# How do I set up my <u>continuing political action committee</u> for the new year?

**NOTE:** The following process is for continuing political action committees only!

Follow these 6 steps:

## 1. Submit your last C-4 for calendar year 2003 ending on 12/31/2003.

Write down your ending bank balance (line 18 from this C4). You will need that number later.

## 2. Open WEDS and create a new committee (data set).

a) Choose a 6 character name for your data set. It is recommended that you use the committee's initials and the year of the campaign. For example, if the name of your campaign was **Thurston County Salmon Fishermen 2004**, you could use **TCSF04**. This name is not important; it merely creates a folder by that name on your computer where the data for this committee will be stored.
b) Choose **Political Committee** from the type of candidate/committee pop-up list.
c) Enter the name of your committee as registered on your **C1PC**. You may abbreviate as appropriate. The name you enter here is what will print on your reports. When you electronically file, the name that will show up on your reports is the name we have you registered under in our database (from your **C1PC**). You should try to make these the same.
d) Enter the **Identification Number**, also called a **Filer ID**, of the committee, if you have one and know what it is.
e) Click **OK**.

## 3. Fill out the remainder of your committee information.

a) Fill out the required fields on the *Committee Information screen*:
   - **Election Period**
   - **Mailing Address** (of the committee)
   - **City**
   - **State**
   - **Zip**
   - **Area Code and Phone**
   - **E-mail**
   - **Treasurer's First Name**
   - **Treasurer's Last Name**
   - **Treasurer's Address**
   - **City**
   - **State**
   - **Zip**
   - **Daytime Telephone No.**
b) The **Committee Name** will be carried over from the *Name of Data Set screen* to the *Committee Information screen* as will the **Committee ID**, if entered previously. Both can be edited here if necessary.
c) **Election Period**: These dates are key. Only data entered between this range of dates will appear on any of the forms. Continuing political committees should use **January 1** through **December 31** of that calendar year.
d) Leave the **Candidate's Name fields** blank.
e) Make sure that the **Office Sought**, **County/Jurisdiction**, and **District** blocks contain **N/A**. Select **N/A** from the scrollable drop-down lists if you need to.
f) Leave the **Primary** and **General Election** checkboxes and the **Date of General Election** blank
g) Click **OK**.

4. List of Contributors. Do you have names of contributors from previous WEDS committees that you would like to bring forward? If so, you must exit out of WEDS to perform this step. If not, you may continue to step 5.

**WARNING:** This step is a little difficult for the inexperienced Windows user and will be performed **AT YOUR OWN RISK!** If you would like help with this, you may contact either:
Mark (360-586-4746),
Bruce (360-664-2736), or
PDC (1-877-601-2828)

If you are comfortable performing the following steps by yourself you may do so:

a) Create a new folder on your desktop or someplace else easy for you to find.
b) Go to the **C:\Weds\DATA\"name of your previous data set".SDR** folder.
c) Copy the …**EM.CDX**, …**EM.DBF**, …**NA.CDX**, …**NA.DBF**, and …**NA.FPT** files from this location and paste them into the new folder you just created. Then, rename each file to the new folder name making sure to leave any file extensions intact. See example below.
d) Copy those five files and paste them into your new data set folder, located at **C:\Weds\DATA\"name of new data set".SDR**.
e) If done properly, a *Confirm File Replace* message box will pop up stating **"This folder already contains a file named 'whatever the name of the current file is'. Would you like to replace the existing file with this one?"** Your choices are **Yes**, **Yes to All**, **No**, and **Cancel**.
f) Do **NOT** click **Yes to All**. Click **Yes** for each file to make sure that you have spelled them correctly. You should end up clicking **Yes** five times. If not, please contact PDC for assistance.
g) You can now delete the new folder that you created.
h) Open WEDS. Go to **Lists** > **Names.** Click **Browse**. Your names should be there. If not, please contact PDC for assistance.

**Example:** If your data set for last year was titled **TCSF03** and the one for this year was **TCSF04**, you would first create a new folder on your desktop. Then you would go to the **C:\Weds\DATA\ TCSF03.SDR** folder. From there, copy the **TCSF03EM.CDX**, **TCSF03EM.DBF**, **TCSF03NA.CDX, TCSF03NA.DBF**, and **TCSF03NA.FPT** files and paste them into the new folder you just created. Rename each of those files to the new name (as shown below) making sure to leave any file extensions intact and paste them into the **C:\Weds\DATA\ TCSF04.SDR** folder.

| Old File Name (in TCSF03.SDR folder) | New File Name (in TCSF04.SDR folder) |
|---|---|
| TCSF03EM.CDX | TCSF04EM.CDX |
| TCSF03EM.DBF | TCSF04EM.DBF |
| TCSF03NA.CDX | TCSF04NA.CDX |
| TCSF03NA.DBF | TCSF04NA.DBF |
| TCSF03NA.FPT | TCSF04NA.FPT |

Go back into the **WEDS** program and continue on to step 5.

## 5. Reporting Periods. Enter your reporting periods, starting with **01/01/2004 – 01/31/2004**.

**NOTE:** Reporting periods are for **C4** reports only! There are no reporting periods for **C3** reports. For a list of current reporting periods, click here (http://www.pdc.wa.gov/filerassistance/whatsnew/)

To enter C4 reporting periods:

a) Go to **Lists** > **Reporting Periods**.
b) Click **Add**.
c) **Date of election** is an optional field.
d) Enter a name for the **Type of Report**. This is just a name for your reference (it doesn't go anywhere on the forms). Examples would be: **January 2004**, **January C4**, or **Report Period One**. It doesn't matter.
e) Enter the **Period start date** and **Period end date**. These are usually monthly until we get closer to an actual election and then reports need to be filed on a 21 and 7 day cycle. For more information concerning the 21 & 7 day reporting cycle, Please contact PDC and ask to speak with an auditor.

**NOTE:** In order for WEDS to function properly, reporting dates must be entered in chronological order and must not overlap dates. For example, use:

**01/01/2004 - 01/31/2004,**
**02/01/2004 - 02/29/2004,**
**03/01/2004 - 03/31/2004**
and **NOT**
**01/01/2004 - 01/31/2004,**
**01/31/2004 - 02/29/2004,**
**02/29/2004 - 03/31/2004**

f) **Due date** is also an optional field.
g) When done, click **OK**. Repeat this procedure for as many reporting periods as you will have.

## 6. Carry forward balance. Do you have any money left over from the previous campaign? This number can be found on line 18 from your last C4 (the one ending on December 31 of last year). If so, it can be brought forward as an other receipt. If not, you are done.

a) Go to **Activities** > **Other Receipts**.
b) Change the **Receipt Account** from **4400 Interest Income** to **4500 Other Income** and **Election** from **General** to **N/A**. Enter **January 1** of the current year for the **Date** that the transaction took place, the **Amount**, and the **Description** (ex. **carry forward balance from 2003 campaign**). In **Name**, put the name of last year's campaign. (Ex. **Thurston County Salmon Fishermen 2003**). You will be prompted with the *Select type to add screen*. Choose the appropriate type, click **OK**, and then click **Done**.

**NOTE:** You do not need to fill out the information for this account. This is merely a dummy account used to get your carry forward balance into WEDS so you don't have to add it in each month.

c) Go to **Activities** > **Make a Deposit** and deposit this transaction on **January 1** of the current year.

**NOTE:** Your "carry forward balance" will appear on line 2 of your first C4. This is nothing to worry about. It does this because of the way that it was entered into **WEDS**. It will appear on line 1 of all subsequent reports.

You are now ready to start entering data for the new calendar year.