 3 of Schedule L.

If a loan is forgiven, specify

- the date forgiven;
- the lender's name and address;
- the original amount of the loan;
- the total principal repaid to date on this loan;
- the amount forgiven, and
- the balance owed (if "none," so state).

This forgiveness information is reflected on line 19 of the C-4 as part of the adjusted campaign liabilities amount. In addition, the campaign's contributor records should be altered to show that the amount forgiven is now a regular contribution, not a loan. When re-doing Part 4, be sure to exclude any loans that have been entirely forgiven and to adjust those that have been partially forgiven.

Loans Still Owed

In Part 4 of Schedule L, show each loan received from the beginning of the current campaign that still has a balance due. In this way, the public can more easily determine the extent of outstanding loan liabilities.

For each loan on which the campaign still owes money, list:

- the date the loan was originally received;
- the lender's name and address;
- the original amount of the loan;
- the total amount of the principal repaid and forgiven, and
- the balance remaining to be paid.

Add together the amounts still owed on these outstanding loans and put that subtotal on the line provided. List the total amounts of any new loans that were received during this reporting period, itemized in Part 1 and reported on an accompanying C-3, and place that figure on the line provided. Add these two subtotals together to arrive at the total loans owed. Include this total, along with your outstanding debts from Schedule B, on line 19 of the C-4 report.

LOANS

See Instructions and Example on reverse

SCHEDULE TO C3 OR C4 **L** (12/99)

Candidate or Committee Name: John A. "Jack" Jones, Jr.

Report Date: 6/1/0X

1. MONETARY OR IN-KIND LOAN RECEIVED. Loans are considered contributions and are subject to any applicable limit.

Date Loaned	Lender's Name and Address	PRI	GEN	Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
						If Total Contributed is more than $100, Show Lender's Occupation and Name, City & State of Employer	

If monetary loan, also include this amount on line 1c, C3 report.
If in-kind loan, itemize in Part 1 of Schedule B. →

Name and Address of Each Loan Endorser, Co-Signer	PRI	GEN	Amount Liable For (Same as Loan Amount)	Aggregate Total	If Total Contributed is more than $100, Show Endorser's Occupation and Name, City, & State of Employer

☐ **Continued on attached sheet**

2. LOAN PAYMENTS. Candidates may be repaid no more than amount loaned or permitted by WAC 390-05-400, whichever is less. See instruction manual.

Date Paid	Lender's Name and Address	Principal Paid	Interest Paid	Total Payment	Balance Owed
5/31/0X	Betty Morgan 85 4th Street, Podunk	100.00		100.00	200.00

Total Principal Paid
Enter also on lines 5 and 14, C-4 report → 100.00

Total Payments
Enter as an expenditure on Schedule A → 100.00

3. LOANS FORGIVEN.

Date	Lender's Name and Address	Original Amount	Principal Repaid	Amount Forgiven	Balance Owed
5/25/0X	John A. Jones, Sr. 8620 Circle Court, Seattle 98000	500.00		300.00	200.00

4. LOANS STILL OWED. List each loan that has previously been reported and still has a balance due.

Date	Lender's Name and Address	Original Amount	Principal Repaid or Forgiven	Amount Owed
3/10/0X	John A. Jones, Sr. 8620 Circle Court, Seattle, 98000	500.00	300.00	200.00
4/28/0X	Betty Morgan 85 4th Street, Podunk 98000	300.00	100.00	200.00
5/15/0X	Jack A. Jones, Jr. 123 Miller Way, Anyplace 98000	5,000.00		5,000.00

Subtotal 5,400.00

New Loans Received (and listed in Item 1 above) _____

Total Loans Owed
Include in total on line 19, C-4 report 5,400.00

☐ Continued on attached sheet.

Corrections [Schedule C]

Schedule C is used to make adjustments to your C-4 totals. These corrections could be caused by mathematical errors, recording errors, receipt of a non-sufficient funds check, an expenditure payment error, receipt of refunds from vendors or a host of other circumstances.

Only amounts or entries already built into your C-4 totals can be corrected on a Schedule C. If a contribution or expenditure was left off an earlier filed C-3 or Schedules A or B, add it to the next filed report and attach a note explaining the circumstances surrounding the error.

Corrections to the contributions portion of the C-4 are made in Part 1, corrections to the expenditures section are made in Part 2, and refunds received on expenditures previously made to vendors are included in Part 3.

In Parts 1 and 2, when the amount originally reported was more than the true amount, the correction is shown as a minus (-); if the original amount was less than the true amount, the correction is shown as a plus (+).

Below is an explanation of the example found on page 46.

Example Number	Description of Correction
1	Error in recording amount received.
2	Non-sufficient funds check returned from bank.
3	Math error in computing total contributions.
4	Underestimated value of in-kind contribution. (**Note:** When adjusting in-kind contributions, you must also adjust in-kind expenditures. See example #8 below.)
5	Refund a portion of contribution received from Sue Thomas.
6	Over-reported payment to party for services rendered.
7	Originally under-reported amount of expenditure.
8	Adjusting in-kind expenditures to match adjustment to in-kind contributions.
9	Adjustment to expenditures for refunded contribution to Sue Thomas.
10	Partial deposit returned from service provider. (This refund check must be deposited into the campaign account and reported on line 1d of a C-3 report.)

Follow the directions of each section for transferring the adjusted amounts to the C-4 report. On that C-4, be sure to show whether any correction is a plus (+) or a minus (-).

CORRECTIONS

SCHEDULE TO C4 **C**

Candidate or Committee Name (Do not abbreviate. Use full name.): John A. "Jack" Jones, Jr.

