

(4) A person wishing to inspect or receive copies of interpretive and policy statements issued by the department shall submit a written request to: Office of Issuances, PO Box 45805, Olympia WA 98504-5805.

[Statutory Authority: RCW 42.17.240, 34.05.220 and chapters 17.250 and 17.260 RCW. 91-24-047 (Order 3300), § 388-320-450, filed 11/27/91, effective 12/28/91.]

**WAC 388-320-460 Final adjudicative and declaratory order index.** (1) Legal authority for this rule is RCW 42.17.260 (4)(b) and (c). Each state agency is required to, by rule, establish and implement a system of indexing for the identification and location of final adjudicative orders and declaratory orders that contain an analysis or decision of substantial importance to the agency, in carrying out its duties. The requirement applies to orders entered after June 30, 1990.

(2) The department's adjudicative and declaratory order indexing system is administered by the office of appeals.

(3) The system of indexing is as follows:

(a) Separate indices may be established by program category, including but not limited to benefits, (such as public assistance and food stamps); child support; and license, rate, and similar programs;

(b) Staff of the office of appeals select the orders to be indexed. Review final adjudicative and declaratory orders in all programs are evaluated and those orders which have substantial importance are selected for inclusion in the index;

(c) Any person may nominate a final adjudicative order or declaratory order to be evaluated for indexing by writing the Office of Appeals, PO Box 2465, Olympia WA 98504-2465 and attaching a copy of the nominated order;

(d) Selected orders are indexed by a phrase describing the issue or holding and by a citation to the law involved; and

(e) The index contains a copy or a synopsis of the order.

(4) The index is available for public inspection at the Office of Appeals located in Office Building No. 2, Olympia Washington.

(5) Requests to be on the mailing list of indexed orders shall be made to: Office of Appeals, PO Box 2465, Olympia WA 98504-2465.

[Statutory Authority: RCW 42.17.240, 34.05.220 and chapters 17.250 and 17.260 RCW. 91-24-047 (Order 3300), § 388-320-460, filed 11/27/91, effective 12/28/91.]

**WAC 388-320-470 Subscription to adjudicative orders involving nursing homes.** (1) The department maintains a list of subscribers who have asked to receive copies of all initial and review decisions in adjudicative proceedings involving nursing homes, including but not limited to, licensing and survey sanctions.

(2) An application to become a subscriber shall be made to the Office of Appeals, PO Box 2465, Olympia WA 98504-2465. The application shall contain the name, address, and telephone number of the applicant and include the fee described in subsection (3).

(3) Subscribers shall be charged a fee to offset the costs of copying, postage, and other related administrative costs. The fee shall be adjusted yearly to reflect the costs for the prior year. An application to become a subscriber shall include a deposit of forty dollars. Subscriber shall be billed yearly for the subscription fee for the prior year, and if payment is not received within fourteen days after the billing, the subscription shall be canceled and the deposit applied against the unpaid balance.

[Statutory Authority: RCW 42.17.240, 34.05.220 and chapters 17.250 and 17.260 RCW. 91-24-047 (Order 3300), § 388-320-470, filed 11/27/91, effective 12/28/91.]

## Title 390 WAC

### PUBLIC DISCLOSURE COMMISSION

#### Chapters

390-05	General policies and definitions.
390-12	Administrative procedures.
390-14	Access to public records of the public disclosure commission.
390-16	Forms for campaign financing reporting-- Contributions.
390-20	Forms for lobbying reports, elected officials and legislators.
390-24	Forms for reports of financial affairs
390-28	Hardship exemptions--Hearing examiner system.
390-37	Enforcement procedures--Investigative hearings.

#### Chapter 390-05 WAC

### GENERAL POLICIES AND DEFINITIONS

#### WAC

390-05-210 Definition--Contribution.

**WAC 390-05-210 Definition--Contribution.** (1) The term "contribution" as defined in RCW 42.17.020(10) shall be deemed to include, among other things, furnishing services or property or rights on a discriminatory basis or at less than their fair market value as defined in WAC 390-05-235, for the purpose of assisting any candidate or political committee. When such in-kind contribution of goods or services is provided, it shall be reported at its fair market value, per WAC 390-05-235.

(2) The following activities are not considered to be contributions or independent campaign expenditures reportable under RCW 42.17.090 or 42.17.100:

(a) News, feature, or editorial comment in a broadcast media program or in a regularly scheduled issue of a printed periodical (including periodicals published by businesses and organizations for their respective employees or members) to communicate ratings, evaluations, endorsements, or recommendations for or against a candidate or ballot proposition;

(b) Internal political communications from a corporation or similar enterprise to its officers, management staff, and stockholders or from a union, association, or other membership organization to its members;

(c) Messages in the form of reader boards, banners, yard, or window signs displayed on a person's own property or property occupied by the organization, business, or union: *Provided*, That any person, space, or property used for such political advertising for which a rental charge is normally made shall be reported as an in-kind contribution.

[Statutory Authority: RCW 42.17.370. 91-14-041, § 390-05-210, filed 6/27/91, effective 7/28/91. Statutory Authority: RCW 42.17.370(1). 88-14-064 (Order 88-02), § 390-05-210, filed 7/1/88; 85-15-020 (Order 85-03), § 390-05-210, filed 7/9/85; Order 62, § 390-05-210, filed 8/26/75.]

**Chapter 390-12 WAC  
ADMINISTRATIVE PROCEDURES**

WAC  
390-12-040 Public disclosure commission—Description of central and field organization.

**WAC 390-12-040 Public disclosure commission—Description of central and field organization.** (1) The public disclosure commission is a five member commission appointed by the governor with the consent of the senate. The commission is assisted by a staff consisting of an executive director and such other employees as are necessary.

(2) The administrative office of the commission is located at Public Disclosure Commission, Room 403, Evergreen Plaza Building, Olympia, Washington.

(3) Mailings to the commission should be addressed as follows: Public Disclosure Commission, 711 Capitol Way, Rm 403, PO Box 40908, Olympia, WA 98504-0908.

[Statutory Authority: RCW 42.17.370. 91-24-011, § 390-12-040, filed 11/22/91, effective 12/23/91. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-040, filed 7/9/85; Order 62, § 390-12-040, filed 8/26/75; Order 42, § 390-12-040, filed 9/26/74; Order 9, § 390-12-040, filed 4/24/73.]

**Chapter 390-14 WAC  
ACCESS TO PUBLIC RECORDS OF THE PUBLIC DISCLOSURE COMMISSION**

WAC  
390-14-045 Records index.

**WAC 390-14-045 Records index.** (1) The commission has established and implemented a system of indexing for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the commission has maintained an index.

(b) Final adjudicative orders and declaratory orders issued after June 30, 1990, that contain an analysis or decision of substantial importance to the commission in carrying out its duties.

(c) Interpretive and policy statements that were entered after June 30, 1990.

(2) Final and declaratory orders shall be evaluated by the executive director or executive director's designee. Those orders which are determined to have substantial importance shall be included in the index.

(3) Final orders shall be indexed by the name of the person against whom the order was issued, and by citation to the law involved.

(4) Declaratory orders shall be indexed by subject matter, phrase describing the issue or holding, or by a citation to the law involved.

(5) Interpretive statements and policy statements shall be indexed by subject matter, topic, calendar year, or a combination of these, as appropriate.

(6) The index is available for public inspection and copying during regular business hours at the Public Disclosure Commission, 403 Evergreen Plaza, Olympia, Washington 98504.

(7) The indexes shall be kept current and updated annually.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-14-045, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-045, filed 7/9/85; Order 62, § 390-14-045, filed 8/26/75.]

**Chapter 390-16 WAC  
FORMS FOR CAMPAIGN FINANCING REPORTING—CONTRIBUTIONS**

WAC  
390-16-011 Forms—Registration statement for political committees.  
390-16-041 Forms—Summary of total contributions and expenditures.  
390-16-240 Earmarked contributions—Definition and use.  
390-16-308 Identification of source of contribution.  
390-16-312 Handling contributions of uncertain origin.

**WAC 390-16-011 Forms—Registration statement for political committees.** The official form for providing [the] statement [of] [or] organization by political committees[,] for designating [a] campaign treasurer and depository and for reporting information required to qualify for abbreviated campaign finance reporting is designated "C-1pc," revised 10/91. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

Logo

REGISTRATION: POLITICAL COMMITTEES

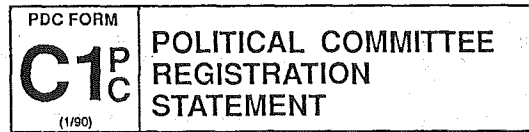
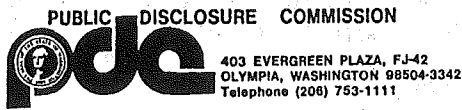
Option 2

Committee Name (Show entire official name.)		Acronym	<b>C1 P C</b> (10/91) P M A S T K R E C E I V E D PDC OFFICE USE
Address			
City	County	Zip + 4	
NEW REGISTRATION OR UPDATE OF PRIOR REGISTRATION? <input type="checkbox"/> NEW: Complete all items in the registration <input type="checkbox"/> AMENDED: Supply the information below which has changed		COMMITTEE STATUS <input type="checkbox"/> Continuing committee <input type="checkbox"/> 19__ election only; election date _____	
1. COMMITTEES: What is the purpose or description of the committee? <input type="checkbox"/> Political Party, Central Committee, District Club, etc. Identify political party. If you are not supporting the entire party ticket, attach a list of the candidates you support. <input type="checkbox"/> Ballot Committee (Initiative, Bond, Levy, Recall, etc.) Name or description of ballot measure: _____ <input type="checkbox"/> Political Action Committee. If committee is associated with a business, association, labor union, or similar organization, list name: _____ <input type="checkbox"/> Other. Explain on attached sheet.			
2. Related or affiliated committees. List name, address and relationship.			
3. HOW MUCH DO YOU PLAN TO SPEND DURING THIS ENTIRE ELECTION CAMPAIGN, INCLUDING THE PRIMARY AND GENERAL ELECTIONS? BASED ON THAT ESTIMATE, CHOOSE ONE OF THE REPORTING OPTIONS BELOW. (If the committee is a continuing organization, estimate spending on a calendar year.) If no box is checked you are obligated to use Full Reporting. See reporting instruction booklets for information about reports required and changing reporting options. <input type="checkbox"/> ABBREVIATED REPORTING We will use the Abbreviated Reporting System. We will raise and spend no more than \$2,000 and will accept no more than \$200 from any one contributor. <input type="checkbox"/> FULL REPORTING We will use the Full Reporting System. We understand this means we must file frequent, detailed reports required by law.			
4. Treasurer's name and address (List deputy treasurers on attached sheet.)			Daytime phone no.
5. Committee's Principal Officers. List name, address and title.			
6. Campaign Bank or Depository.			
Branch		City	
7. Campaign records are to be open for public inspection the last eight days before election. (Two hours daily between 8 AM - 8 PM, Monday - Friday.) Show location and hours below: Street Address (Do not use a Post Office Box Number) _____ Hours _____			
8. Fair Campaign Practices: All committee officers are encouraged to subscribe to the Code of Fair Campaign Practices printed in campaign instruction booklets. Use of the fair campaign seal in political advertising shows your intent to subscribe to the Code. Obtain seal from PDC.		9. Signature and Certification. I certify that this statement is true, complete and correct to the best of my knowledge. Committee treasurer's signature _____ Date _____	

Need campaign finance forms and instructions for the reporting system selected?

