Create a C-3 Report

- A C-3 report is used to report funds that are deposited into the campaign bank account on a specific day.
- If funds go into the campaign bank account on 17 different days, you will have 17 separate C-3 reports. You do **NOT** combine multiple days on a single C-3 report.
- If the activity that you are reporting was not a transfer of funds into the campaign bank account, it does **NOT** belong on a C-3. If the activity you're trying to report didn't involve a bank deposit and you submit it on a C-3 report, you will need the PDC's assistance to correct this. Please send an email to pdc@pdc.wa.gov or call us at (360) 753-1111 for assistance to find the correct way to report the activity.

There are many different types of activity that will be reported on a C-3 report. Just a few are: monetary contributions, candidate's personal funds deposited into the candidate's bank account, monetary loans, anonymous contributions of funds, and fundraising activity such as cash fundraisers, low-cost fundraisers, and auctions. The most common types are listed below. For those not listed, please refer to the ORCA FAQ.

How do I report a monetary contribution?

1. Click on **Monetary Contribution** on the **Contributions** card.
2. Click the **Contributor Name** field to get a list of contacts. You may type in part of the name to search the contacts or scroll down to find the right one. If you are entering a contribution to a candidate's election campaign, the candidate will be at the top of the list of contacts with a symbol to the right of it. At the bottom of the list is a button to create a new contact for a contributor that is not already in your contact list.
3. Enter the contribution date and amount. If you enter a contribution to a candidate's election campaign, use **Choose election campaign** to indicate what election it's for. If you enter a contribution to another kind of campaign such as a PAC, leave this field alone. Click the **Save** button. A blank window will come up with the same contribution date as the previous

window. You may enter another contribution, or if you are done entering contributions, click the **Make a Deposit** button.

4. After you click the **Make a Deposit** button, you will get a window to add undeposited items. Click the squares next to items that went into the campaign bank account on the same day, then click the **+Add** button. Fill in the date of deposit. The name of the account that the money was deposited into defaults to **Bank Accounts**. You may leave it as that or change it to a different account. Click on **Save and File** to submit the C-3 report, or click the **Save** button if you wish to submit the C-3 report later.

   Note: contributions from the candidate are NOT eligible for repayment (see Cash Loans)

View & Print a C-3 Report

How do I view/print a C-3?

Click the **Save** and **File** button from **Make a Deposit** or click the **C-3 – Cash receipts/ monetary contributions** function on the **File Reports** card. Then click the **Preview** or **Amend** function for a C-3 report allows you to view a C-3 report. The C-3 report will have a print button at the top that allows you to print it.

Electronically Submit a C-3 report

How do I electronically file a C-3?

The image of the C-3 report that you see by clicking on **Save and File** from **Make a Deposit** or by clicking a **Preview** or **Amend** button from C-3 report manager will have a **File Report** button at the top. Click it to submit the report. On the line that says Electronic Certification, type the words **I certify** with no punctuation. If you do this correctly, the **Submit** button will turn green. Click the **Submit** button to submit the report.

Electronically Amend a C-3 or C-4 report

How do I file an amendment for a C-3 or C-4?

Make changes to the entries in ORCA by going back to the screen where you entered them. For example, correct an expenditure by using **Expenditure Search** to find the expenditure that needs to be changed, then click the pencil icon or the amount to open that entry for editing. Make the changes you need to make to make the expenditure entry correct. Click the **Save** button. Click the C-3 or the C-4 function under **File Reports** to open **Report Manager**. Click the **Amend** button next to the report that you wish to amend. ORCA will show you an image of the report. Inspect the report and if the report is correct, click the **File Amendment** button at the top. Type **I Certify** on the Electronic Certification line with no punctuation, then click the **Submit** button.

Please note that if you change the amount of a C-3 report you will also change the total on the C-4 report for that reporting period, so if you have already submitted that C-4 report, submit it again as an amended report. If you amend a C-4 report, you will change the totals on reports for later reporting periods, so re-submit any later reports that you've already submitted as amended reports also.

Create a C-4 report

- A C-4 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 C-4 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 to report expenditures from the campaign bank account such as checks written from the campaign's bank account or the use of the campaign's own debit card. If the expenditure activity you enter was not an expenditure from the campaign's bank account, such as an expenditure from the candidate's own funds, please don't enter it using the **Monetary Expenditure** function. Refer to the section of 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 C-4 report with a negative number on line 18. If you know that the actual bank account has sufficient funds, these are among the most common reasons for getting this message:

- You have not reported (in ORCA) a deposit made into the campaign account
- You double reported one or more expenditures
- The date of your entry is incorrect.

Please contact the Filer Assistance Team at pdc@pdc.wa.gov for assistance in correcting this error.