Date: 6/9/0X

1. CONTRIBUTIONS AND RECEIPTS (Include mathematical corrections.)

Date of Report	Contributor's Name or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
5/10/0X	1. PSZ Company (recording error)	$ 25.00	$ 75.00	$ +50.00
5/10/0X	2. James P. Smith (NSF check)	$ 25.00	$ 0	$ -25.00
5/10/0X	3. Math error in computing total contributions	$ 4,670.00	$ 4,680.00	$ +10.00
5/10/0X	4. Morris Typing Service (undervalued service)	$ 280.00	$ 375.00	$ +95.00
5/10/0X	5. Refund contribution to Sue Thomas	$ 50.00	$ 25.00	$ -25.00
			Total corrections to contributions Enter on line 6 of C4. Show + or (-).	$ +105.00

2. EXPENDITURES (Include mathematical corrections.)

Date of Report	Vendor's Name or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
5/10/0X	6. Independent Party Central Committee (over-reported amount)	$ 100.00	$ 75.00	$ -25.00
5/10/0X	7. WKEE Radio (under-reported amount)	$ 210.00	$ 245.00	$ +35.00
5/10/0X	8. Morris Typing Service (adjust for increase in in-kind contribution)	$ 280.00	$ 375.00	$ +95.00
5/10/0X	9. Refund contribution to Sue Thomas	$ 50.00	$ 25.00	$ -25.00
			Total corrections to expenditures Enter on line 15 of C4. Show + or (-).	$ +80.00

3. REFUNDS FROM VENDORS The below listed amounts have been received as refunds on expenditures previously reported. The refund has been deposited and reported on C3 report, Line 1d.

Date of Report	Source/Person Making Refund	Amount of Refund
5/17/0X	10. NW Gas Company (refund on service deposit)	$ 10.00
		$
		$
	Total refunds Enter as (-) on line 6 and line 15 of C4.	$ 10.00

The C-4 Report

Once the various schedules to the C-4 (Schedules A, B, C and L) are completed and the totals arrived at on those forms are transferred to the appropriate lines on the C-4, there is little remaining to fill in on the C-4, except your previous contribution total (line 1) and your previous expenditure total (line 10). After supplying those figures from your last report (or inserting the balances being carried forward from a previous campaign or "0" if this is your first report), it's a matter of adding up the columns to compute new totals.

Assuming there are no funds in a separate investment account, Line 18 should equal the sum of the checkbook balance and the petty cash balance as of the last day covered by the report.

If line 18 does not agree with the checkbook balance once it's combined with petty cash on hand, verify that all C-3 reports for the period were included in Part 1 of Schedule A, make sure each expenditure was included in Part 3 of Schedule A, and double check your arithmetic. If this doesn't work and you are off by a significant amount, you may be in for a time-consuming review of every schedule you're filing with the C-4. Call and speak with a PDC political finance specialist about your difficulties.

A C-4 report is not legally filed unless it is signed by the candidate and the campaign treasurer. So, be sure to take this requirement into account when planning travel schedules.

C-4 Due Dates

Candidates must file C-4 reports, including all schedules necessary to report financial activity for the period, according to the following schedule:

- With the C-1 registration statement, if contributions were received or expenditures made prior to registering as a candidate;
- the 10th of each month (covering the preceding calendar month or the period since the last C-4 report was filed) when there is over $200 in contributions received or expenditures made;
- 21 and 7 days before the primary election (reports are mandatory regardless of activity)*;
- October 12 (not required of candidates in the general election);
- 21 and 7 days before the general election (reports are mandatory regardless of activity); and
- December 10 (beginning in January, candidates who do <u>not</u> file final reports on December 10 revert to 10th-of-the-month reports when they have over $200 in contributions or expenditures).

[*Note: Candidates whose names are NOT on the primary ballot or who are not running as a write-in candidate with respect to the primary election do <u>not</u> file these pre-primary reports; rather they continue filing 10th-of-the-month reports in August and September.]

See "2004 Key Reporting Dates for Candidates" at the beginning of this manual.

Reporting Period Close-Out Dates

Each financial transaction that occurs during a reporting period must be included on the C-4 report covering that period. Shown below are the C-4 due dates and the **earliest** time when books may be closed for that particular report.

<u>With C-1 report</u> (if pre-registration contributions were received or expenditures made); close books same day as report filed; include all activity to date.

<u>10th-of-the-month reports</u> (required if no 21-day or 7-day pre-election reports are due that month and contributions or expenditures exceeded $200 since last C-4); close books as of last day of preceding month; include all activity since last C-4.

21-day pre-election report; close books no more than five business days before report due date; include all activity since last C-4.

7-day pre-election report; close books no more than one day before report due date; include all activity since last C-4.

Post-election 10th-of-the-following month report (this post primary report is not required of candidates going on to the general election); close books as of last day of preceding month; include all activity since last C-4.

Final report; close out books as of date campaign ends; include all activity since last C-4.

Washington State
Public Disclosure Commission

SUMMARY, FULL REPORT
RECEIPTS AND EXPENDITURES

C4
(3/97)

PDC OFFICE USE

Candidate or Committee Name
John A. "Jack" Jones, Jr.

Mailing Address
123 Miller Way

City
Anyplace

Zip + 4
98000-0000

Office Sought (Candidates)
City Council

Report Period Covered — From (last C-4): 5/1/00 — To (end of period): 5/31/00

Final Report? Yes No X

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an **independent expenditure** (i.e., an expense not considered a contribution) supporting or opposing a state or local candidate?

