

[Rachael Myers, Treasurer](#)

replied

Tue, 24 Jun 2025 at 10:30 AM

To:"PDC Support" <pdcc@pdc.wa.gov>

External Email

Hi Phil,

Thank you for speaking with me yesterday. As I explained, I immediately sought guidance from the help desk to understand how to report the funds returned to our account by the bank when the bill payer check was not cashed by the payee. I spoke to Ashley and Scott and I exchanged emails as well as spoke on the phone.

This is the draft email I prepared 4/22/2025, I was waiting to hear from you to make sure I included all of the information you might need.

Hi,

We issue checks via bill payer at Chase. On 12/23/2024 Chase put the funds from an uncashed check into our account. I was unaware of the check not being cashed until it appeared on the bank statement. I entered the amount on the December report when the funds were deposited into the account.

I asked PDC staff if I should have amended the report when the check was issued and amended all of the reports since then. I did file the reports late because I didn't know the 7 day and 21 day reports were required even if there weren't any transactions and I didn't realize there was a check that wasn't cashed until I was sending statements to our outside accountants and saw the bill payer check funds had been returned to our bank account.

I now know the due dates for the PDC reports and have added them to my calendar.

My apologies for the delayed information and missing deadlines.

Thank you for your assistance with navigating this complaint.

Sincerely,

Kathy,

Ministerial Treasurer

Kathy Lynn (she/her)

Finance and Operations Manager

Washington Low Income Housing Alliance

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Kathy