Please check one of the following boxes:

- I already have forms and instructions.
- I will get forms and instructions from my county elections office.
- I want the Public Disclosure Commission to mail me the proper forms and instructions.



**INSTRUCTIONS**

Please consult PDC instruction manuals when completing this report. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

- WHO MUST FILE**      Persons, committees, organizations and groups which receive contributions and make expenditures in support of or opposition to candidates, statewide ballot issues or local ballot issues in jurisdictions with 1,000 or more registered voters as of the last general election.
  
- WHEN TO FILE**      Within 2 weeks of organizing a committee or first expecting to receive contributions or make expenditures, whichever occurs first. File an amended C-1pc form within 10 days of significant changes to the registration information provided. Continuing political committees using Abbreviated Reporting must also file a C-1pc annually in January. Reports are considered filed as of the postmark date or date hand-delivered to PDC.
  
- WHERE TO FILE**      Send the **original** to PDC at the above address. Send a **copy** to the **County Auditor** (County Elections Department) of the county in which the committee headquarters is located. If there is no headquarters, send to the County Auditor of the county in which the treasurer resides.
  
- REPORTING OPTIONS**      Abbreviated Reporting: May be used by committees which raise and spend no more than \$2,000 on their campaign activities. No more than \$200 per year may be accepted from any contributor. A 10th-of-the-month post general or special election ABB C-4 report is required. Continuing committees also file a year-end ABB C-4 report and re-register annually.  
  
Full Reporting: Required of all committees which do not qualify for Abbreviated Reporting. Frequent, detailed reports of contributions and expenditures are required until the committee is disbanded and the campaign account is closed.
  
- OTHER REPORTS**      C-3 (Cash Receipts Reports): Used with Full Reporting only.  
  
C-4 (Contribution and Expenditure Report): Used with Full Reporting only.  
  
ABB C-4 (Receipts and Expenditures Summary): Filed by candidates using Abbreviated Reporting.  
  
Special Report E (Earmarked Contributions Report): Filed by committees which receive funds earmarked for use on behalf of a candidate or another political committee.
  
- FAIR CAMPAIGN PRACTICES CODE**      This is a voluntary code adopted by PDC to stress the importance of ethical campaign practices. Committees which follow the Code's principles may use the Fair Campaign Practices Seal in their political advertising.
  
- SURPLUS FUNDS**      Funds remaining in committee accounts after the election may only be disposed of in one or more of the following ways: returned to contributors; donated to registered charity; held for future election campaign; given to candidates or other committees; or donated to the State General Fund.

**For assistance, call or write PDC!**

[Statutory Authority: RCW 42.17.370, 91-22-033, § 390-16-011, filed 10/30/91, effective 11/30/91; 89-20-068, § 390-16-011, filed 10/4/89, effective 11/4/89. Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-011, filed 2/5/86; 82-11-026 (Order 82-03), § 390-16-011, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-011, filed 12/28/81; Order 91, § 390-16-011, filed 7/22/77; Order 62, § 390-16-011, filed 8/26/75; Order 60, § 390-16-011, filed 7/16/75.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 390-16-041 Forms--Summary of total contributions and expenditures.** The official form for reports of contributions and expenditures by candidates and political committees [who use the "file" reporting option] is designated "C-4," revised 1/90, and includes Schedule A, revised 1/90, Schedule B, revised 1/90, Schedule C, revised 1/90, and Schedule L, revised 1/90.

(2) The official form for reports of contributions and expenditures by candidates for the state legislature or state executive office and who use the "full" reporting option is designated C-4, revised 1/90, and includes Schedule A-s/[1][1], revised 10/91, Schedule B, revised 10/91, Schedule C, revised 1/90, and Schedule L, revised 1/90.

(3) The official form for reports of contributions and expenditures by candidates and political committees who use the "abbreviated" reporting option is designated "C-4abb," revised 1/90.

(4) Copies of [these forms] [this form] are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

STATE OF WASHINGTON

SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURE

PUBLIC DISCLOSURE COMMISSION

Candidate or committee name (Do not abbreviate. Include full name.)

C4 1/90

PDC OFFICE USE

POSTMARK RECEIVED

Address

City

County

Zip

Report Period Covered

From: (last C-4)

To: (end of period)

RECEIPTS

- 1. Previous total cash and in kind contributions (From line 8, last C-4)
2. Cash received (From line 2, Schedule A)
3. In kind contributions received (From line 1, Schedule B)
4. Total cash and in kind contributions received this period (Line 2 plus 3)
5. Loan principal repayments made (From line 2, Schedule L)
6. Corrections (From line 1 or 3, Schedule C)
7. Net adjustments this period (Combine lines 5 & 6)
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)
9. Total pledge payments due (From line 2, Schedule B)

EXPENDITURES

- 10. Previous total cash and in kind expenditures (From line 17, last C-4)
11. Total cash expenditures (From line 4, Schedule A or line 5 Schedule A-s/l)
12. In kind expenditures (goods & services) (From line 1, Schedule B)
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)
14. Loan principal repayments made (From line 2, Schedule L)
15. Corrections (From line 2 or 3, Schedule C)
16. Net adjustments this period (Combine lines 14 & 15)
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)

CANDIDATES

Please complete:

Table with columns: Won, Lost, Unopposed, Name not on ballot. Rows: Primary election, General election.

CASH SUMMARY

- 18. Cash on hand (Line 8 minus line 17)
19. Liabilities: (Sum of loans and debts owed)
20. Balance (Surplus or deficit) (Line 18 minus line 19)

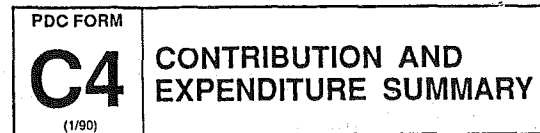
CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true to the best of my knowledge.

Candidate's Signature

Date

Treasurer's Signature (if a political committee)

Date



### INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.  
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

- WHO MUST FILE** Each candidate and political committee using Full Reporting.
- FILING DATES**
- 1) File with C-1 (Registration) if you received contributions or made expenditures before registering.
  - 2) File on the 10th of each month if contributions or expenditures were over \$200 since last C-4 was filed. (Note: These 10th-of-the-month reports are not required if another C-4 must be filed during that month. See #3 below.)
  - 3) For each primary, general and special election in which the candidate or political committee makes an expenditure, file
    - 21 days prior to the election
    - 7 days prior to the election
    - 10th of the first month after the election\*

(\*Not required after primary from candidates who will be in the general election or from continuing political committees.)
  - 4) File final report when campaign is finished or committee closes operation. Often, this coincides with the primary or general post-election, 10th-of-the-month report.
- All reports are considered filed as of the postmark date or the date hand-delivered to PDC.
- SCHEDULES AND ATTACHMENTS**
- State executive and legislative candidates will file Schedules A-s/I, B, C and L, as appropriate, along with the C-4. These candidates also will file Form C-4x with each C-4.
- Judicial and local office candidates and all political committees will file Schedules A, B, C and L, as appropriate, along with their C-4 reports.
- All candidates and committees must attach any C-3 reports that were due but not filed.
- WHERE TO SEND REPORTS**
- Send original C-4 reports along with any attachments to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.
- OTHER REPORTS**
- C-3 (Cash Receipts Report): Used with Full Reporting only.
- C-4 (Contribution and Expenditure Report): Used with Full Reporting only.
- ABB C-4 (Receipts and Expenditures Summary): Filed by candidates using Abbreviated Reporting.
- Special Report E (Earmarked Contributions Report): Filed by committees which receive funds earmarked for use on behalf of another candidate or committee.

**For assistance, call or write PDC!**

CASH RECEIPTS AND EXPENDITURES

SCHEDULE to C4 A (1/90)

Candidate or committee name (Do not abbreviate. Use full name)

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Table with 7 columns: Date of deposit, Amount, Date of deposit, Amount, Date of deposit, Amount, Total deposits

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4

3. CASH EXPENDITURES. List all expenses since last C-4 report was filed.

- a. Total expenditures each \$50 or less not itemized below (including petty cash)
b. Payments and reimbursement to candidate or committee officials. Attach a sheet listing each payment, the person paid, the original vendor and the purpose of the expenditure. Attach a copy of each receipt or invoice.

Amount

EXPENDITURES OVER \$50.00. ITEMIZE EACH BELOW.

Table with 3 columns: Date paid, Name and address of recipient or vendor paid, Purpose of expenditure

Check here [ ] if continued on attached sheet

Total from attached pages

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4

PDC form C4A (rev. 1/90) -1499-



**IN KIND CONTRIBUTIONS, PLEDGES, ORDERS  
DEBTS, OBLIGATIONS**

SCHEDULE  
to C4 **B**  
(10/91)

Candidate or Committee Name (Do not abbreviate. Use full name)

**I. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)**

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Total given by this person during campaign or year
		<b>TOTAL</b> (Enter also on lines 3 and 12 of C4)		

**PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of \$100.00 or more.**

Date Notified of Pledge	Name and Address of Person Making Pledge (including organizations)	Amount	Total given by this person during campaign or year
N/A	Sum of outstanding pledges previously itemized on Schedule B →	<b>TOTAL</b> (Enter also on line 9 of C4)	N/A

**ORDERS PLACED, DEBTS, OBLIGATIONS, ESTIMATED EXPENDITURES (Excluding loans. Report loans on Schedule L.)**

- a. List each debt, obligation or estimated expenditure which is more than \$250.00.
- b. List each debt, obligation or estimated expenditure which is more than \$50.00 and has been outstanding for over 30 days.