*See next page Yes No

RECEIPTS

1.	Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet)		6,244.29
2.	Cash received (From line 2, Schedule A)	12,140.19	
3.	In kind contributions received (From line 1, Schedule B)	1,977.25	
4.	Total cash and in kind contributions received this period (Line 2 plus 3)		14,117.44
5.	Loan principal repayments made (From line 2, Schedule L)	(100.00)	
6.	Corrections (From line 1 or 3, Schedule C) Show + or (-)	+ 95.00	
7.	Net adjustments this period (Combine line 5 & 6) Show + or (-)		- 5.00
8.	Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)		20,356.73
9.	Total pledge payments due (From line 2, Schedule B)	400.00	

EXPENDITURES

10.	Previous total cash and in kind expenditures (From line 17, last C-4) (if beginning a new campaign or calendar year, see instruction booklet)		3,085.14
11.	Total cash expenditures (From line 4, Schedule A)	3403.96	
12.	In kind expenditures (goods & services) (From line 1, Schedule B)	1,977.25	
13.	Total cash and in kind expenditures made this period (Line 11 plus line 12)		5,381.21
14.	Loan principal repayments made (From line 2, Schedule L)	(100.00)	
15.	Corrections (From line 2 or 3, Schedule C) Show + or (-)	+ 70.00	
16.	Net adjustments this period (Combine lines 14 & 15) Show + or (-)		- 30.00
17.	Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)		8,436.35

CANDIDATES ONLY

	Won	Lost	Unopposed	Name not on ballot
Primary election	☐	☐	☐	☐
General election	☐	☐	☐	☐

Treasurer's Daytime Telephone No.:
(509) 555-1212

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17) [Line 18 should equal your bank account balance(s) plus your petty cash balance.]	11,920.38
19. Liabilities: (Sum of loans and debts owed)	(16,050.00)
20. Balance (Surplus or deficit) (Line 18 minus line 19)	($4,129.62)

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature: John Jones Jr — Date: 6/8/0X

Treasurer's Signature: Michael Kennedy — Date:

After the Election

Post-Election Reports

The C-4 report filed on the 10th of the first month following the election (December 10 for regular general elections) is the final report if the campaign is concluded, there are no outstanding debts, loans or other obligations, surplus funds have been disposed of and the campaign has been dissolved. (Candidates who lose in the primary may file their final report on October 12 if they have settled all their accounts.)

When filing the final report, indicate this fact in the space provided near the top of the C-4 report. If the candidate plans to retain any remaining funds for a future campaign for the same office (or a different office if written permission from contributors is obtained), don't mark the post-election report as "final." See page 52 for an explanation of how to carry forward funds to the new campaign.

If the campaign does not or cannot file a final report on December 10, continue to file C-3 and C-4 reports until all debts and other obligations are satisfied. These reports are filed on the 10th of each month (covering the previous calendar month, or the period since your last report) whenever contributions received or expenditures made total $200 or more since the last C-4 report was filed. If you have a campaign surplus, but receive no new contributions or make no new expenditures, no C-4 reports are required until campaign financial activity resumes. See Start-up of New Campaign on page 52.

Remember, surplus campaign funds may only be spent in ways specified by law. See page 8 for the discussion on the uses to which these funds may be put. And, if you are interested in setting up a perpetual Surplus Funds Account, see below.

Investment of Campaign Funds

Funds on hand (that is, funds not being used during an active campaign or surplus funds) may be invested in bonds, certificates, tax-exempt securities, savings accounts or other similar instruments in financial institutions or in mutual funds.

Financial institutions other than banks, savings and loan associations and credit unions may NOT be used as the campaign depository into which contributions are deposited and out of which campaign expenditures are made. However, brokerage houses and other financial institutions may be used for investing campaign funds so long as the investment by the brokerage house or other institution is in the form of bonds, certificates, tax-exempt securities or mutual funds.

If you invest campaign funds, take the following steps:

- Notify PDC by letter of the date, amount and the name of the financial institution where the surplus is invested. Do not report the investment as an expenditure on Schedule A or on the C-4 report.
- Deposit all interest, dividends or income earned by the investment into the investment account. Report this income as miscellaneous receipts on line 1d of the C-3 report.
- When the investment is terminated, re-deposit the principal plus the accrued earnings into the original campaign account and notify PDC by letter that this re-deposit has been made. Do not report this transfer as a contribution on the C-3.
- Check with the IRS or your personal tax consultant about any tax liability that the investment may create.

Surplus Funds Accounts

Who Needs to Set Up a Surplus Funds Account: Any elected official who wants to spend surplus campaign funds for non-reimbursed public office related expenses must set up a Surplus Funds Account in order to make these types of expenditures.

The other six legally permissible options for disposing of surplus campaign funds found in RCW 42.17.095 and listed below in "Using the Account" may be engaged in either with a Surplus Funds Account or directly out of the old campaign account. However, the dangers of not setting up a separate Surplus Funds Account and simply disposing of surplus funds out of the now inactive campaign account are:

1) the funds can't be used for non-reimbursed public office related expenses; and

2) once new campaign monies are commingled with any existing surplus balance, or the surplus is carried forward to a new campaign, or expenditures triggering candidacy for a new campaign are made out of the account, none of the funds in the account is considered surplus and the money now may only be used for expenditures that are directly related to the new campaign.

Opening the Account: Take all or a portion of truly surplus funds and open a separate Surplus Funds Account (or transfer latest surplus into an already existing Surplus Funds Account).

