



Washington State Public Disclosure Commission

PO Box 40908 | Olympia, WA 98504-0908

(360) 753-1111 | (877) 601-2828

www.pdc.wa.gov

Disclosure 101:

Candidates and Committees

Presented by:

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Zoom Logistics

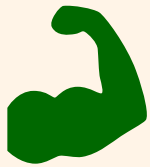
- Cameras & microphones
- Using the chat box
- Chat is saved
- Class not recorded



Why This Class?



Increase your understanding



Increase your confidence



Decrease reporting errors

Today's Agenda

- Overview of PDC
- Overview of reporting
- Contributions
- **Break (10 minutes)**
- Volunteers
- Fundraisers
- Expenditures
- Debt
- Advertising
- How to get more information



About the PDC

RCW 42.17A

WAC 390

- 1972 ballot
- Initiative 276

“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.”





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Reporting Overview

—
Candidates & Committees



You become a candidate when you...

- 1. Raise** or spend money for your campaign,
- 2. Reserve** space or purchase advertising to promote your candidacy,
- 3. Authorize** someone else to do either 1 or 2,
- 4. State publicly** that you are seeking office, or
- 5. File** a declaration of candidacy



You become a committee when...

*Your organization first has the expectation of **receiving contributions** or **making expenditures** in support of, or opposition to, any candidate or any ballot proposition.*



Reports Referenced Today

WHAT	WHO	WHY
F-1 financial affairs	<ul style="list-style-type: none">- All state/county candidates- Some local candidates	Report personal finances
“C” reports	<ul style="list-style-type: none">- All state/county candidates- Some local candidates- Some committees	Register and report on campaigns

Reporting guidance is on our website.



★ Key Point



*All reports must now be filed
electronically.*

State and county-wide candidates must...

- ✓ File Personal Financial Affairs Statement (F-1)
- ✓ File Candidate Registration (C-1)

File within **2 weeks** of becoming a candidate.



Local Candidate Filing Requirements

# OF VOTERS	MONEY RAISED	F-1	C REPORTS
Under 2,000	Less than \$7,000	NO	NO
2,000-4,999	Less than \$7,000	YES	NO
5,000+		YES	YES

These rules also apply to judicial candidates.

File within **2 weeks** of becoming a candidate.



The F-1 Personal Financial Affairs Statement

- Required for most
- Even first-time candidates report previous 12 months
- About **personal** finances, not campaign
 1. Income range and sources
 2. Assets
 3. WA real estate
 4. Debt (excluding credit card)
 5. Businesses you own (10% or more) or serve in a position
 6. Lobbying
 7. Gifts and travel (if currently holding office)

Committees must...

- ✓ File Committee Registration (C-1pc)

File C-1pc within **14 days** of becoming a committee.*

*This is reduced to **3 business days** if the election will be held within 3 weeks.



Choose Your Reporting Option

MINI-REPORTING if:

- No more than \$7,000 raised or spent
- No more than \$500 per contributor
- No contribution or expenditure reports* (*do keep records!*)

FULL-REPORTING if:

- More than \$7,000 raised or spent
- More than \$500 per contributor
- Must report contributions and expenditures*

*See [website](#) for exceptions.





Key Point

*Good reporting begins with good **record-keeping**.*

*Regardless of your reporting method, always keep accurate, detailed records for at least **five years**.*

*Be prepared for campaign **records requests**.*



Full Reporting: The C-3

*The C-3 reports
monetary
contribution
deposits.*

	711 Capitol Way Suite 206 PO Box 40908 Olympia, WA 98504-0908 (360) 753-1111 Toll Free 1-800-601-2828	CASH RECEIPTS MONETARY CONTRIBUTIONS	C3	
William Board (Bill Board) Elect William Board - (Registration) 711 Capital Blvd. Olympia, WA 98501 MAYOR CITY OF OLYMPIA	Deposit date: 03/02/2023 Report number: 110140335 Submitted date: 03/31/2023			
1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT				
Date received		Amount	Total	
a. Anonymous		\$0.00	\$0.00	
b. Candidate's personal funds deposited in the bank (include candidate loans in 1c)		\$0.00	\$0.00	
c. Loans, notes, security agreements (Schedule L)		\$0.00		
d. Miscellaneous receipts (interest, refunds, auctions, other)		\$0.00		
e. Small contributions		\$0.00		
2. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT: \$300.00 Corresponds to amount on line 1, Schedule A to C4, and itemized below				
3. ITEMIZED CONTRIBUTIONS				
Date received	Contributor (Name and address)	Employer and address	Amount	Aggregate total
03/01/2023	GILLIGAN WILLY 1 Uncharted Desert Isle Pacific Ocean, WA 98000	SS Minow Island charters Honolulu HI Occupation: Deck Hand	\$300.00	Primary \$300.00
Date of deposit 03/02/2023	I certify this report is true and complete to the best of my knowledge Treasurer's signature and date - 03/31/2023			