Expenditure Date	Vendor's/Recipient's Name and Address	Amount Owed	Code*	OR	Description of Obligation
		<b>TOTAL</b>			

**CORRECTIONS**

**SCHEDULE C**  
to C4

Candidate or committee name (Do not abbreviate. Use full name.)

Date

**1. CONTRIBUTIONS AND RECEIPTS (Include mathematical corrections.)**

Date of report	Contributor's name or description of correction	Amount reported	Corrected amount	Difference (+ or -)
		Total corrections to contributions		
		Enter on line 6 of C4. Show + or (-).		

**2. EXPENDITURES (Include mathematical corrections.)**

Date of report	Vendor's name or description of correction	Amount reported	Corrected amount	Difference (+ or -)
		Total corrections to expenditures		
		Enter on line 15 of C4. Show + or (-).		

**3. REFUNDS. The below listed amounts have been received as refunds on expenditures previously reported. The refund has been deposited and reported on C3 report, line 1d.**

Date of refund	Source/person making refund	Amount of refund
		Total refunds
		Enter as (-) on line 6 & line 15 of C4.

**LOANS**

See instructions and examples on reverse

SCHEDULE  
TO C3  
OR C4

**L**  
(1/90)

Candidate or committee name \_\_\_\_\_

**1. LOAN RECEIVED.**

Date loaned	Lender's name and address	Amount of loan	Annual interest rate	Repayment schedule	Date due

Also include this amount on line 1c, C3 report →

Name and address of each endorser, co-signer, guarantor or other person liable for the loan: \_\_\_\_\_

**2. LOAN PAYMENTS.**

Date paid	Lender's name and address	Principal paid	Interest paid	Total payment	Balance owed

Total Principal Paid (Enter also on lines 5 and 14, C-4 report) →

Total Payments (Enter as an expenditure on Schedule A) →

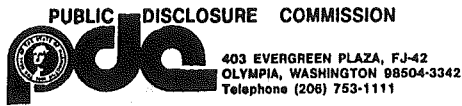
**3. LOAN FORGIVEN.**

Date	Lender's name and address	Original amount	Principal repaid	Amount forgiven	Balance owed

**4. LOANS STILL OWED.** List each loan which has previously been reported and still has a balance due.

Loan date	Lender's name and address	Original amount	Principal repaid or forgiven	Amount owed
Subtotal				
New loans received during this reporting period				
Total Loans Owed (Include in total on line 19, C-4 report)				

Check here if continued on attached sheet.



SCHEDULE TO C3 OR C4	<b>L</b> (1/90)	<b>LOANS</b>
----------------------------	--------------------	--------------

**INSTRUCTIONS**

Please consult PDC instruction manuals when completing this schedule. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

- WHO MUST FILE** Each candidate and political committee using full reporting that receives one or more campaign loans.
- FILING DATES** When a loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan's deposit into the account. Use a separate schedule for each loan received.
- When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.
- When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are repaid in full or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)

**LOAN RECEIVED**  
(Information would appear on separate Schedule L)

**LOAN PAYMENTS**

**LOAN FORGIVEN**

**LOANS STILL OWED**

LOANS		See instructions and examples on reverse		SCHEDULE TO C3 OR C4		<b>L</b> (1/90)	
Candidate or committee name <b>Adrian Adams for State House</b>							
<b>1. LOAN RECEIVED.</b>							
Date loaned	Lender's name and address	Amount of loan	Annual interest rate	Repayment schedule	Date due		
2/10/9X	Candidate	\$5,000	12%	\$200/month	Not fixed		
		Also include this amount on line 10, C-3 report →	\$5,000				
Name and address of each endorser, co-signer, guarantor or other person liable for the loan:							
Commercial loan to the candidate from Washington State Bank. Loan co-signed by Sam P. Smith, 145 Boulevard Drive, Podunk, WA and Jane S. Paul, 541 B Street, Podunk, WA. Each guaranteed \$2,500 of the loan.							
<b>2. LOAN PAYMENTS.</b>							
Date paid	Lender's name and address	Principal paid	Interest paid	Total payment	Balance owed		
3/30/9X	Candidate	\$200	\$50	\$250	\$4,800		
3/31/9X	Michael Murray	\$100	None	\$100	\$400		
		Total Principal Paid →	\$300				
		(Enter also on lines 6 and 14, C-4 report)		Total Payments →	\$350		
		(Enter as an expenditure on Schedule A)					
<b>3. LOAN FORGIVEN.</b>							
Date	Lender's name and address	Original amount	Principal repaid	Amount forgiven	Balance owed		
3/15/9X	Kelly Adams	\$250	None	\$150	\$100		
<b>4. LOANS STILL OWED.</b> List each loan which has previously been reported and still has a balance due.							
Loan date	Lender's name and address	Original amount	Principal repaid or forgiven	Amount owed			
2/10/9X	Candidate	\$5,000	\$200	\$4,800			
1/22/9X	Michael Murray	500	100	400			
3/01/9X	Kelly Adams	250	150	100			
3/11/9X	K.H. Lawrence	1,000	0	1,000			
				Subtotal	\$6,300		
				New loans received during this reporting period	0		
				Total Loans Owed (include in total on line 19, C-4 report)	\$6,300		
<input type="checkbox"/> Check here if continued on attached sheet.							



**EXPENDITURE CODE DEFINITIONS AND USES**

**"C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."

**"I" INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column, fully describe purpose and put the amount in "Contribution to Others."

**"L" LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.

**"B" BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.

**"N" NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.

**"O" OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.

**"P" POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.

**"F" FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.

**"S" SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.

**"T" TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-s/l.

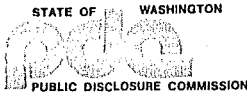
**"M" MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to ~~professional campaign managers and consultants~~, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).

**"W" WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than ~~professional~~ campaign management or consulting.

**"G" GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. (Note: these are campaign-related expenses, not costs associated with holding public office.)

campaign management companies and contract consultants





SUMMARY, ABBREVIATED REPORT RECEIPTS AND EXPENDITURES

ABB C4 (1/90) PDC OFFICE USE RECEIVED

Candidate or committee name (Do not abbreviate. Include full name) Address City County Zip

1. PERIOD COVERED BY REPORT: From: to:

- a. Candidates: Start of campaign through the end of the month in which the election occurred.
b. Ballot Measure Committees: Start of campaign through the end of the month in which the election occurred.
c. Continuing Committees filing post-election report: January 1 through end of the month in which election occurred.
d. Continuing Committees filing annual report: Calendar year (January 1 through December 31).

2. RECEIPTS

- a. Cash on hand from previous campaign or year (Include money in checking, savings and other accounts)
b. Cash contributions received this campaign or year (Include monetary contributions, loans, fund raising and cash contributions by a candidate)
c. Total cash receipts (Add lines 2a + 2b)
d. Other contributions, including in-kind (Include candidates and committee workers out of pocket expenditures over \$50.00, donated goods and services, filing fees paid by others and similar non-cash contributions)
e. Total contributions (Add lines 2c + 2d)

3. EXPENSES

- a. Cash expenditures
b. Other expenditures. (Enter the amount shown on line 2d above here. Non-cash contributions are listed as both received and expended. Disregard any materials which may remain on hand.)
c. Total expenditures (Add lines 3a + 3b)

4. SURPLUS/DEFICIT

- a. Cash on hand at end of reporting period (Subtract: line 3a from 2c)
b. Debts and obligations owed
c. Surplus or deficit

CANDIDATES table with columns: Primary election, General election, Won, Lost, Unopposed, Name not on ballot

CERTIFICATION: I certify that this report is true and correct to the best of my knowledge. Candidate's signature Date Treasurer's signature (if a political committee) Date





PDC FORM ABB <b>C4</b> (1/90)	<b>ABBREVIATED RECEIPTS &amp; EXPENDITURES REPORT</b>
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## INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.  
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

### WHO MUST FILE

Each candidate and political committee using Abbreviated Reporting.

### FILING DATES

- 1) Special election candidates and political committees supporting or opposing special election candidates or ballot issues file on the 10th of the month following the election.
- 2) Candidates and political committees making expenditures supporting or opposing primary or general election candidates or ballot measures file on December 10.
- 3) Continuing political committees that do not take part in a primary or general election are only required to file an annual report on January 10 covering the preceding calendar year.
- 4) A final report is filed whenever a candidate's committee or a political committee ceases operation, disposes of any surplus campaign funds and has a zero account balance. Final reports may be filed at any time and may coincide with one of the due dates listed above.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

### WHERE TO FILE

Send original ABB C-4 report to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Election Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

### For assistance, call or write PDC!

[Statutory Authority: RCW 42.17.370. 91-22-033, § 390-16-041, filed 10/30/91, effective 11/30/91; 90-16-083, § 390-16-041, filed 7/31/90, effective 8/31/90; 89-20-068, § 390-16-041, filed 10/4/89, effective 11/4/89. Statutory Authority: RCW 42.17.370(1). 86-08-030 (Order 86-02), § 390-16-041, filed 3/26/86; 86-04-071 (Order 86-01), § 390-16-041, filed 2/5/86; 84-05-018 (Order 84-01), § 390-16-041, filed 2/10/84; 82-11-026 (Order 82-03), § 390-16-041, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-041, filed 12/28/81; Order 91, § 390-16-041, filed 7/22/77; Order 62, § 390-16-041, filed 8/26/75; Order 60, § 390-16-041, filed 7/16/75.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 390-16-240 Earmarked contributions--Definition and use.** (1) Earmarked contributions, as that term is used in RCW 42.17.135, means any contribution given to an intermediary, either a political committee, candidate or third party, with a designation, instruction, or encumbrance, whether direct or indirect, express or

implied, oral or written, which is intended to result in or which does result in all or any part of the contribution being made to a certain candidate, state official, or ballot proposition.

(2) The intermediary receiving the earmarked contribution shall notify the candidate or political committee for whose use or benefit the contribution is designated within two working days after receipt of the contribution.

[Statutory Authority: RCW 42.17.370. 91-14-041, § 390-16-240, filed 6/27/91, effective 7/28/91.]

**WAC 390-16-308 Identification of source of contribution.** Any person who makes a contribution shall inform the candidate or treasurer, at the time the contribution is made, of the true and actual source of funds from which the contribution is made. To identify the source of a contribution received by check or other written instrument in the absence of other information, a candidate or treasurer shall apply the following:

Provided, that in cases where the source of the contribution is known and differs from the guidelines set forth below, the known source of the contribution shall be reported;

Provided further, that contributions made by or through a lobbyist shall identify the true and actual source of the funds for whom the contribution was made.

(1) A contribution drawn upon a single account shall be attributed to the account holder as identified by the name printed on the face of the check or negotiable instrument.