"Surplus funds" are the balance of contributions given for a specific election that remain after the election and are not needed to pay off that election's campaign debts. Funds remaining after an election are NO LONGER SURPLUS FUNDS if they have been carried forward to a new campaign, mingled with new contributions for a future election, or used to make expenditures for a future election campaign.

Using the Account: According to RCW 42.17.095(7), you may only use monies in a Surplus Funds Account for one or more of the following:

- non-reimbursed public office related expenses;*
- refunds to contributors [repayment of a candidate's loans to his/her own campaign are subject to the maximum repayment permitted by RCW 42.17.125(3); currently, that maximum is $4,000 per election];
- payments to the candidate for verifiable earnings lost because of campaigning;
- unlimited contributions to a bona fide political party or caucus political committee;
- donations to a charity registered with the Secretary of State in accordance with RCW 19.09;
- deposits into the state's general fund; and
- transfers to your campaign account for use in a future election (if a different office is sought than the one for which the surplus funds were initially raised, written permission will have to be obtained from contributors before the surplus may be used to seek the different office).

*A "non-reimbursed public office-related expense" is an expenditure incurred by an elected or appointed official, or a member of his or her immediate family, solely because of being an official. [WAC 390-24-032]

Reporting a Surplus Funds Account:** When the account is established by opening a separate bank account:

- file a C-1 giving the Candidate's Name plus the words "Surplus Funds Account;"
- transfer all or a portion of the eligible surplus funds into the new or existing Surplus Funds Account (which should be a checking account -- rather than a savings account -- if there will be more than infrequent expenditures out of it); and
- file C-4 reports along with Schedule A's showing any transfers into the account at the top of the Schedule A and also itemizing all expenditures out of the account on the form. File a C-4 for the Surplus Funds Account monthly by the 10th of the month, covering the preceding calendar month, for any month in which you transferred in or spent over $200. If over $200 in activity does not occur in a month, the next report is triggered when over $200 has been transferred into the account or spent out of it since the last report was filed. Then, file the C-4 by the 10th of the following month.

**This is PDC staff's advice. If the Commission adopts an official reporting procedure that differs from the above, staff will notify everyone who has registered a Surplus Funds Account.

Note: ONLY SURPLUS FUNDS FROM A CAMPAIGN MAY BE DEPOSITED INTO A SURPLUS FUNDS ACCOUNT. RCW 42.17.095(7).

Start-up of New Campaign

A candidate's committee does not "net out" annually, but aggregates contributions and expenditures throughout the existence of the candidacy or campaign. For example, a candidate might begin seeking contributions and making expenditures two or three years before an election. The aggregate of all contributions and expenditures is shown on C-4 reports until the election is over.

Similarly, there might be bills to pay off after the election. You may collect money and hold fund raising events to pay off these debts without establishing a new campaign. However, once you begin receiving contributions after there are no debts to pay off from a previous election, or you're considering making expenditures which relate to your next election, you must close-out the previous election and begin a new campaign.

Here are the steps to follow to start a new campaign:

- File a final C-4 report with the appropriate schedules for the earlier campaign. Include all transactions since the last C-4 was filed. Indicate in the space provided that this is the final report.

- File a C-1 registration statement for the new campaign.

- File a C-4 report for the new campaign. The surplus carried forward from the old campaign is reported on line 1 of the C-4 as shown below. If you are carrying forward any debts from your previous campaign, identify them in Part 3 of Schedule B and include the amount on line 19 of the C-4. Appropriate schedules are attached showing new contributions and expenditures.

- File future C-3 and C-4 reports for the new campaign.

SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES

C4 (3/97)

PDC OFFICE USE

Candidate or Committee Name (Do not abbreviate. Include full name): John A. "Jack" Jones, Jr.

Mailing Address: 123 Miller Way

City: Anyplace, WA

Zip + 4: 980000-000

Office Sought (Candidates):

Report Period Covered: From (last C-4): 1/1/0X To (end of period): 1/31/0X

Final Report? Yes ☐ No ☒

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an **independent expenditure** (i.e., an expense not considered a contribution) supporting or opposing a state or local candidate? Yes ☐ No ☒

*See next page

RECEIPTS

1. Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet) — Carry over—previous campaign		$ 872.65
2. Cash received (From line 2, Schedule A)	$ 280.00	
3. In kind contributions received (From line 1, Schedule B)	0	
4. Total cash and in kind contributions received this period (Line 2 plus 3)		280.00
5. Loan principal repayments made (From line 2, Schedule L)	(0)	
6. Corrections (From line 1 or 3, Schedule C) Show + or (-)	0	
7. Net adjustments this period (Combine line 5 & 6) Show + or (-)		0
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)		1,152.65
9. Total pledge payments due (From line 2, Schedule B)	0	

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4) (If beginning a new campaign or calendar year, see instruction booklet) — Start-up of new campaign		0
11. Total cash expenditures (From line 4, Schedule A)	50.00	
12. In kind expenditures (goods & services) (From line 1, Schedule B)	0	
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)		50.00
14. Loan principal repayments made (From line 2, Schedule L)	(0)	
15. Corrections (From line 2 or 3, Schedule C) Show + or (-)	0	
16. Net adjustments this period (Combine lines 14 & 15) Show + or (-)		0
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)		50.00

CANDIDATES ONLY

	Won	Lost	Unopposed	Name not on ballot
Primary election	☐	☐	☐	☐
General election	☐	☐	☐	☐

Treasurer's Daytime Telephone No.: ( )

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17) [Line 18 should equal your bank account balance(s) plus your petty cash balance.]	1,102.65
19. Liabilities: (Sum of loans and debts owed)	(0)
20. Balance (Surplus or deficit) (Line 18 minus line 19)	1,102.65

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature	Date	Treasurer's Signature	Date
	2/9/0X		2/9/0X

SEE INSTRUCTIONS ON NEXT PAGE

Bookkeeping Tips

This section includes some hints to assist treasurers in compiling and reporting campaign finance information.

