# HOW TO REPORT FINANCIAL ACTIVITY BY THE CANDIDATE

A candidate may deposit personal funds into their campaign bank account. There are two options to report this, which will be reported on a C3 report:

1.If the candidate does not want to be repaid, identify as a contribution (entered in ORCA under TRANSACTIONS>CONTRIBUTIONS>CANDIDATES PERSONAL FUNDS)
2.If the candidate wants to be repaid, identify as a cash loan (entered in ORCA under LOANS>CASH LOANS)

A candidate may spend personal funds to pay a vendor (credit card, check or other method). They have three options to report this, which will be reported on a C4 report:

1.Receive reimbursement from the campaign bank account within 21 days of the expense (entered in ORCA under TRANSACTIONS>EXPENDITURES>MONETARY EXPENDITURES). The candidate is the vendor and in the description line you must enter what was purchased, the name of the vendor where the purchase was made and the date originally purchased.
2.If the candidate does not want to be reimbursed, identify as an in-kind contribution (entered in ORCA under TRANSACTIONS>CONTRIBUTIONS>IN-KIND CONTRIBUTION)
3.If the candidate wants to be repaid (but is not able to be reimbursed within the 21 days listed above), identify as an in-kind loan (entered in ORCA under LOANS>IN-KIND LOANS)

## Other considerations:

Candidates under the "full reporting" option have no limits on contributions they make to their own campaign (cash or in-kind) except within the 21 days before a general election.

•Candidates are only eligible for repayment of personal funds deposited into the campaign account if they report those funds as a loan. The candidate loan repayment limit is $6,000 per election. Each loan, whether cash or in-kind, must be have a completed loan agreement.

# CREATE A C3 REPORT

- A C3 is used to report funds which are deposited into the campaign bank account on a specific day.
- If there are 17 deposits made in a month, on 17 different days, you will have 17 separate C3 reports. You do NOT combine multiple days on a single C3 report.
- If you have multiple deposits made on the same day, all deposits made that day should be reported on a single C3 report.
- If the activity you are reporting was not deposited into the campaign bank account, it does NOT belong on a C3.
- If the activity you are attempting to report did not get deposited into the campaign bank account, please stop. If you mistakenly file a C3 report, it is extremely difficult to "un-file" it. Please contact the Filer Assistance Team at pdc@pdc.wa.gov for assistance with the correct way to file the activity in question.

There are many different types of activity which will be reported on a C3 report. Just a few are; monetary contributions, candidate's personal funds (deposited into the campaign bank account), monetary loans (deposited into the campaign bank account), anonymous contributions and fund-raising activity (low-cost fund raiser and auctions). The most common types are explained below. For those not listed, please refer to the FAQ's.

# CREATE A C3 REPORT

### STEP 1 - ENTER THE ACTIVITY - <u>CONTRIBUTION</u>

**How do I report a monetary contribution?**

1. Go to **Transactions** > **Contributions** > **Monetary Contributions**.
2. Enter the Contributor's name. (Contributors not found in the system will be prompted for additional information)
3. Select the appropriate monetary contribution account from the **Contribution Account** drop down list.
4. Enter the amount of the monetary contribution in the **Amount** field.
5. Enter the date the monetary contribution was received in the **Date** field.
6. If the contribution was made by ***Check*** you may enter the check number in the **Check No.** field. (Optional)
7. Choose the appropriate election from the **Election** drop down list.
8. Check **Always Itemize** if this is to be itemized. (Optional)
9. Enter a **Memo**. (Optional)
10. Click **OK,** if you are done entering monetary contributions, or click ▸* to save and enter more monetary contributions.

# CREATE A C3 REPORT

### STEP 1 - ENTER THE ACTIVITY – <u>CANDIDATE'S PERSONAL FUNDS</u>

**How do I report a monetary contribution from the candidate <u>deposited into the campaign account</u>?**

1. Go to **Transactions** > **Contributions** > **Candidates Personal Funds**.
2. Enter the amount in the **Amount field**.
3. Enter the date the candidate is making the contribution in the **Date** field.
4. Enter a **Memo**. (Optional)
5. Click **OK,** if you are done entering candidate contributions, or click ▸* to save and enter more candidate contributions.