(2) A contribution drawn upon a joint account shall be attributed in equal proportion to each of the account holders as identified by the names printed on the face of the check or negotiable instrument unless the candidate or treasurer is notified in writing that the contribution should be allocated in different proportions.

(3) A contribution made by a sole proprietor or drawn upon the account of a business which is a sole proprietorship shall be attributed to the owner of the business entity.

(4) A contribution drawn upon the account of a partnership shall be attributed to the partnership as a separate entity except that;

Any check drawn upon the partnership account but which is to be paid from the capital account of one or more individual partners shall identify at the time of transmittal to the candidate or treasurer the name(s) of the contributing partner(s) and shall be attributed to the contributing partner(s).

(5) A contribution drawn upon the account of a corporation, union, association or other similar organization shall be attributed to the corporation, union, association or other similar organization as a separate entity except that;

(a) A contribution drawn upon the account of a wholly owned or controlled subsidiary shall identify the name of the parent or controlling corporation and the contribution shall be attributed to the parent or controlling corporation;

(b) A contribution drawn upon the account of a controlled union subdivision shall identify the name of the controlling union and the contribution shall be attributed to the controlling union;

(c) A contribution drawn upon the account of a controlled subdivision of an association or other similar organization shall name the controlling association or other similar organization and the contribution shall be attributed to the controlling association.

(d) A subsidiary, union subdivision or subdivision of an association or other similar organization is "controlled" by another entity if it does not maintain executive and fiscal independence over its operations and functions as demonstrated by:

(i) Whether the corporation or organization owns a controlling interest in the voting stock or securities of the subsidiary or subdivision;

(ii) Whether the corporation or organization has the authority or ability to direct or participate in the governance of the subsidiary or subdivision through provisions of constitutions, bylaws, contracts or other rules, or through formal or informal practices or procedures;

(iii) Whether the corporation or organization has the authority or ability to hire, appoint, demote or otherwise control the officers or other decisionmaking employees or members of the subsidiary or subdivision;

(iv) Whether the corporation or organization has common or overlapping membership with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities;

(v) Whether the corporation or organization has common or overlapping officers or employees with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities;

(vi) Whether the corporation or organization provides funds or goods in a significant amount or on an ongoing basis through direct or indirect payments to the subsidiary or subdivision.

(6) Contributions made by political committees established, financed, maintained, or controlled by any corporation, organization, or any other person, including any parent, subsidiary, branch, division, department, or local unit of such person, shall be considered to have been made by a single political committee.

[Statutory Authority: RCW 42.17.370. 91-14-041, § 390-16-308, filed 6/27/91, effective 7/28/91; 90-20-088, § 390-16-308, filed 9/28/90, effective 10/29/90.]

**WAC 390-16-312 Handling contributions of uncertain origin.** No contribution shall be deposited by any candidate or treasurer who believes, from the face of the contribution instrument or for any other reason, the contribution was made in a fictitious name, by one person through an agent, relative, political committee, or any other person so as to conceal the source of the contribution or to exceed the contribution limits provided in RCW 42.17.105(8). The candidate or treasurer shall return such contributions within ten calendar days to the original contributor if his or her identity is known. Otherwise, the contribution instrument shall be endorsed and made payable to "Washington state treasurer" and the contribution sent to the public disclosure commission for deposit in the state's general fund.

[Statutory Authority: RCW 42.17.370. 91-14-041, § 390-16-312, filed 6/27/91, effective 7/28/91.]

## Chapter 390-20 WAC

### FORMS FOR LOBBYING REPORTS, ELECTED OFFICIALS AND LEGISLATORS

#### WAC

390-20-0101	Forms for lobbyist registration.
390-20-020	Forms for lobbyist report of expenditures.
390-20-052	Application of RCW 42.17.190—Reports of agency lobbying.

**WAC 390-20-0101 Forms for lobbyist registration.**  
The official form for lobbyist registration as required by

RCW 42.17.150 is designated "L-1," revised 3/91. Copies of this form are available at the commission office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.



LOBBYIST REGISTRATION

THIS SPACE FOR OFFICE USE

L1

1. LOBBYIST NAME \_\_\_\_\_

PERMANENT BUSINESS ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

2. TEMPORARY THURSTON COUNTY ADDRESS DURING LEGISLATIVE SESSION \_\_\_\_\_ TELEPHONE PERMANENT: \_\_\_\_\_ TEMPORARY: \_\_\_\_\_

3. EMPLOYER'S NAME AND ADDRESS (PERSON OR GROUP FOR WHICH YOU LOBBY) \_\_\_\_\_ EMPLOYER'S OCCUPATION, BUSINESS OR DESCRIPTION OF PURPOSE OF ORGANIZATION \_\_\_\_\_

4. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF ACCOUNTS, RECEIPTS, BOOKS OR OTHER DOCUMENTS WHICH SUBSTANTIATE LOBBYIST REPORTS. \_\_\_\_\_

5. WHAT IS YOUR PAY (COMPENSATION) FOR LOBBYING? \$ \_\_\_\_\_ PER \_\_\_\_\_ (Hour, Day, Month, Year) OTHER: EXPLAIN \_\_\_\_\_ DESCRIPTION OF EMPLOYMENT (CHECK ONE OR MORE BOXES)  FULL TIME EMPLOYEE  SOLE DUTY IS LOBBYING  PART TIME OR TEMPORARY EMPLOYEE  LOBBYING IS ONLY A PART OF OTHER DUTIES  CONTRACTOR, RETAINER OR SIMILAR AGREEMENT  UNSALARIED OFFICER OR MEMBER OF GROUP

6. ARE YOU REIMBURSED FOR LOBBYING EXPENSES? EXPLAIN WHICH EXPENSES.  YES: \$ \_\_\_\_\_ PER \_\_\_\_\_  YES: I AM REIMBURSED FOR EXPENSES.  NO: I AM NOT REIMBURSED FOR EXPENSES. DOES EMPLOYER PAY ANY OF YOUR LOBBYING EXPENSES DIRECTLY? IF YES; EXPLAIN WHICH ONES. \_\_\_\_\_

7. HOW LONG DO YOU EXPECT TO LOBBY FOR THIS ORGANIZATION?  PERMANENT LOBBYIST  ONLY DURING LEGISLATIVE SESSION  OTHER, EXPLAIN: \_\_\_\_\_

8. IF ANY PART OF YOUR COMPENSATION IS CONTINGENT ON THE SUCCESS OF AN ATTEMPT TO INFLUENCE LEGISLATION, ATTACH AN EXPLANATION FULLY DESCRIBING THE AGREEMENT, ARRANGEMENT OR UNDERSTANDING.  NO  YES. EXPLANATION ATTACHED \_\_\_\_\_

9. IS YOUR EMPLOYER A BUSINESS OR TRADE ASSOCIATION OR SIMILAR ORGANIZATION WHICH LOBBIES ON BEHALF OF ITS MEMBERS? IF "YES", ATTACH A LIST SHOWING THE NAME AND ADDRESS OF EACH MEMBER WHO HAS PAID THE ASSOCIATION FEES, DUES OR OTHER PAYMENTS OVER \$500 DURING EITHER OF THE PAST TWO YEARS OR IS EXPECTED TO PAY OVER \$500 THIS YEAR.  NO  YES. THE LIST IS ATTACHED \_\_\_\_\_

10. DOES YOUR EMPLOYER HAVE A CONNECTED, RELATED OR CLOSELY AFFILIATED POLITICAL ACTION COMMITTEE WHICH WILL PROVIDE FUNDS FOR YOU TO MAKE POLITICAL CONTRIBUTIONS INCLUDING PURCHASE TICKETS TO FUND RAISING EVENTS? IF SO, LIST THE NAME OF THAT POLITICAL ACTION COMMITTEE.  NO  YES. NAME OF THE COMMITTEE IS: \_\_\_\_\_

11. IF LOBBYIST IS A COMPANY, PARTNERSHIP OR SIMILAR BUSINESS ENTITY WHICH EMPLOYS OTHERS TO PERFORM ACTUAL LOBBYING DUTIES, LIST NAME OF EACH PERSON WHO WILL LOBBY. (SEE WAC 390-20-143 AND 144 FOR INSTRUCTIONS.) \_\_\_\_\_

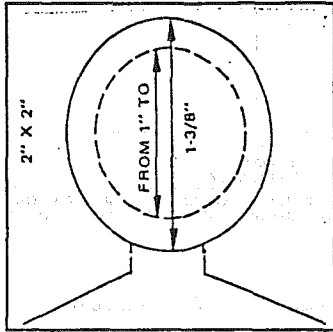
2. AREAS OF INTEREST. LOBBYING IS MOST FREQUENT BEFORE LEGISLATIVE COMMITTEE MEMBERS OR STATE AGENCIES CONCERNED WITH FOLLOWING SUBJECTS:				REMARKS
CODE	SUBJECT	CODE	SUBJECT	
01	<input type="checkbox"/> Agriculture	08	<input type="checkbox"/> Fiscal	
02	<input type="checkbox"/> Business and Consumer Affairs	09	<input type="checkbox"/> Higher Education	
03	<input type="checkbox"/> Constitutions and Elections	10	<input type="checkbox"/> Human Services	
04	<input type="checkbox"/> Education	11	<input type="checkbox"/> Labor	
05	<input type="checkbox"/> Energy and Utilities	12	<input type="checkbox"/> Law and Justice	
06	<input type="checkbox"/> Environmental Affairs—Natural Resources—Parks	13	<input type="checkbox"/> Local Government	
07	<input type="checkbox"/> Financial Institutions and Insurance	14	<input type="checkbox"/> State Government	
		15	<input type="checkbox"/> Transportation	
		16	<input type="checkbox"/> Other—specify _____	

CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE IS A TRUE, COMPLETE AND CORRECT STATEMENT.

3. LOBBYIST'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ EMPLOYER'S AUTHORIZATION: CONFIRMING THE EMPLOYMENT AUTHORITY TO LOBBY DESCRIBED IN THIS REGISTRATION STATEMENT.

EMPLOYER'S SIGNATURE, NAME TYPED OR PRINTED AND TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**LOBBYIST IDENTIFICATION FORM**



NAME:  
BUSINESS ADDRESS:

PHONE:

OLYMPIA ADDRESS:

PHONE:

EMPLOYERS' NAMES:

YEAR FIRST EMPLOYED AS A LOBBYIST:  
BIOGRAPHY:

**INSTRUCTIONS**

ATTACH THIS PAGE TO YOUR L-1 REGISTRATION.