The law requires that accurate records be maintained. Use any bookkeeping system that meets this requirement. The hints outlined here are ones that have been used effectively in other campaigns. If you have ideas that would help other treasurers, please share them.

Computer Reports

All candidate and political committees, including ballot measure committees, who expended $10,000 or more last year, or expect to spend $10,000 or more during the current year, are required to submit campaign finance reports electronically.

The PDC has developed free campaign finance reporting software for use in filing Washington State disclosure reports electronically. The Washington Electronic Disclosure System (WEDS) application is NOT campaign management software; it is designed specifically to meet the reporting requirements under chapter 42.17 RCW.

If you are currently using campaign finance software other than WEDS, the PDC can send you a vendor kit; a software development package that with some additional advanced programming, may enable your campaign to file electronically using your current software.

Contributions

Contribution Records: Record currency and check contributions directly on C-3 reports. File copies of these C-3 reports in chronological order in a loose-leaf binder. Contributions must be deposited within five business days of receipt. Your C-3 report could, therefore, cover a one-week period. You must include the cumulative total of contributions received from each contributor on the C-3. This total would include all donations, whether monetary or in-kind, received from a contributor from the beginning of your current campaign through the last day covered by the report.

Your bank statement is another supporting document for monetary contributions. If you prepare a C-3 report every time you make a bank deposit, you will always be able to match your C-3 reports with the deposits appearing on your bank statements.

Other types of contributions, such as in-kind contributions and pledges, may be kept track of by recording the relevant information about them on notebook paper (in addition to including them on an contributor's index card). If you use a notebook, add section dividers and convert it into an all-purpose book for recording campaign financial information.

Expenditures

There are three different forms of expenditures: standard monetary expenditures, petty cash disbursements, and orders placed but not yet paid (debts).

Standard Expenditures: Record monetary expenditures directly on a Schedule A. The check number should be recorded on your work copy of the schedule.

Petty Cash: To establish and replenish a petty cash fund, determine the amount needed for approximately one month ($100 to $250). Write a check for the amount to the person who will be responsible for the petty cash fund. Do not include this check setting up your petty cash fund as an expenditure on Schedule A.

Don't use the petty cash fund to pay expenses when a check can be conveniently written. A check gives you a record of the payment.

As small purchases are made, receipts are placed in the petty cash fund records. (Note: The sum of cash and receipts must always equal the starting amount.) Periodically, the receipts are totaled and a check for that amount is made out to the person in charge of the fund. (Again, this replenishment check is not listed as an expenditure on Schedule A.) Keep the receipts as supporting documents for the replenishment check.

The checks establishing the fund and those used to replenish it are not included on the Schedule A because each petty cash expenditure will appear on the schedule as it occurs, probably on the "expenditures of $50 or less" line. If you also report the checks establishing and replenishing the fund, you'd be inflating the amount actually spent by the campaign.

Orders Placed: A reportable expenditure is made when an order is placed, whether it has been paid or not. Therefore, you must make a summary of orders placed but not yet paid when you prepare each C-4 report. If the exact cost is unknown, estimate the cost. Each time a summary is prepared, orders placed that have now been paid are deleted. On the Schedule B, you'll report those remaining orders (outstanding debts) that will cost you more than $250 or more than $50 if they were ordered over 30 days ago.

Contingency salary agreements -- those promises to pay consultants or others a certain amount if the election is won -- are reported as outstanding debts when the agreements are entered into. They will then appear on each successive Schedule B until paid or removed as a debt because the terms of the agreement were not satisfied.

Miscellaneous Records

A miscellaneous section in your notebook will be helpful. It provides a place to record plans for disposition of surplus funds, insurance policies taken out by the campaign, potential liabilities from lawsuits, disputed payments, and other correspondence or conversations regarding the campaign's finances or reporting procedures.

Deducting Cost of Consumables

Review the discussion on Fund Raising Events and Qualifying Low-Cost Fund Raisers beginning on page 22.

The law permits that the amount of a contribution received in connection with a fund raising event (such as a dinner) may be reduced by the cost of the food, beverages, preparation, catering or entertainment furnished at the event and, arguably, consumed by the contributor.

If you choose to do this, some special bookkeeping techniques are necessary and you'll probably want to set up a subsidiary set of records for the event.

In order to deduct the cost of consumables from each contribution received, you have to determine the per person amount to be deducted. To do this, add up all the separate charges for food, beverages, preparation, catering and entertainment provided at the event. Divide this total by the number of persons you planned for, the number you told the caterer to provide food for. (This number of persons will likely be smaller than the number of persons invited, but may be larger than the number who actually show up. Nevertheless, using the number of guests you relied on for planning purposes is a fair way to compute the per-person cost of consumables.)

The amount you arrive at after dividing the total cost of consumables by the number of persons you planned would attend is the per-person consumables cost. Deduct this amount from each contributor's donation. This "net" contribution is the amount you will put on the C-3 for each contributor. If you did not charge a uniform admission amount, the figure for each contributor will vary. However, if you asked each person, for example, to contribute $100 and the per person consumables cost is $20, the C-3 for this event would show an $80 contribution from each contributor who purchased one ticket. If a couple purchases two tickets for themselves, each of them is entitled to one deduction.