Full Reporting: The C-4

The C-4 reports money in and out, including “in-kind” contributions.

4/21/22, 1:46 PM

Campaign Finance

 711 Capitol Way Suite 205
PO Box 40908 Olympia, WA 98504-0908
(360) 753-1111
Toll Free 1-800-601-2828

SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES **C4**

The Generic Committee
711 Capitol Way
Olympia, Washington 98501

Coverage: 03/01/2022 to 03/31/2022
Final report: No
Report number:
Reporting year: 2022
Date submitted:

RECEIPTS

1. Previous total cash and in kind contributions (last C4 line 8).		\$0.00
2. Cash received (Schedule A line 1).	\$100.00	
3. In kind contributions received (Line 1 schedule B).	\$0.00	
4. Total cash and in kind contributions received this period (Lines 2 + 3).		\$100.00
5. Loan principal repayments made (Line 2 schedule L).	\$0.00	
6. Corrections (Lines 1 or 3 schedule C).	\$0.00	
7. Net adjustments this period (Lines 5 + 6).		\$0.00
8. Total cash and in kind contributions during campaign (Lines 1 + 4 + 7).		\$100.00
9. Total pledge payments due (Line 2 schedule B).	\$0.00	

EXPENDITURES

10. Previous total cash and in kind expenditures (Last C-4 line 17).		\$0.00
11. Total cash expenditures (Line 4 schedule A).	\$50.00	
12. In kind expenditures (Line 1 schedule B).	\$0.00	
13. Total cash and in kind expenditures made this period (Lines 11 + 12).		\$50.00
14. Loan principal repayment made (Line 2 schedule L).	\$0.00	
15. Corrections (Lines 2 + 3 schedule C).	\$0.00	
16. Net adjustments this period (Lines 14 + 15).		\$0.00
17. Total cash and in kind expenditures during campaign (Lines 10 + 13 + 16).		\$50.00

CASH SUMMARY

18. Cash on hand (Lines 8 - 17)		\$50.00
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Line 18 should equal your bank account balance(s) plus your petty cash balance.





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Contributions



Accepting Contributions

- **Separate** bank account needed to accept contributions
- Candidates **can** be their own treasurer
- Anonymous contributions cannot exceed:
 - \$500 per calendar year, or
 - 1% of total per calendar year
 - Whichever is greater

★ Key Point

*You must have a way of collecting the **information** you are required to **report** about your contributors.*

Don't solicit anonymous donations.



Reporting Common Contributions

COMMON TYPES	AMOUNT/VALUE	WHAT TO REPORT ABOUT CONTRIBUTOR
Monetary contribution	Over \$100 total Over \$250 total	Name; address Name; address; occupation; employer name, city, and state
In-Kind (goods/services)	Over \$100 total Over \$250 total	Name; address Name; address; occupation; employer name, city, and state
Pledge	\$150 or more	Name; address

There are **other types** of contributions. Ask us or see our website.



Receipts NOT Reported as “Contributions”

- Bank interest
- Vendor refunds
- Reimbursement from another campaign for shared expenses
- Contributions returned within 10 days
- Some volunteer services (more on this later)



Receipts NOT Reported as “Contributions”

- Volunteer expenses of less than \$200 across the campaign
- Home hospitality expenses (no fees; no contributions)
- Some signage and other communication contributions

See more on our [website](#).