Create a C-4 Report (with Schedule A)

How do I report a monetary expenditure?

1. Click on the **Monetary Expenditures** function on the **Expenditures** card on the ORCA dashboard.
2. Click on **Vendor Paid**. Search the contact list that pops up and find the vendor that the expenditure was paid to. At the bottom of the list is a **+ Create New Contact** button to create a new contact for a vendor that you don't already have a contact for.
3. Enter the expense date.
4. Click on the **Category** or **Account** field and chose the category or account that best fits the expenditure.
5. ORCA defaults to expending funds from Bank Accounts. If you have a different account in your ORCA campaign and you made the expenditure from there, click on the **Account Name** field and change the account.
6. Enter the amount of the expenditure.
7. If the expenditure includes a reimbursement to someone for an expenditure that they made for the campaign or a payment to a sub-vendor, check the box for that.
8. Enter the expense item description. For help, click the link for **How do I properly report expenses?** If you report the purchase of printed material, include the document type and number of pieces. If you are reimbursing someone else for a purchase, include the name and address of the business where the goods or services were purchased.

9. The information in the Memo field will not appear on the submitted document. You may make an entry for your own use or leave it blank.
10. When you complete the entry you may click **Add More Expenses** to make another entry or click the **Save** button.

Create a C-4 Report (With Schedule B)

Enter an In-kind Contribution

How do I report an in-kind contribution?

An in-kind contribution is a contribution of goods or services with a monetary value, not a contribution of funds.

1. Click the **In-Kind Contribution** function. It's on the **Contributions** card on the ORCA dashboard.
2. Click the **Contributor Name** field. For a candidate's election campaign, the first contact on the contact list that pops up will be the candidate. The contact for the candidate has a symbol to the right to indicate that it's the candidate. If the donor doesn't already have a contact in your ORCA campaign, use the **+ Create New Contact** function to create a contact for the donor.
3. Choose the category or account that best describes what has been donated. Enter the contribution date and fair market value. If you are entering a contribution to a candidate's election campaign, enter the election that the contribution was for. Enter a description of what has been given in the description field. Include the information asked for in the field under the description field. Include the name and address of the vendor where the item being contributed was purchased. If the contribution is printed material, include the types of document and numbers of pieces.
4. The information in the **Memo** field will not be included in the document you submit to the PDC. You may leave it blank if you choose.
5. Click the **Save** button. You will get another window to enter another in-kind contribution. You may enter another one or use the left pointing arrow on the upper left to leave the in-kind contribution function. The in-kind contributions you enter will appear on the C-4 report.

View & Print a C-4 report

How do I view and print a C-4 report?

Note: to have the correct pre- and post-election C-4 reporting periods, you must indicate the elections that the campaign will participate in. Click the **Campaign Info** button to make sure that the correct elections show.

1. Click **C-4 – Summary**, receipts and expenditures on the **File Reports** card on the ORCA dashboard.
2. To view a C-4 report, click **Preview** button for that report, or for a report that has already been submitted, click the **Amend** button to view it. The C-4 report will have a **Print** button at the top.

Electronically Submit a C-4 report

How do I electronically file a C-4?

1. Click **C-4 – Summary**, receipts and expenditures on the **File Reports** card on the ORCA dashboard.
2. To view a C-4 report, click **Preview** button for that report, or for a report that has already been submitted, click the **Amend** button to view it.
3. Inspect the report and if it is correct, click the green **File Report** or **File Amendment** button at the top of the report.
4. Type **I Certify** with no punctuation on the **Electronic certification** line. If you do this correctly, the **Submit** button will turn green. Click the button to submit the report.

Electronically Amend a C-3 or C-4 report

How do I file an amendment for a C-3 or C-4?

Note: To change the transactions in your ORCA campaign, find the entries by searching for the windows where you made them and change the data there. This will change the information on the C-3 or C-4 report.

1. Go to the **File Reports** card on the ORCA dashboard. Click **C3 – Cash receipts monetary contributions** or **C4 – Summary, receipts and expenditures**.

2. Find the C-3 or C-4 report that you need to amend. Click the **Amend** button to view it.
3. Inspect the report. If it is correct, click the green **File Amendment** button at the top.
4. Type **I Certify** on the **electronic certification** line, with no punctuation.
5. If you do this correctly, the **Submit** button will turn green. Click the **Submit** button to submit the amended report.
6. Changing the deposit amount on a C-3 report will change the total on the C-4 report, so if you have already submitted the C-4 report for that reporting period, submit that report again as an amended report.
7. Changing the totals on C-4 report will change the totals on C-4 reports for later reporting periods, so if you change the amounts on a C-4 report and you have already submitted a C-4 report for a later reporting period, please re-submit that C-4 report as an amendment also.