However, in order to avoid the situation where a few contributors pay for all of the food and beverages at an event without showing this expense as a contribution to the candidate, if a contributor purchases several tickets, that contributor is still only entitled to one, per-person deduction for the cost of consumables.

The C-3 report representing the deposit of monies received for the fund raiser will not match the amount of the deposit. This is understood. The "shortfall" is offset in your records by the fact that you will also not report on Schedule A the payments you made to vendors for the consumables. Of course, your records will show that you made these payments, but if you also reported them on the Schedule A, your total expenditures amount would be too high in relation to the amount of contributions you have reported receiving.

[Note, if you are uncomfortable with this common method of reporting deductions for consumables, you might consider reporting on the C-3 each contributor's "net" contribution as discussed above, but also including a line item, in Part 2 of the report, that reflects the lump sum of all monies received that cover consumables provided at the event. If you do this, then your C-3 total for the fund raiser should match the bank deposit of the monies received from the event.

Then, since you are accounting for the overall, full amount on your C-3, you would also report the payments to vendors for the consumables on Schedule A.]

Either reporting method discussed above is acceptable. Call PDC at (360) 753-1111/toll free 1-877-601-2828 for assistance.

Joint Fund Raising and "Slate" Committees

Candidates are advised to follow these guidelines when participating in 1) joint fund raising efforts with other candidates and 2) in committees that support a slate of candidates.

Joint Fund Raising. A separate joint fund raising account is established. There is no need to register this account with PDC as a separate committee. All contribution checks are made out in the name of the joint fund raising account. All joint fund raising expenses are paid out of this account. After expenses are paid, the account will distribute the remaining funds to all participants on a pro-rated basis. An example would be, if there are four candidates participating, each receives one-fourth of the net receipts.

Accompanying this payment to each candidate will be a list of contributor names and addresses and the full amount of each candidate's pro-rated share. For example, if a donor gave $500 to the joint fund raising effort of four candidates, the list would show this contributor giving each candidate $125. [Note that if a contributor's pro-rated amount to each candidate is more than $100 and the contributor is an individual, then the candidate will need to report the contributor's occupation and employer in addition to name and address.]

Each candidate uses the information on the list to complete his or her C-3 report that represents the deposit of the check from the joint fund raising account. It is understood that the C-3 will not match the amount of the deposit. (The difference will be the candidate's share of the expenditures for the joint fund raising.)

Then, on the candidate's next C-4, he or she will report on the Schedule A his or her portion of each expenditure made by the joint fund raising account. Again, if there were four candidates participating in a joint fund raiser, each would itemize the expenses made by the joint account showing one-fourth of each expense. **Even though each candidate reports his or her share of the expenses on the Schedule A, no actual payment is made by the individual candidates to the vendors involved** (since the vendors have already been paid by the joint account).

This method of handling joint fund raising eliminates establishment of a separate joint fund raising committee, while still satisfying the legal requirements that all expenditures be reported and all contributions to the effort are attributed to the individual candidates involved.

Alternatively, each candidate involved in a joint fund raising event could pay a set percentage of the expenses and receive a similar percentage of the funds collected at the event. For example if one candidate were responsible for 60% of the expenses at a joint fund raising event, then that candidate would receive 60% of the funds remaining after expenses are paid. Each candidate committee participating in the event would receive a pro-rated or proportional amount of the funds collected in relation to the expenses paid by that committee.

Call the PDC at (360) 753-1111 or 1-877-601-2828 if you have questions concerning joint fund raising activity.

"Slate" Committees. The law allows candidates to participate in committees organized to support a slate of candidates. Unlike joint fund raising efforts, slate committees do not pass along the money raised to the candidates involved, but rather directly spend the contributions received in a manner that equally benefits all the candidates participating in the committee.

Slate committees register and report like any political committee. On its C-1pc registration statement, a slate committee would check the "other" box in the purpose or description of committee section, and attach a sheet explaining that it is a committee organized to support a slate of candidates. The names and offices sought of the candidates participating would also be listed on this attachment.

The law requires that all contributions made by a contributor directly or indirectly to a candidate be considered as contributions to that candidate. [RCW 42.17.670] As such, contributors to slate committees are, in fact, giving to the candidates who are participating in the committee.

Therefore, prior to the due date of each C-4 report, the slate committee must provide each candidate with a list of its contributors, showing the name, complete address, date and the full amount of the candidate's pro-rated share of each contribution. For example, if a contributor gave $600 to a committee supporting a slate of six candidates, the committee would list this contributor as giving $100 to each candidate.

Using the list provided by the slate committee, each candidate will then report, as in-kind contributions in Part 1 of Schedule B, his or her portion of from all contributions to the slate committee. The candidate will note that these contributions are through the slate committee, thus alerting the public that they should look at that committee's report for information on how the contributions were spent.

The slate committee will file regular C-3 and C-4 reports with PDC and the appropriate county auditor. The information supplied to the candidates involved is in addition to its regular reporting.

ELECTRONIC FILING

ELECTRONIC FILING OF CAMPAIGN FINANCE REPORTS

Washington Electronic Disclosure System (WEDS)

The Commission has developed free campaign finance reporting software for use in filing Washington State disclosure reports electronically. The WEDS application is NOT campaign management software; it is designed specifically to meet the reporting requirements under RCW 42.17. WEDS will create all of the candidate and political committee reports necessary to comply with state law.