**Note - Candidate's personal funds are <u>NOT</u> eligible for repayment (see Cash Loans)**

# VIEW & PRINT A C3 REPORT

**How do I view/print a C3?**
**NOTE:** Before you can view a C3 you must first have deposited the money within ORCA.

1. Go to **Reports** > **Preview/Print & Submit Reports**.
2. Make sure you are on the C3 tab
3. Select the C3 report you would like to preview from the **C3 Deposits** list.
4. Click **Preview & Print**.

# ELECTRONICALLY SUBMIT A C3 REPORT

**STEP 3 – FILE THE REPORT**

**How do I file electronically a C3?**
**NOTE:** An access token must be entered in the committee information screen prior to filing.

1. Go to **Reports** > **Preview/Print & Submit Reports**.
2. Select the C3 report you would like to submit.
3. Click **Validate Report** to screen for errors before submission.
4. Click **Upload/Amend**.
5. Click **Public Disclosure Commission**.
6. Click **Upload**.
7. You will receive a confirmation number if you have successfully filed.

# ELECTRONICALLY AMEND A C3 OR C4 REPORT

**How do I file an amendment for a C3 or C4?**
**NOTE:** Make your changes in the appropriate menu items. Your changes will be viewable on the C3 or C4 before you file it.

1. Go to **Reports** > **Preview/Print & Submit Reports**.
2. Select the C3 or C4 report you would like to re-submit.
3. Click **Upload/Amend**
4. Click **Public Disclosure Commission**
5. Click **Upload**
6. Click **Yes** that you intend the report to be an amendment
7. You will receive a confirmation number if you have successfully filed.

# CREATE A C4 REPORT

- A C4 is basically a balance sheet for a range of dates with attached schedules itemizing activity such as expenditures, in-kind contributions, loans and debts.

- Line 18 on the first page is very important. This is your cash on hand bank balance on the last day of the report. Please audit your report to make sure that the C4 line 18 figure matches your bank balance, taking into consideration any checks you have written that have not cleared the bank.

- The expenditure function is only used for those transactions where you wrote a campaign check or used a campaign debit card. If the expenditure activity you are entering was not actually paid for out of the campaign account, please do not enter it as such. Refer to the handout titled **HOW TO REPORT FINANCIAL ACTIVITY BY THE CANDIDATE**.

- If the expenditure activity you are attempting to enter results in an "insufficient funds" warning, please do not disable the warning or continue. It is NOT acceptable to file a C4 report with a negative number on line 18. If you know that the actual bank account has sufficient funds, the most common reasons for getting the message is because you have not reported (in ORCA) a deposit made into the campaign account, you have double reported one or more expenditures or the date of your entry is incorrect. Please contact the Filer Assistance Team at pdc@pdc.wa.gov for assistance correcting this error.

# CREATE A C4 REPORT (WITH SCHEDULE A)
## ENTER AN EXPENDITURE

**How do I report a monetary expenditure?**

1. Go to **Transactions** > **Expenditures** > **Monetary Expenditures**.
2. Enter a vendor name in the **Vendor Name** field.
3. Select the appropriate bank account from the **Bank Account** drop down list if not already chosen.
4. Enter the date the expense was made in the **Date** field.
5. Enter the check number in the **Check No.** field.
6. Check the **Always Itemize** checkbox, if desired.
7. Click on the button to add expenses.
8. Select the appropriate expenditure account from the **Expenditure Account** drop down list.
9. Enter the amount in the **Amount** field.
10. Enter a description of the item in the **Description** field.
11. Enter a memo in the **Memo** field, if desired.
12. Click **OK** (if you are done entering expenses) or click (to make add more expenses).
13. Click **OK** (if you are done making monetary expenditures) or click (to make more monetary expenditures).