ATTACH 2" x 2" PASSPORT TYPE, BLACK AND WHITE PHOTO. PHOTO SHOULD BE HEAD AND SHOULDERS, FULL FACE, AND TAKEN WITHIN LAST 12 MONTHS.

PLEASE WRITE, LIGHTLY IN PENCIL, NAME ON BACK OF PHOTO BEFORE ATTACHING.

PHOTOS WILL NOT BE RETURNED.

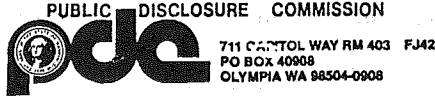
PLEASE SEE INSTRUCTION BOOKLET FOR EXAMPLE OF BIOGRAPHY. LIST ALL EMPLOYERS ON THIS PAGE IF YOU HAVE MORE THAN ONE EMPLOYER. IF YOU LATER ADD ADDITIONAL EMPLOYERS, PDC WILL INCLUDE THEM FOR YOU.

PLEASE USE TYPEWRITER TO COMPLETE THIS PAGE.

[Statutory Authority: RCW 42.17.370, 91-09-021, § 390-20-0101, filed 4/10/91, effective 5/11/91. Statutory Authority: RCW 42.17.370(1), 87-05-001 (Order 87-01), § 390-20-0101, filed 2/5/87; 85-24-020 (Order 85-05), § 390-20-0101, filed 11/26/85; 82-21-020 (Order 82-07), § 390-20-0101, filed 10/12/82; 78-02-063 (Order 96), § 390-20-0101, filed 1/23/78.]

Room 403, Evergreen Plaza Building, Olympia, Washington 98504. [Any attachments shall be on 8-1/2" x 11" white paper.]

**WAC 390-20-020** Forms for lobbyist report of expenditures. The official form for the lobbyist report of expenditures is designated "L-2," revised 10/91. Copies of this form are available at the Commission Office,



Form L2 10/91

PDC OFFICE USE

LOBBYIST MONTHLY EXPENSE REPORT

1. Lobbyist Name
Mailing Address
City State Zip + 4

2. This report is for the period (Month) (Year) This report corrects or amends the report for (Month) (Year) Business Telephone ( )

Table with columns: EXPENSE CATEGORY, TOTAL AMOUNT THIS MONTH, Amounts paid from lobbyist's own funds, Employer No. (Columns B, C, D). Rows include Compensation, Personal Expenses, Entertainment, Contributions, Advertising, Other Expenses, and Total Compensation.

(Attach additional page(s) if you lobby for more than three employers.)

10. EMPLOYERS' NAMES
No. (B)
No. (C)
No. (D)

11. Subject matter of proposed legislation or other legislative activity or rulemaking the lobbyist was supporting or opposing.
Subject Matter, Issue or Bill No. Legislative Committee or State Agency Considering Matter Employer Represented

Information continued on attached pages

Estimate the percentage of your time or lobbying effort devoted to: the Legislature % State Agencies %.

12. TERMINATION: (COMPLETE THIS ITEM ONLY IF YOU WISH TO TERMINATE YOUR REGISTRATION)
Date registration ends: Employer's name:
I understand that an L-2 report is required for any month or portion thereof in which I am a registered lobbyist. I also understand that once I have terminated my registration, I must file a new registration report prior to lobbying for that employer in the future. All registrations terminate automatically on the second Monday in January of each odd numbered year.

CERTIFICATION
I certify that this report is a true and complete account of all information attributable directly or indirectly to lobbying activities for the period specified. LOBBYIST DATE

CONTINUE ON REVERSE SIDE

13. Show all of the following expenditures that were incurred by lobbyist or lobbyist employer(s):
- Entertainment expenditures exceeding \$25 per occasion (including lobbyist's expense) for meals, beverages, tickets, passes, transportation and any travel-related expenses or for other forms of entertainment provided to legislators, state officials, state employees and members of their immediate families.
  - Receptions: If a reception cost more than \$100 per participant, show the pro rata cost of the reception as a gift to state elected officials and state executive officers who attended in space below or on Memo Report.
  - Entertainment Gifts (except receptions): If more than \$50 per occasion was spent on a state elected official (including family) or a state executive officer (including family), itemize the gift, including the amount attributable to the official and family, below or on a Memo Report.
  - Other expenditures exceeding \$50 for gifts benefiting state elected officials, state executive officers and/or members of their immediate families.

Date	Names of all Persons Entertained or Provided Gifts	Description, Place, Etc.	Sponsoring Employer	Amount
N/A	Total gift expense itemized on attached Memo Reports			

Continued on attached pages.

14. Monetary or in-kind contributions exceeding \$25 to federal, state or local office candidates, committees supporting or opposing these candidates, a legislative caucus fund, an elected official's public office fund, a political party, a political committee supporting or opposing a candidate or ballot measure, or any grass roots lobbying campaign.

Date	Name of Individual or Committee Receiving Benefit	Employer for Whom Contribution was Made	Amount

If contributions were made by a political action committee associated, affiliated or sponsored by your employer, show name of the PAC below. (Information reported by PAC on C-4 report need not be again included in this L-2 report.)

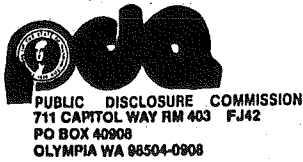
Continued on attached pages. PAC Name: \_\_\_\_\_

15. Payments by the lobbyist for other lobbying expenses and services, including payments to subcontract lobbyists, expert witnesses and others retained to provide lobbying services or assistance in lobbying and payments for grass roots lobbying campaigns (except advertising/printing costs listed in Item 7).

Recipient's Name and Address	Employer for Whom Expense was Incurred or Lobbying Done	Amount

Continued on attached page.





### MEMO REPORT

(for Lobbyists Reporting Gifts to State Elected Officials and Officials' Immediate Family Members)

**Instructions:** This Memo Report may be used by a lobbyist to report gifts given to a state elected official or that official's immediate family members instead of itemizing such gifts in Item 13 of the L-2 Report. Complete a Memo Report for each official to whom one or more gifts were given during the reporting period. Include gifts given to an official's family members on the official's Memo Report.

Attach the original of each completed Memo Report to the L-2. Provide a copy of the Memo Report to the state elected official who received, or whose family members received, the gift(s).

Do not use this Memo Report to disclose campaign contributions, including the purchase of fund raiser tickets.

**TO:** \_\_\_\_\_  
(State Elected Official)

**FROM:** \_\_\_\_\_  
(Lobbyist Name)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_

In accordance with RCW 42.17.170(3), please accept this memo as notification that the following gifts were provided to you and/or your immediate family members:

Date	Name of Official/Family Member	Description of Gift	Sponsoring Employer	Value

\_\_\_\_\_  
Lobbyist's Signature Date

This report is for the period \_\_\_\_\_  
(Month) (Year)

This report corrects or amends the report for \_\_\_\_\_  
(Month) (Year)

Business Telephone \_\_\_\_\_  
( )

Distribution of Memo Report: Original - to PDC with L-2; Copy - Elected Official Copy - Your Files

[Statutory Authority: RCW 42.17.370, 91-24-011, § 390-20-020, filed 11/22/91, effective 12/23/91; 90-20-088, § 390-20-020, filed 9/28/90, effective 10/29/90. Statutory Authority: RCW 42.17.370(1), 85-24-020 (Order 85-05), § 390-20-020, filed 11/26/85; 82-21-020 (Order 82-07), § 390-20-020, filed 10/12/82; 80-02-055 (Order 80-01), § 390-20-020, filed 1/17/80; Order 94, § 390-20-020, filed 10/31/77; Order 88, § 390-20-020, filed 12/29/76; Order 62, § 390-20-020, filed 8/26/75; Order 45, § 390-20-020, filed 9/26/74; Order 6, § 390-20-020, filed 3/23/73.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 390-20-052 Application of RCW 42.17.190-- Reports of agency lobbying.** Pursuant to the authority granted in RCW 42.17.190(8), the commission adopts the following interpretations regarding the reporting of lobbying by public agencies pursuant to RCW 42.17.190:

(1) The phrase "in-person lobbying" contained in RCW 42.17.190 (5)(d)(v)(B) includes activity which is intended to influence the passage or defeat of legislation, such as testifying at public hearings, but does not include activity which is not intended to influence legislation, such as attending a hearing merely to monitor or observe testimony and debate.

(2) The phrase "a legislative request" contained in RCW 42.17.190 (5)(d)(ii) includes an oral request from a member of the legislature or its staff.

(3) Pursuant to RCW 42.17.190(6), certain local agencies may elect to have lobbying activity on their behalf reported by their elected officials, officers and employees in the same manner as lobbyists who register and report under RCW 42.17.150 and 42.17.170:

(a) Whenever such a local agency makes such an election, it shall provide the commission with a written notice.

(b) After such an election, those who lobby on behalf of such local agency shall register and report all lobbying activity reportable under RCW 42.17.190(5) in the same manner as lobbyists who are required to register and report under RCW 42.17.150 and 42.17.170. Such a local agency shall report pursuant to RCW 42.17.180.

(c) In order to terminate such an election, such a local agency shall provide the commission with a written notice and it shall report pursuant to RCW 42.17.190(5) thereafter.

(d) The exemptions from reportable lobbying activity contained in RCW 42.17.190 (5)(d) apply to all agencies, whether or not they have exercised the election to report in the same manner as lobbyists who report under RCW 42.17.150, 42.17.170 and 42.17.180. The exemptions contained in RCW 42.17.160 (1), (3) and (4) do not apply to any agency.

(4) Unless an agency has elected to report its lobbying pursuant to RCW 42.17.190(6) and subsection (3) of this section, an agency shall include the reportable lobbying activity on its behalf by an elected official in its quarterly report. Such an elected official does not file any separate report of that activity.

(5) Reportable in-person lobbying by elected officials, officers and employees:

(a) An elected official does not engage in reportable in-person lobbying on behalf of this agency unless and until that elected official has expended in excess of fifteen dollars of nonpublic funds in connection with such lobbying for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington during any three-month period as provided in RCW 42.17.190 (5)(d)(v)(B).

(b) Other officers and employees do not engage in reportable in-person lobbying on behalf of their agency unless and until they have, in the aggregate, expended in excess of fifteen dollars of nonpublic funds in connection with such lobbying for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington or they have, in the aggregate, engaged in such lobbying for more than four days or parts thereof during any three month period as provided in RCW 42.17.190 (5)(d)(v)(B).

(c) When limits in (a) or (b) of this subsection have been exceeded, the agency shall report such elected official, officer, or employee as a "PERSON WHO LOBBIED THIS QUARTER" on the front of PDC Form L-5 and include a listing of those excess expenditures as noted on that form.