Contribution Limits

- See **chart** (link in class email)
- Limits changed 4-1-23 to reflect inflation
- Consider primary and general elections separately
- Two-party checks divided equally unless specified
- \$7,500 limitation 21 days before general election



Candidate Loans

- Money given to a campaign, with the expectation of repayment
- Reported to PDC
- Governed by a written agreement between campaign and loaner
- \$7,500 repayment limit per election
- 21 days turns a reimbursement situation into a loan



Foreign Contributions

- No foreign national financing or involvement in decision-making
- Collect a “certification” if donor is not an individual person
 - For each contribution they make; very limited exceptions
- PDC provides a sample certification



Sample Certification

*Use our sample or
use your own form.*

Certification that Contribution Is Not From a Foreign National

I certify that the entity _____, making this contribution is not organized under the laws of, and does not have its principal place of business in, a foreign country. This contribution is not financed in any part by a foreign national, and foreign nationals were not involved in making decisions regarding the contribution in any way.

Amount of Contribution: _____

Date of Contribution: _____

Name of Authorized Agent: _____

Date Submitted: _____



If no certification, campaign may...

1. Hold the contribution in regular bank account until the next PDC report is due, or for 10 days, whichever is later

OR

2. Segregate the contribution to prevent it from commingling with other contributions, for up to 30 days



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Volunteers



Common Volunteer Services

- Office or event staffing
- Planning events
- Handling mail/email
- Surveying/polling
- Getting out the vote
- Scheduling appointments
- Helping with compliance
- Website or social media work
- Building or placing signage
- Driving candidates/voters/staff

Volunteer services...

- Aren't "contributions" if the volunteer isn't:
 - Compensated for the work
 - Ordinarily paid for this type of work
- Don't count toward contribution limits if these conditions are met
- Include some exceptions for attorneys and accountants





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Fundraisers



5 Types of Low-Cost Fundraisers

1. Retail sales at fair market value
2. A lawful gambling operation
3. Food or beverage event with stated admission **\$100 or less**
4. Entertainment event with stated admission **\$100 or less**
5. An auction with items valued at **\$150 or less per donor**



On Using Public Agency Facilities

State law restricts the use of public facilities to support or oppose candidates or ballot measures.





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Expenditures



Reporting Common Expenditures

COMMON TYPES	WHAT TO REPORT ABOUT EXPENDITURE
Vendor purchase	Vendor name and address
Reimbursement	Item purchased, vendor name and location, person reimbursed
Consultant services	Work provided, date, name and address of vendor/sub-vendor

All candidate campaign expenditures must be related to the **campaign**.



★ Key Point

*You (and others who spend for the campaign) must keep **receipts**.*



Debt includes...

- Reimbursements not yet made (except to candidate)
- Contingent liabilities (such as a ‘victory bonus’)
- Orders placed but not paid
- Other liabilities not yet paid

Debt **does not** include regularly occurring expenses of the same amount, unless past due.



Reporting Debt

- Reported on the C-4 if over \$1,000
- Requirements based on time of year
 - Most of the time: Debt over \$1,000 outstanding more than **10 business days**, as of C-4 end date
 - Within 30 days of election: Debt over \$1,000 outstanding more than **5 business days**, as of C-4 end date





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Key Dates



2024 Key Dates: Special Elections

ELECTION DATE	Start filing C-3s Mondays		File 21-day C-4	File 7-day C-4	File C-4 on the 10th of the following month
February 13 2024	October 2 2023	<i>File monthly C-4 reports from the beginning of the campaign through Dec. 11 (covering previous month.)</i>	<u>January 23</u> <i>Report covers: Dec. 1, 2023 - Jan. 22.</i>	<u>February 6</u> <i>Report covers: Jan. 23, - Feb. 5, 2024</i>	<u>March 11</u> <i>Report covers: Feb. 6 - Feb. 29, 2024.</i>
April 23 2024	December 4 2023	<i>File monthly C-4 reports from the beginning of the campaign through March. 11 (covering previous month.)</i>	<u>April 2</u> <i>Report covers: March 1 - April 1, 2024</i>	<u>April 16</u> <i>Report covers: April 2, - April 15, 2024</i>	<u>May 10</u> <i>Report covers: April 16 - April 30, 2024</i>