# CREATE A C4 REPORT (WITH SCHEDULE B)
## ENTER AN IN-KIND CONTRIBUTION

**How do I report an in-kind contribution?**

1. Go to **Transactions** > **Contributions** > **In-Kind Contributions**.
2. Enter the **Contributor's name**. (**Contributors** not found in the system will be prompted for additional information)
3. Select the appropriate in-kind contribution account from the **Contribution Account** drop down list.
4. Select the appropriate expenditure account from the **Expenditure Account** drop down list.
5. Enter the fair market value of the in-kind contribution in the **Fair Market Value** field.
6. Enter the date the in-kind contribution was received in the **Date Received** field.
7. Choose the appropriate election from the **Election** drop down list.
8. Enter a description of the in-kind contribution in the **Description** field.
9. Check **Always Itemize** if desired.
10. Enter a **Memo** if desired.
11. Click **OK** (if you are done entering in-kind contributions) or click (to enter more in-kind contributions).

# VIEW & PRINT A C4 REPORT

**How do I view/print a C4?**
**NOTE:** Before you can view a C4 you must first create C4 reporting periods. (FILE>COMMITTEE INFORMATION>C4 REPORTING PERIODS. Choose the appropriate option on the right.)

1. Go to **Reports** > **Preview/Print & Submit Reports**.
2. Make sure you are on the C4 tab.
3. Select a reporting period from the **C4 Reporting Periods** menu list.
4. Click **review & Print**.

# ELECTRONICALLY SUBMIT A C4 REPORT

**How do I file electronically a C4?**
**NOTE:** An access token must be entered in the committee information screen prior to filing.

8. Go to **Reports** > **Preview/Print & Submit Reports**.
9. Select the C4 report you would like to submit.
10. Click **Validate Report** to screen for errors before submission.
11. Click **Upload/Amend**.
12. Click **Public Disclosure Commission**.
13. Click **Upload**.
14. You will receive a confirmation number if you have successfully filed.

# ELECTRONICALLY AMEND A C3 OR C4 REPORT

**How do I file an amendment for a C3 or C4?**
**NOTE:** Make your changes in the appropriate menu items. Your changes will be viewable on the C3 or C4 before you file it.

8. Go to **Reports** > **Preview/Print & Submit Reports**.
9. Select the C3 or C4 report you would like to re-submit.
10. Click **Upload/Amend**
11. Click **Public Disclosure Commission**
12. Click **Upload**
13. Click **Yes** that you intend the report to be an amendment
14. You will receive a confirmation number if you have successfully filed.

## Expenditures That Require Additional Disclosure

These types of expenditures require that special information be supplied:
Campaign Consultants, Advertising Agencies
Supply a breakdown of each expense incurred by the consultant along with the payment made directly to the consultant. Each sub-vendor must be entered along with a description of the work performed.

## Media Buys

Expenditures for media buys must be broken down by date, amount paid, the date the ad is first broadcast or published if known, and each media outlet (newspaper, radio or TV station, billboard company, etc.). ORCA users who purchase flight time through an agent or broker, enter one expenditure with the broker as the vendor and each broadcast outlet is entered as a separate expense with the station name in the description.

## Credit Cards

When reporting payments to credit card companies, disclose each charge that is being paid by the campaign. Each charge should be entered as a separate expense – show the date, vendor, purpose and amount of each expense.

## Reimbursements

When reimbursing the candidate or another campaign worker for out-of-pocket campaign expenses, you list each expense being reimbursed by showing the vendor's name and address, what was paid for, and amount paid.

## Travel

When reporting direct payments to vendors for campaign-related travel expenses incurred by the candidate or a campaign worker, report the date of payment, the vendor's identity, the traveler's name in the *description* field, and the amount spent.

## Payments for Lost Wages

When reporting payments to the candidate or another campaign staff member to offset salaries or wages lost as a result of campaigning, include a description that explains how the amount paid was calculated.

## 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 an idea of typical campaign expenses:

- 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 his or her Declaration of Candidacy with the county auditor or the Secretary of State;
- 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 identification 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 or her personal funds to do so.

**Expenditures may only be made, incurred or authorized by the candidate or the campaign treasurer.**

Any expenditure of more than $50 in currency (actual cash dollars) may not be made unless a written receipt signed by the vendor (or the recipient of the money) and the candidate or treasurer is made part of your committee's financial records.