[Statutory Authority: RCW 42.17.370, 91-16-072, § 390-20-052, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1), 85-24-020 (Order 85-05), § 390-20-052, filed 11/26/85; 80-02-055 (Order 80-01), § 390-20-052, filed 1/17/80.]

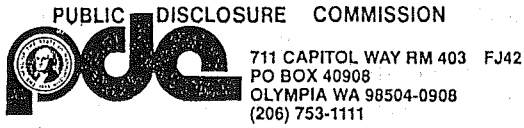
## Chapter 390-24 WAC

### FORMS FOR REPORTS OF FINANCIAL AFFAIRS

#### WAC

390-24-010	Forms for statement of financial affairs.
390-24-020	Forms for amending statement of financial affairs.
390-24-031	Public office fund—Establishment and use.

**WAC 390-24-010 Forms for statement of financial affairs.** The official form for statements of financial affairs as required by RCW 42.17.240 is designated "F-1," revised 10/91. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington[,] 98504. Any attachments must be on 8-1/2" x 11" white paper.



PDC FORM <b>F-1</b> (10/91)	<b>PERSONAL FINANCIAL AFFAIRS STATEMENT</b>	PDC OFFICE USE
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Refer to instruction manual for detailed assistance and examples.  
**Deadlines:** Incumbent elected and appointed officials—by April 15.  
 Candidates and others—within two weeks of becoming a candidate or being newly appointed to a position.

DOLLAR CODE	AMOUNT
A	\$1 to \$1,999
B	\$2,000 to \$9,999
C	\$10,000 to \$19,999
D	\$20,000 to \$49,999
E	\$50,000 or more

P  
M  
O  
A  
R  
K  
  
R  
E  
C  
E  
I  
V  
E  
D

**SEND REPORT TO PUBLIC DISCLOSURE COMMISSION.**

Last Name	First	Middle Initial	Names of Spouse and Dependents	Political Party If partisan office or pertinent to appointment
Mailing Address				
City	County	Zip + 4		

<b>Filing Status (Check only one box.)</b> <input type="checkbox"/> An elected or state appointed official filing annual report <input type="checkbox"/> Final report as an elected official. Term expired _____ <input type="checkbox"/> Candidate running in an election: month _____ year _____ <input type="checkbox"/> Newly appointed to an elective office <input type="checkbox"/> Newly appointed to a state appointive office	<b>Office Held or Sought</b> Office title _____ County, city, district or agency of the office, name and number: _____ Position number _____ Term begins: _____ ends: _____
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<b>1</b>	<b>INCOME:</b> List each employer, or other source of income (Pension, social security, legal judgment) from which you or a family member received \$1,000 or more during the period. (Report interest and dividends in Item 3 on reverse)						
Show Self, Spouse (S), Divorced (D)	<table border="1"> <thead> <tr> <th>Name and Address of Employer or Source of Compensation</th> <th>Occupation or How Compensation Was Earned</th> <th>Amount: (Use Code)</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 150px;"> </td> </tr> </tbody> </table> <p>Check here <input type="checkbox"/> if continued on attached sheet</p>	Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)			
Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)					

<b>2</b>	<b>REAL ESTATE:</b> List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$5,000 in which you or a family member held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)
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Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser	Nature and Amount (Use Code) of Payment or Consideration Received		
Property Purchased or Interest Acquired		Creditor's Name/Address	Payment Terms	Security Given	Mortgage Amount—(Use Code) Original      Current
All Other Property Entirely or Partially Owned					

Check here  if continued on attached sheet

**3 ASSETS / INVESTMENTS—INTEREST / DIVIDENDS:** List bank and savings accounts, insurance policies, stock, bonds and other intangible property held during the reporting period.

- A. Name and address of each bank or financial institution in which you or a family member had an account over \$10,000 any time during the reporting period.
- B. Name and address of each insurance company where you or a family member had a policy with a cash or loan value over \$10,000 during the period.
- C. Name and address of each company, association, government agency, etc. in which you or a family member owned or had a financial interest worth over \$1,000. Include stocks, bonds, ownership, retirement plan, IRA, notes, and other intangible property.

Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)

Check here  if continued on attached sheet

**4 CREDITORS:** List each creditor you or a family member owed \$1,000 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2.

Creditor's Name and Address	Terms of Payment	Security Given	AMOUNT (USE CODE)	
			Original	Present

Check here  if continued on attached sheet

**5** All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a non-incumbent candidate or a state executive officer filing your initial report after appointment, no F-1 Supplement is required. Incumbent elected officials and state executive officers filing annual financial affairs report also answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.

- A. Were you, your spouse or dependents an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity at any time during the reporting period? \_\_\_\_\_ If yes, complete supplement, Part A.
- B. Did you, your spouse or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? \_\_\_\_\_ If yes, complete supplement, Part A.
- C. Did you, your spouse or dependents own your own business at any time during the reporting period? \_\_\_\_\_ If yes, complete supplement, Part A.
- D. Did you, your spouse or dependents prepare, promote or oppose state legislation, rules, rates or standards for current or deferred compensation (other than pay for your currently-held public office) at any time during the reporting period? \_\_\_\_\_ If yes, complete supplement, Part B.
- E. (Incumbent officeholders only.) Did you, your spouse or dependents receive during the previous calendar year any gift valued at over \$50 that may have been intended to gain or maintain influence with you or the governmental entity you serve? (See F-1 manual for definition of "gift.") \_\_\_\_\_ If yes, complete Part C.

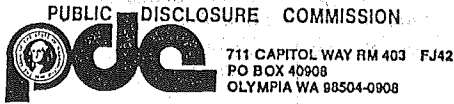
Dollar Code	Amount
A	\$1 to \$1,999
B	\$2,000 to \$9,999
C	\$10,000 to \$19,999
D	\$20,000 to \$49,999
E	\$50,000 or more

**HAVE YOU ??? ?**

- Answered each item?
- Put your name on each attached page?
- Kept a copy for your records?

**Certification:** I hereby certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Daytime Telephone ( ) \_\_\_\_\_



PDC FORM <b>F-1</b> SUPPLEMENT (10/91)	<b>SUPPLEMENT PAGE</b> <b>PERSONAL FINANCIAL AFFAIRS STATEMENT</b>
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PROVIDE INFORMATION FOR YOURSELF, SPOUSE, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD

LAST NAME	FIRST	MIDDLE INITIAL	DATE
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- A OFFICES HELD, BUSINESS INTERESTS:** For each corporation, non-profit organization, association, union, partnership, joint venture or other entity in which you, your spouse or dependents are an officer, director, general partner, trustee, or 10 percent or more owner—provide the following information:
- Legal Name: Report name used on legal documents establishing the entity.
  - Trade or Operating Name: Report name used for business purposes if different from the legal name.
  - Position or Percent of Ownership: The office, title and/or percent of ownership held.
  - Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) rendered.
  - Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received.
  - Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of \$5,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation.
  - Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met.

ENTITY NO. 1 Reporting for: Self \_\_\_\_\_ Spouse \_\_\_\_\_ Dependent \_\_\_\_\_

LEGAL NAME: POSITION OR PERCENT OF OWNERSHIP

TRADE OR OPERATING NAME:

ADDRESS:

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:

Purpose of payments	Amount (actual dollars)
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PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS AND OTHER GOVERNMENT AGENCIES OVER \$5,000:

Customer name:	Purpose of payment (amount not required)
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WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$10,000. List street address, assessor parcel number, or legal description and county for each parcel):

Check here  if continued on attached sheet

ENTITY NO. 2 Reporting for: Self \_\_\_\_\_ Spouse \_\_\_\_\_ Dependent \_\_\_\_\_  
 LEGAL NAME: POSITION OR PERCENT OF OWNERSHIP  
 TRADE OR OPERATING NAME:  
 ADDRESS:

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:  
 Purpose of payments Amount (actual dollars)

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS AND OTHER GOVERNMENT AGENCIES OVER \$5,000:  
 Customer name: Purpose of payment (amount not required)

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$10,000. List street address, assessor parcel number, or legal description and county for each parcel):

Check here  if continued on attached sheet

**B LOBBYING:** List persons for whom you or any immediate family member lobbied or prepared state legislation or state rules, rates or standards for current or deferred compensation. Do not list pay from government body in which you are an elected official or professional staff member.

Person to Whom Services Rendered	Description of Legislation, Rules, Etc.	Compensation (Use Code)
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Check here  if continued on attached sheet

**C GIFTS:** List the date, source, brief description, and value of each gift of entertainment, travel, goods, services economic advantage, etc. valued at more than \$50 (entertainment at receptions where pro-rata share exceeds \$100). Exclude gifts that, without doubt, were clearly not intended to gain or maintain influence with respect to your governmental entity (e.g., most intra-family and private sector business related gifts). See Gift section of F-1 manual for details.

Date Received	Donor's Name, City and State	Brief Description	Approx. Dollar Value
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Check here  if continued on attached sheet

[Statutory Authority: RCW 42.17.370. 91-24-011, § 390-24-010, filed 11/22/91, effective 12/23/91. Statutory Authority: RCW 42.17.370(1), 88-20-029 (Order 88-04), § 390-24-010, filed 9/29/88; 86-19-039 (Order 86-06), § 390-24-010, filed 9/12/86; 86-08-030 (Order 86-02), § 390-24-010, filed 3/26/86; 85-24-020 (Order 85-05), § 390-24-010, filed 11/26/85; 84-01-017 (Order 83-03), § 390-24-010, filed 12/9/83; 80-18-028 (Order 80-07), § 390-24-010, filed 12/1/80; 80-02-055 (Order 80-01), § 390-24-010, filed 1/17/80; Order 94, § 390-24-010, filed 10/31/77; Order 87, § 390-24-010, filed 11/19/76; Order 62, § 390-24-010, filed 8/26/75; Order 48, § 390-24-010, filed 3/3/75; Order 44, § 390-24-010, filed 9/26/74; Order 6, § 390-24-010, filed 3/23/73.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

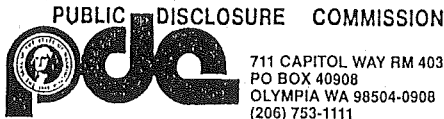
**WAC 390-24-020 Forms for amending statement of financial affairs.** (1) The official form for amending

statements of financial affairs as required by RCW 42-17.240 for all persons who have previously filed the Form F-1 is designated Form "F-1A," revised 10/91.

(2) No more than three F-1A forms may be filed to amend a previously submitted statement of financial affairs (Form F-1). The form can be used only to update information required on an F-1.