2024 Key Reporting Dates

January 10	File a C-3 for each deposit made in the previous month and a C-4 report that covers the period through Dec. 31
February 12	File a C-3 for each deposit made in the previous month and a C-4 report that covers the period through Jan. 31
March 11	File a C-3 for each deposit made in the previous month and a C-4 report that covers the period through Feb. 29
April 10	File a C-3 for each deposit made in the previous month and a C-4 report that covers the period through March 31
May 10	File a C-3 for each deposit made in the previous month and a C-4 report that covers the period through April 30
May 6-10	Declaration of candidacy filing week
June 3	Begin filing C-3 reports weekly, each Monday, for deposits made during previous 7 days (Monday through Sunday)
June 10	File monthly C-4, if necessary, that covers the period through May 31
June 24	Last day before primary election to change from mini to full reporting without special circumstances (See WAC 390-16-125)



2024 Key Reporting Dates

21-day pre-primary C-4. Candidates appearing on the primary election ballot file a C-4 that covers the period June 1 through July 15. So do committees supporting or opposing candidates.

July 16

Candidates not on the primary election ballot and committees only supporting or opposing general election ballot measures file monthly reports in June, July and August. These reports due on the 10th of the following month.

July 27 -
August 5

Campaign books open for public inspection

July 30

7-day pre-primary C-4. Candidates appearing on the primary election ballot and committees participating in the primary file a C-4 that covers the period July 16 through July 29

July 30 -
August 5

Special reports due if candidate or committee receives contributions of \$1,500 or more from a single source, or committee makes contributions of \$1,500 or more.

NOTE: Does not constitute authority to exceed applicable local or state contribution limit

AUGUST 6

PRIMARY ELECTION DAY

August 30

Last day before general election to change from mini to full reporting without special circumstances (See [WAC 390-16-125](#))

Post-primary C-4 due. Covers the period between July 30 and Aug. 31.

September 10

Candidates not on the primary election ballot and committees that did not participate in the primary file a report for the month of August



2024 Key Reporting Dates

October 15	21-day pre-general C-4 report due - report for the period Sept. 1 through Oct. 14. <ol style="list-style-type: none">1. Special reports due if a candidate or political committee receives contributions of \$1,500 or more from a single source, or if a political committee makes a contribution of \$1,500 or more.2. A candidate for statewide office may not accept contributions from a single source exceeding \$75,000 in the aggregate unless it is from the state committee of a bona fide major or minor political party.3. A candidate for another office or a political committee may not receive contributions from a single source exceeding \$7,500 in the aggregate unless it is from the state committee of a bona fide major or minor political party. The exception is ballot measure committees, which may receive larger contributions.
October 15 - November 4	
October 26 - November 4	Campaign books open for public inspection
October 29	7-day pre-general C-4 report due - report for the period Oct. 15 through Oct. 28.
November 4	Last Monday that weekly C-3 reports must be filed for general election
NOVEMBER 5	GENERAL ELECTION DAY
December 10	Post-general C-4 due that covers Oct. 29 through Nov. 30. File C-3s that have not been filed for any deposits made in November.
January 10, 2025	End of election cycle C-4 due that covers Dec. 1 through Dec. 31. File C-3s for any deposits made in December.





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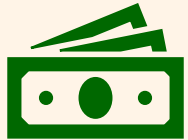
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Advertising

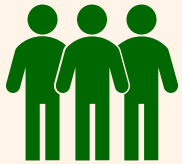
The importance of identifying sponsors



Who is an Ad Sponsor?



The committee or person paying for the ad



Sometimes the campaign itself



If no cost, the person who arranges the ad

Advertising: Sponsor ID

METHOD	WHAT TO INCLUDE	OTHER THINGS TO KNOW
Print ads	Name, address, any party affiliation	10 pt. type, ID on first page
Websites	Name, address, any party affiliation	Can't be hidden or blocked
Broadcast	Name, any party affiliation	For TV or video, see top 3-5 info
Yard signs	Name, address, any party affiliation	Font must be 10% of largest on sign

Office sought and treasurer name are **not** required.

See **website** for suggested wording and **many other details**.