If your campaign or political committee is currently using campaign finance software other than WEDS software, the Commission's Information Technology staff will send you a "vendor" package that may enable your campaign to file electronically using your current software.

Minimum System Requirements – Pentium class processor, 128MB RAM, 10MB free HD space, an Internet connection and the Sun Java Runtime Environment version 1.4.1 or higher to electronically file.

Recommended System Requirements – Pentium III class processor, 256 MB RAM, 50MB free HD space, an Internet connection and the Sun Java Runtime Environment version 1.4.1 or higher to electronically file.

To work properly, contributor and expenditure data from the beginning of the campaign must be entered into the system.

Downloading and Installing WEDS

The process of downloading and installing the WEDS system on to your computer is simple.

GO TO:	www.pdc.wa.gov
CLICK ON:	Filer Assistance
CLICK ON:	Electronic Filing Information
CLICK ON:	Download WEDS Software
CLICK ON:	Single Download File
ENTER:	Customer Information
CLICK ON	Submit Request
CLICK ON:	Download WEDS
SELECT:	Save this Program to Disk
SAVE IN:	Desktop (or the folder of your choice)
CLICK ON:	Save

You should have an icon titled **WEDS.321.exe** on your Desktop (or in the folder where you downloaded WEDS). DOUBLE CLICK the **WEDS.321.exe** icon and follow the directions for installation (We recommend you install WEDS to its default destination).

Electronic Filing Registration

It is necessary to register and acquire an ID number before filing electronically. Follow these simple steps:

GO TO:	www.pdc.wa.gov
CLICK ON:	Electronic Filing
CLICK ON:	Candidate or Political Committee
CLICK ON:	Electronic Filing Instructions

At this point you will need to complete and mail the signature authorization letter and the electronic filing password form found as part of the instructions. Faxes will not be accepted because we need to have an original signature on file.

Public Disclosure Commission
711 Capitol Way Room 206
PO Box 40908
Olympia, WA 98504-0908

Once in receipt of your original signature we will e-mail your campaign or committee a filer ID number. You are now ready to file campaign finance reports electronically.

NOTE: You must have a current C-1 Candidate Registration Statement or a C-1pc Committee Registration Statement on file with the Commission prior to receiving a Filer ID number.

ELECTRONIC FILING OF PERSONAL FINANCIAL AFFAIRS STATEMENT

Public officials and candidates have the opportunity to file their annual Personal Financial Affairs Statement electronically over the Internet. The F-1 electronic filing process provides an easy way for elected officials, state appointed officials and candidates to comply with state reporting requirements.

Officials may use agency computers and staff to file annual F-1 reports (since filing requirement stems from their holding public office).

Minimum system requirements for Macintosh & Windows compatible PC's			
	Adobe Acrobat	Internet Explorer	Netscape
Windows PC	5.0x or higher	5.0x or higher	4.7x or higher
Macintosh	5.0x or higher	5.5x or higher	4.7x or higher

How to File Electronically

To electronically file, go to the PDC web page at www.pdc.wa.gov and select the following:

- Click -- Electronic Filing
- Click – Personal Financial Affairs Filers
- Select your account status
- Click – Previous Filer or Never Filed
- Complete the personal information template (starred items are mandatory) and create a password. Print, sign and mail the signature authorization and password identification form to the PDC at PO Box 40908, Olympia, WA 98504-0908.

At this point a temporary identification number has been assigned and filers can continue to fill out the F-1 template for electronic filing. Once the template is completed, filers need to print a copy of the report for their records using the adobe acrobat print button.

The PDC will hold the filer's electronically submitted report until the completed signature authorization and password identification form is received by the agency.

First time electronic filers **MUST** initially submit a full F-1 report and F-1 Supplement, if necessary, even if the filer has a full report currently on file. Next year, the electronic report will automatically fill in the information previously submitted and changes to the report can be made on-line for purposes of submitting that year's report.

Contact Information

For assistance with **electronic filing**, contact:

Lori Anderson at:

Phone: (360) 664-2737
Toll free: 1-877-601-2828
FAX: (360) 753-1112
E-Mail: landerson@pdc.wa.gov