(3) The commission reserves the right to reject amendatory forms and require a new statement of financial affairs (Form F-1) at any time the amendments are confusing or create misunderstandings. Authority is delegated to the commission's executive director to make this determination.

(4) Copies of Form F-1A are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments must be on 8 1/2" x 11" white paper.



PDC FORM  
**F-1A**  
(10/91)

**PERSONAL FINANCIAL  
AFFAIRS STATEMENT  
Short Form**

P M  
O A  
S R  
T K  
  
P D C  
O F F I C E  
U S E  
  
R E  
C E  
I V E  
D

The F-1A form is designed to simplify reporting for persons who have no changes or only minor changes to an F-1 report previously filed.  
A complete F-1 form must be filed at least every four years; an F-1A form may be used for no more than three consecutive reports.  
**Deadlines:** Incumbent elected and appointed officials—by April 15.  
Candidates and others—within two weeks of becoming a candidate or being newly appointed to a position.

DOLLAR CODE	AMOUNT
A	\$1 to \$1,999
B	\$2,000 to \$9,999
C	\$10,000 to \$19,999
D	\$20,000 to \$49,999
E	\$50,000 or more

Last Name	First	Middle Initial	Names of Spouse and Dependents	Political Party If partisan office or pertinent to appointment
Mailing Address				
City	County	Zip + 4		

Filing Status (Check only one box.)	Office Held or Sought
<input type="checkbox"/> An elected or state appointed official filing annual report	Office title _____
<input type="checkbox"/> Final report as an elected official. Term expired _____	County, city, district or agency of the office, name and number: _____
<input type="checkbox"/> Candidate running in an election: month _____ year _____	Position number _____
<input type="checkbox"/> Newly appointed to an elective office	Term begins: _____ ends: _____
<input type="checkbox"/> Newly appointed to a state appointive office	

Select either "No Change Report" or "Minor Change Report," whichever reflects your situation. Supply all the requested information.

**NO CHANGE REPCRT.** I have reviewed my last complete F-1 report dated \_\_\_\_\_ and F-1A reports (if any) dated (1) \_\_\_\_\_ and (2) \_\_\_\_\_. The information disclosed on those reports is accurate for the current reporting period.

**MINOR CHANGE REPORT.** I have reviewed my last complete F-1 report dated \_\_\_\_\_. The changes listed below have occurred during the reporting period. Specify F-1 Form item numbers when describing changes. Provide all information required on F-1 report.

**GIFTS:** (This information required of incumbent elected and appointed officials only.) List the date, source, brief description and value of each gift of entertainment, travel, goods, services, economic advantage, etc. valued at more than \$50 (entertainment receptions where pro-rata share exceeds \$100). Exclude gifts that, without doubt, were clearly not intended to gain or maintain influence with respect to your governmental entity (e.g., most intra-family and private sector business related gifts). See Gift section of F-1 manual for details.

Date Received	Donor's Name, City and State	Brief Description	Approx. Dollar Value
Check here <input type="checkbox"/> if continued on attached sheet.			

**CERTIFICATION:** I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone: ( ) \_\_\_\_\_

**Report Not Acceptable Without Filer's Signature**



[Statutory Authority: RCW 42.17.370. 91-24-011, § 390-24-020, filed 11/22/91, effective 12/23/91. Statutory Authority: RCW 42.17.370(1). 86-19-039 (Order 86-06), § 390-24-020, filed 9/12/86; 86-08-030 (Order 86-02), § 390-24-020, filed 3/26/86; 84-01-017 (Order 83-03), § 390-24-020, filed 12/9/83; 79-11-124 (Order 79-07), § 390-24-020, filed 11/6/79; Order 94, § 390-24-020, filed 10/31/77; Order 87, § 390-24-020, filed 11/19/76; Order 62, § 390-24-020, filed 8/26/75; Order 48, § 390-24-020, filed 3/3/75.]

**WAC 390-24-031 Public office fund—Establishment and use.** (1) Public office fund, as that term is used in RCW 42.17.243, means any fund, created by or for the benefit of any elected or appointed official required to report under RCW 42.17.240, which (a) was created for the primary purpose of defraying nonreimbursed office-related expenses for that official and members of his/her immediate family; and (b) expenditures made from the fund are primarily controlled by the official for whom the fund was created.

(2) Any contribution or expenditure from any other source for the benefit of an official or member of his/her immediate family for the primary purpose of defraying nonreimbursed office-related expenses is a contribution to that official's public office fund and shall be reported as a contribution to and/or expenditure from the official's public office fund. Any in-kind contribution shall be valued at its fair market value.

(3) If a fund, not created pursuant to RCW 42.17.243, is used both for the purposes of defraying nonreimbursed office-related expenses of an official and making other expenditures for the benefit of staff or employees of the official or agency, only the expenditures made to defray nonreimbursed office-related expenses of an official and members of his/her immediate family shall be deemed expenditures from a public office fund and shall be reported as an expenditure from the official's public office fund.

[Statutory Authority: RCW 42.17.370. 91-10-057, § 390-24-031, filed 4/29/91, effective 5/30/91.]

### Chapter 390-28 WAC

#### HARDSHIP EXEMPTIONS—HEARING EXAMINER SYSTEM

##### WAC

390-28-020	Definition—Applicant.
390-28-025	Hearing to modify reporting requirements.
390-28-040	Hearing to modify reporting—Prehearing procedure and requirements.
390-28-050	Repealed.
390-28-060	Hearing to modify reporting—Administrative law judge proceedings.
390-28-080	Hearing to modify reporting—Evidence, record, adverse decisions.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-28-050	Hearing to modify reporting—Alternate forms. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-050, filed 10/31/85; Order 62, § 390-28-050, filed 8/26/75; Order 24, § 390-28-050, filed 2/21/74.] Repealed by 91-21-030, filed 10/9/91, effective 11/9/91. Statutory Authority: RCW 42.17.370.
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**WAC 390-28-020 Definition—Applicant.** The term applicant for the purposes of chapter 390-28 WAC shall mean any person as defined in RCW 42.17.020(21) that seeks a modification pursuant to RCW 42.17.370(10) and these rules.

[Statutory Authority: RCW 42.17.370. 91-22-083, § 390-28-020, filed 11/5/91, effective 12/6/91. Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-020, filed 10/31/85; Order 62, § 390-28-020, filed 8/26/75; Order 24, § 390-28-020, filed 2/21/74.]

**WAC 390-28-025 Hearing to modify reporting requirements.** (1) Any person who considers compliance with any of the reporting requirements of chapter 42.17 RCW to be a manifestly unreasonable hardship in a particular case may apply for a modification of such reporting requirements pursuant to RCW 42.17.370(10) and further pursuant to these rules.

[Statutory Authority: RCW 42.17.370. 91-22-083, § 390-28-025, filed 11/5/91, effective 12/6/91. Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-025, filed 10/31/85; Order 62, § 390-28-025, filed 8/26/75; Order 24, § 390-28-025, filed 2/21/74.]

**WAC 390-28-040 Hearing to modify reporting—Prehearing procedure and requirements.** (1) An applicant must file with the commission a written request for hearing for suspension or modification of reporting requirements. The request should be submitted by the tenth day of the month preceding the month in which the report is due so that action on the request can be completed before the filing deadline.

(2) The request should contain (a) the required report completed to the extent possible, (b) the applicant's evidence to be submitted at the hearing, (c) a statement of reasons why the reporting of required information would cause a manifestly unreasonable hardship, with as much detail as possible. (A general statement, such as "violates right of privacy" shall not be deemed as sufficient compliance with this requirement.) The applicant is encouraged to also include a proposed modification to the required reporting which, in the applicant's opinion, will relieve the perceived hardship.

(3) The filing of a request for modification shall not suspend the reporting requirement of any portion of chapter 42.17 RCW.

[Statutory Authority: RCW 42.17.370. 91-22-083, § 390-28-040, filed 11/5/91, effective 12/6/91. Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-28-040, filed 11/26/85; 80-03-089 (Order 80-03), § 390-28-040, filed 3/4/80; Order 62, § 390-28-040, filed 8/26/75; Order 24, § 390-28-040, filed 2/21/74.]

**WAC 390-28-050 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 390-28-060 Hearing to modify reporting—Administrative law judge proceedings.** (1) The commission may request through the office of administrative hearings the appointment of an administrative law judge to hear individual applicants.

(2) After such hearing is concluded, the administrative law judge shall prepare and distribute to the applicant and each commissioner a proposed decision determining the issue. The applicant shall have five days to file with the commission specific objections to the administrative law judge's proposed decision and to request an opportunity to present additional evidence to the commission. When written objections are timely filed, the commission, at the time of review and ratification, shall consider the whole record or such portions as may be cited by the administrative law judge, applicant or executive director. The commission may also hear additional testimony.

(3) If the applicant files objections to the administrative law judge's proposed decision, the filing requirement from which the applicant has sought modification shall not be suspended unless the commission, upon notice of the filing of objections, determines that a temporary suspension is justifiable pursuant to the criteria set out in RCW 42.17.370(10). Such suspension of filing requirements shall be granted only until the decision is finalized by formal action of the commission.

(4) At the next meeting at which the matter can be lawfully considered, the commission shall review and either ratify or modify or revise the proposed order.

[Statutory Authority: RCW 42.17.370. 91-22-083, § 390-28-060, filed 11/5/91, effective 12/6/91. Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-060, filed 10/31/85; Order 67, § 390-28-060, filed 1/16/76; Order 62, § 390-28-060, filed 8/26/75; Order 24, § 390-28-060, filed 2/21/74.]

**WAC 390-28-080 Hearing to modify reporting—Evidence, record, adverse decisions.** (1) All evidence presented at hearings of the commission held pursuant to chapter 390-28 WAC and RCW 42.17.370(10) shall be considered to be a public record: *Provided*, That the commission may close the hearing and hold an executive session if it finds that it is necessary to allow the applicant to provide sufficient evidence to assure that proper findings are made. All evidence presented at any portion of a hearing held in executive session identifying the matters for which the applicant requests modification under these rules shall be considered and held confidential by the commission unless otherwise ordered by a court of competent jurisdiction. In the event that an administrative law judge determines that testimony in private may be necessary, the judge shall immediately adjourn the hearing and refer the matter to the commission.

(2) Any decision or order adverse to an applicant rendered by the commission or administrative law judge shall be in writing or stated in the record and shall be accompanied by findings of fact and conclusions of law.