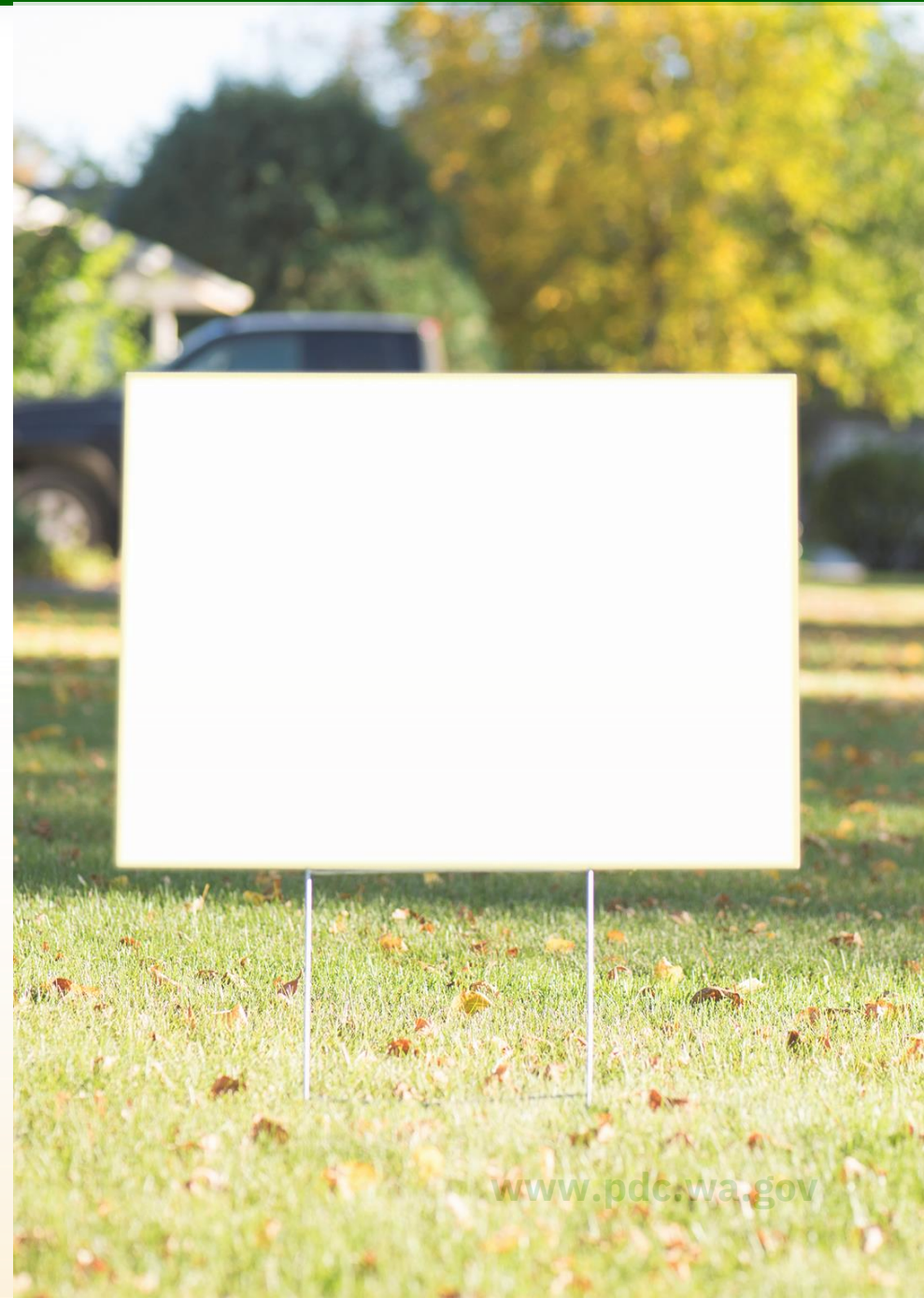


Key Point

*Some forms of advertising are
exempt from sponsor ID.*

*Others have **many** requirements.*

Please investigate further.



More About Advertising

RCW 42.17A.4780

- Charging money for an endorsement or media coverage is illegal
- *“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”*



8 Major Violations

1. Cannot **charge** for endorsement or media coverage
2. Cannot use **public agency facilities** for campaigns
3. Elected officials cannot **solicit** contributions from an employee in the official's agency
4. Candidates cannot use campaign money for spending **outside the campaign**



8 Major Violations

5. Cannot exceed the **anonymous contribution limit**
6. Cannot **reimburse** another person for a contribution
7. Candidates cannot use **campaign funds** to assist other candidates or committees
8. Cannot **conceal** truth by withholding or substituting information





Key Point

Campaign finances in Washington are some of the most transparent in the country.

*You must not **conceal** what you know, if you are required by law to **disclose**.*





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Thank you!

Remaining Questions?





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