

Accounting reported via email

*Mon, 30 Jun 2025 at 8:33 AM*

To:"PDC Support" <pdcc@pdcc.wa.gov>, Accounting <accounting@wafood.org>

External Email

Deadline for Response : July 3<sup>rd</sup>, 2025.

Jenifer (PDC Support/Compliance)

PDC Case Number **174363**

This is my written response to the Violations of RCW 42.17A.235 &.240

I was unable to locate the carry forward screen when creating the 2025 campaign. I ultimately entered our carry forward balance as bank interest in effort to record the 2025 carry forward balance. I obtained the 2025 carry forward balance from our bank statements. At the time of submitting the C4, I did not notice my bank balance did not match my C4 balance and submitted the report.

Upon receiving the complaint, we identified a bank deposit was not loaded into ORCA causing the discrepancy between the 2024 ending balance and 2025 carry forward/bank balance within ORCA. The deposit was from campaign contributions we made to candidates in 2023 who returned their funds in late 2024.

With the assistance of the staff at the PDC, we removed the C3 that recorded the 2025 carry forward balance as bank interest and entered the carry forward balance in the correct location. They also provided oversight and guidance on how to enter returned funds from candidates from a previous campaign year. All C4's impacted with the wrong carry forward balance were amended. Moving forward, we have implemented protocols that C3 and C4 reports will accompany the monthly bank reconciliation reports which are reviewed by another staff member to catch errors earlier.

-Robert

**Robert Mitchell**

Office Manager

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