County Election Officials

Adams County Auditor	210 W Broadway		Ritzville	WA	99169-1860	509-659-3249
Asotin County Auditor	135 2nd St	PO Box 129	Asotin	WA	99402-0129	509-243-2084
Benton County Auditor	620 Market St	PO Box 470	Prosser	WA	99350-1300	509-786-5620
Chelan County Auditor	Washington & Orondo Sts	PO Box 400	Wenatchee	WA	98807	509-667-6800
Clallam County Auditor	223 East 4th St. #1	PO Box 3030	Port Angeles	WA	98362-0338	360-417-2222
Clark County Auditor	1200 Franklin St	PO Box 5000	Vancouver	WA	98666-5000	360-397-2241
Columbia County Auditor	341 E Main St		Dayton	WA	99328-1361	509-382-4541
Cowlitz County Auditor	207 4th Ave N		Kelso	WA	98626	360-577-3002
Douglas County Auditor	203 S Rainier	PO Box 456	Waterville	WA	98858-0456	509-745-8527 x400
Ferry County Auditor	350 E Delaware #2	PO Box 498	Republic	WA	99166-0498	509-775-5200
Franklin County Auditor	1016 N 4th Ave	PO Box 1451	Pasco	WA	99301-3706	509-545-3536
Garfield County Auditor		PO Box 278	Pomeroy	WA	99347	509-843-1411
Grant County Auditor	35 C St NW	PO Box 37	Ephrata	WA	98823-0037	509-754-2011 x333
Grays Harbor County Auditor	100 W Broadway	Suite 2	Montesano	WA	98563	360-249-4232
Island County Auditor	1 NE 7th St	PO Box 5000	Coupeville	WA	98239-5000	360-679-7366
Jefferson County Auditor	1820 Jefferson St	PO Box 563	Port Townsend	WA	98368	360-385-9118
King County Records & Elections	County Admin Bldg #553	500 4th Ave	Seattle	WA	98104-2337	206-296-1565
Kitsap County Auditor	1026Sidney Ave #175		Port Orchard	WA	98366	360-337-7128
Kittitas County Auditor	205 West 5th Ave #105		Ellensburg	WA	98926	509-962-7503
Klickitat County Auditor	205 South Columbus #203		Goldendale	WA	98620	509-773-4001
Lewis County Auditor	351 NW North St	PO Box 29	Chehalis	WA	98532-1900	360-740-1156
Lincoln County Auditor	450 Logan St	PO Box 28	Davenport	WA	99122-0028	509-725-4971
Mason County Auditor	411 N 5th	PO Box 400	Shelton	WA	98584-3400	360-427-9670 x470
Okanogan County Auditor	149 3rd N	PO Box 1010	Okanogan	WA	98840-1010	509-422-7240
Pacific County Auditor	300 Memorial Ave	PO Box 97	South Bend	WA	98586-5000	360-875-9309 x313
Pend Oreille County Auditor	625 West 4th	PO Box 5015	Newport	WA	99156-5015	509-447-3185
Pierce County Elections	2401 S 35th St #200		Tacoma	WA	98409	253-798-7430
San Juan County Auditor	350 Court St	PO Box 638	Friday Harbor	WA	98250	360-378-2161
Skagit County Auditor	700 S 2nd St	PO Box 1306	Mount Vernon	WA	98273-4225	360-336-9420
Skamania County Auditor	240 NW Vancouver St	PO Box 790	Stevenson	WA	98648-0790	509-427-9420
Snohomish County Aud/Rec Div	3000 Rockefeller Ave	MS-204	Everett	WA	98201-4046	425-388-3472
Spokane County Auditor	West 1116 Broadway		Spokane	WA	99260	509-477-2320
Stevens County Auditor	215 S Oak St	Room 106	Colville	WA	99114-2836	509-684-7514
Thurston County Auditor	2000 Lakeridge Dr SW		Olympia	WA	98502	360-786-5224
Wahkiakum County Auditor	64 Main St	PO Box 543	Cathlamet	WA	98612	360-795-3219
Walla Walla County Auditor	315 W Main St	PO Box 1856	Walla Walla	WA	99362	509-527-3204
Whatcom County Auditor	311 Grand Ave	Suite 103	Bellingham	WA	98225	360-676-6740
Whitman County Auditor	N 400 Main St	PO Box 350	Colfax	WA	99111-2071	509-397-6270
Yakima County Auditor	128 N 2nd St #117		Yakima	WA	98901	509-574-1340

Pertinent Government Agencies

QUESTIONS ABOUT	AGENCY	TELEPHONE
Business Licenses	Department of Licensing 1125 Washington St. SE, M/S 8001 Olympia, WA 98504-8001 or Local City Clerk or Treasurer	360-664-1400...
Candidates Voter Pamphlet	County Auditor or Secretary of State	360-902-4151
Declarations of Candidacy	County Auditor or Secretary of State	360-902-4151
Election Laws	County Auditor or Secretary of State	360-902-4180
Employee Withholding (W-4 form)	Internal Revenue Service (local office)	800-829-3676
Employer ID Number (Form SSÄ4)	Internal Revenue Service (local office)	800-829-3676
Federal Campaign Reporting	Federal Election Commission 999 E Street, N.W. Washington, D.C. 20463	800-424-9530
Federal Income Tax (Form 1120-POL)	Internal Revenue Service (local office)	800-829-1040
Gambling Permits (bingo, raffles)	Gambling Commission 4565 7th Avenue SE Lacey, WA 98503	360-486-3440
Health Permits (food sales)	County or City Health Department	
Incorporation	Secretary of State 801 Capitol Way South, PO Box 40234 Olympia, WA 98504-0234	360-753-7115
Liquor and Banquet Permits	Local WA State Liquor Store or Liquor Control Board 3000 Pacific, PO Box 43075 Olympia, WA 98504-3075	306-664-1600
Political Broadcasting	Federal Communications Commission Broadcast Bureau Washington, D.C. 20554	202-418-1440
Postal Permits	Local U.S.Post Office	
Sign Regulations	See next page	
Social Security	Social Security Administration (local office)	
State Taxes	Department of Revenue PO Box 47462 Olympia, WA 98504-7450	800-647-7706

WSDOT Region Outdoor Advertising Representatives

Northwest Region	Mario Mathisen WSDOT PO Box 330310 Seattle, WA 98133-9710 (206) 440-4394
North Central Region	Pat Arnold WSDOT PO Box 98 Wenatchee, WA 98807 (509) 667-3077
Olympic Region	Gerald Nelson WSDOT PO Box 47440 Olympia, WA 98504-7440 (360) 704-3223
Southwest Region	Dave Burkey WSDOT PO Box 1709 Vancouver, WA 98668-1709 (360) 905-2262
South Central Region	Ed Barry WSDOT PO Box 12560 Yakima, WA 98909-2560 (509) 577-1989
Eastern Region	Mark Smythe WSDOT 2714 N. Mayfair Street Spokane, WA 99207-2090 (509) 324-6551