[Statutory Authority: RCW 42.17.370. 91-22-083, § 390-28-080, filed 11/5/91, effective 12/6/91. Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-080, filed 10/31/85; Order 62, § 390-28-080, filed 8/26/75; Order 24, § 390-28-080, filed 2/21/74. Formerly WAC 390-28-070.]

## Chapter 390-37 WAC

### ENFORCEMENT PROCEDURES—INVESTIGATIVE HEARINGS

#### WAC

390-37-060	Enforcement procedures—Investigation of complaints—Initiation of hearing.
390-37-090	Informal settlement—Cases resolvable by stipulation.
390-37-100	Enforcement procedures—Conduct of hearings.
390-37-105	Prehearing conference—Rule.
390-37-120	Enforcement hearings—Subpoenas—Discovery—Hearings.
390-37-130	Enforcement hearings—Depositions and interrogatories—Right to take.
390-37-132	Enforcement hearings—Depositions and interrogatories—Notice.
390-37-134	Depositions and interrogatories in enforcement hearings—Protection of parties and deponents.
390-37-136	Production of documents and use at hearing.
390-37-140	Brief enforcement hearings—Authority.
390-37-142	Brief enforcement hearing—Procedure.
390-37-144	Brief enforcement hearing—Administrative review procedures.
390-37-150	Reconsideration and review of decisions.
360-37-210	Repealed.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-37-210	Hearings—Subpoenas. [Statutory Authority: RCW 42.17.370. 90-16-083, § 390-37-210, filed 7/31/90, effective 8/31/90. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-210, filed 2/5/86; 85-15-020 (Order 85-03), § 390-37-210, filed 7/9/85; 84-12-017 (Order 84-03), § 390-37-210, filed 5/25/84; Order 81, § 390-37-210, filed 7/22/76.] Repealed by 91-16-072, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370.
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**WAC 390-37-060 Enforcement procedures—Investigation of complaints—Initiation of hearing.** (1) The executive director shall initiate an enforcement hearing whenever an investigation reveals facts which the executive director has reason to believe are a material violation of chapter 42.17 RCW and do not constitute substantial compliance.

(2) The respondent shall be notified of the date of the hearing no later than ten days before that date pursuant to WAC 10-08-040.

(3) It is the policy of the commission during the course of any investigation that all records generated or collected as a result of that investigation are exempt from public inspection and copying under RCW 42.17.310 (1)(d). If a request is made for any such record which implicates the privacy of an individual, written notice of the records request will be provided to the individual in order that such individual may request a protective order from a court under RCW 42.17.330.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-060, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-060, filed 2/5/86; 84-12-017 and 84-12-029 (Orders 84-03 and 84-03A), § 390-37-060, filed 5/25/84 and 5/29/84; Order 81, § 390-37-060, filed 7/22/76.]

**WAC 390-37-090 Informal settlement—Cases resolvable by stipulation.** (1) RCW 34.05.060 authorizes

agencies to establish by rule specific procedures for attempting and executing informal settlement of matters. The following procedures are available for informal dispute resolution that may make more elaborate proceedings under the Administrative Procedure Act unnecessary.

(a) Any person whose interest in a matter before the commission may be resolved by settlement shall communicate his or her request to the executive director, setting forth all pertinent facts and the desired remedy. If the executive director requires additional information to resolve the matter informally, the executive director shall promptly provide to the person seeking relief an opportunity to supply such information. Settlement negotiations shall be informal and without prejudice to rights of a participant in the negotiations.

(b) When the executive director and respondent agree that some or all of the facts are uncontested, a stipulation of fact shall be prepared for the presentation to the commission.

(c) In the event an early, informal resolution or stipulation of facts is reached, the executive director is responsible for providing a written description of the recommended resolution or stipulation to the person(s) involved.

(2)(a) If settlement of an enforcement hearing (adjudicative proceeding) may be accomplished by informal negotiation, negotiations shall be commenced at the earliest possible time. Settlement shall be concluded by:

- (i) Stipulation of facts of the parties; or
- (ii) Stipulation of the parties; or
- (iii) Withdrawal of the application for an enforcement hearing by the applicant; or
- (iv) Withdrawal by the executive director of the action which is the subject matter of the enforcement hearing.

(b) Any proposed stipulation shall be in writing and signed by each party to the stipulation or his or her representative. The stipulation shall be recited on the record at the hearing. The commission has the option of accepting, rejecting, or modifying the proposed stipulation or asking for additional facts to be presented. If the commission accepts the stipulation or modifies the stipulation with the agreement of the opposing party, the commission shall enter an order in conformity with the terms of the stipulation. If the commission rejects the stipulation or the opposing party does not agree to the commission's proposed modifications to the stipulation, then a hearing shall be held. If the commission requests additional facts be presented, the matter shall be referred to the executive director for further investigation.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-090, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-090, filed 2/5/86; 84-12-017 (Order 84-03), § 390-37-090, filed 5/25/84; Order 81, § 390-37-090, filed 7/22/76.]

**WAC 390-37-100 Enforcement procedures—Conduct of hearings.** (1) An enforcement hearing (adjudicative proceeding) shall be conducted pursuant to the Administrative Procedure Act (chapter 34.05 RCW)

and its supporting regulations (chapter 10-08 WAC), shall be followed unless otherwise modified by chapter 390-37 WAC.

(2) An enforcement hearing shall be heard either by the commission or under RCW 34.12.040 or 34.12.050(2), by a duly designated administrative law judge.

(3) Upon the conclusion of an enforcement hearing heard by an administrative law judge, the judge shall prepare and present to the commission findings of fact, conclusions of law, and a proposed decision determinative of the matter. A copy of the findings of fact, conclusions of law and the proposed decision shall be served upon the executive director and the respondent. Both the respondent and the executive director shall be afforded an opportunity to file exceptions and written argument with the commission. The commission shall review the proposed decision at its next regular meeting or at a special meeting called for that purpose. The commission shall consider the whole record or such portions as shall be cited by the parties. Oral argument may be heard at the discretion of the commission.

(4) After either a hearing by the commission or review by the commission of the proposed decision of an administrative law judge the commission may find that:

(a) Respondent did not violate the act, as alleged, and dismiss the case; or

(b) Respondent violated chapter 42.17 RCW, as alleged, and determine the sanction, if any, to be imposed; or

(c) Respondent is in apparent violation of chapter 42.17 RCW, its own remedy is inadequate and enter its order referring the matter to the appropriate law enforcement agency as provided in RCW 42.17.360.

(5) Upon the conclusion of a hearing, the commission

(a) Shall set forth in writing its findings of fact, conclusions of law and decision on the merits of the case; and

(b) Shall deliver, either in person or by mail, to each respondent or the respondent's representative a copy of the findings of fact, conclusions of law and decision.

(6) When the commission finds an apparent violation and refers the matter to an enforcement agency, the commission shall give to the respondent written notice of such finding and order of referral.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-100, filed 8/2/91, effective 9/2/91; 90-16-083, § 390-37-100, filed 7/31/90, effective 8/31/90. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-100, filed 2/5/86; 85-15-020 (Order 85-03), § 390-37-100, filed 7/9/85; 84-12-017 (Order 84-03), § 390-37-100, filed 5/25/84; Order 81, § 390-37-100, filed 7/22/76.]

**WAC 390-37-105 Prehearing conference—Rule.**

(1) In any proceeding, the chairman upon his/her own motion or upon request by one of the parties or their qualified representative, may direct the parties to appear at a specified time and place for a conference to consider:

(a) Simplification of issues;

(b) The necessity of amendments to the hearing notice;

(c) The possibility of obtaining stipulations, admissions of facts and of documents;

(d) Limitation on the number of witnesses; and

(e) Procedural and such other matters as may aid in the disposition of the proceeding.

(2) Prehearing conferences may be presided over by the chairman or his/her designee.

(3) Prehearing conferences may be held by telephone conference call or at a time and place specified by the presiding officer.

(4) Following the prehearing conference, the presiding officer shall issue an order reciting the action taken and decisions made at the conference. If no objection to the order is filed with the presiding officer within seven days after the date the order is mailed, the order shall control the subsequent course of the proceeding unless modified for good cause by subsequent order.

(5) When the chairman or his/her designee presides over a prehearing conference, he or she is acting as a quasi-judicial body which relates to a quasi-judicial matter between named parties. Therefore, a prehearing conference is not subject to chapter 42.30 RCW, Open Public Meetings Act.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-105, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-120 Enforcement hearings--Subpoenas--Discovery--Hearings.** (1) The commission or presiding officer may issue subpoenas for discovery, subpoenas to persons to appear and give testimony, and may require the production of any books, papers, correspondence, memorandums, or other records deemed relevant or material and the commission or presiding officer may issue protective orders as a part of an enforcement hearing. The agency or its legal representative may issue subpoenas as may the attorney of the party against whom action is being taken. All subpoenas must be filed with the commission, together with proof of proper service, at least five days prior to the date of the hearing for which they are issued. Such subpoenas will issue and may be enforced in the form and manner set forth in RCW 34.05.446 and WAC 10-08-120.

(2) The commission, upon motion or before the time specified in the subpoena for compliance therewith, may:

(a) Quash or modify the subpoena if it is unreasonable and oppressive; or

(b) Condition denial of the motion upon the advancement by the person in whose behalf the subpoena is issued of the reasonable cost of producing the books, papers, documents, or tangible things.

(3) The attendance of witnesses and such production of evidence may be required from any place within the state of Washington to any location where a hearing is being conducted.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-120, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-130 Enforcement hearings--Depositions and interrogatories--Right to take.** Unless otherwise provided, any party may take the testimony of any

person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the hearing. The deposition of a commissioner, the executive director, or assistant director, may only be taken upon application to the commission, for good cause shown, and only in those circumstances where the statements or depositions of other staff members would not reveal the information, evidence, or details needed by the party for the case. The attendance of witnesses to a deposition may be compelled by use of a subpoena. Depositions shall be taken only in accordance with this rule and the rules on subpoenas.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-130, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-132 Enforcement hearings--Depositions and interrogatories--Notice.** A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than seven days in writing to the commission and all parties. The notice shall state the time and place for taking the deposition and the name and address of each person to be examined. On motion of a party to whom the notice is served, the commission or its hearing officer may, for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-132, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-134 Depositions and interrogatories in enforcement hearings--Protection of parties and deponents.** After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the commission or its designated hearing officer may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or the commission may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or the deponent, and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the commission or its designated hearing officer may order the officer conducting the examination to cease forthwith from taking the deposition or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed only upon the order of the agency. Upon demand of the objecting party or deponent, the

taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-134, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-136 Production of documents and use at hearing.** (1) Upon request by either the agency or its legal representative, or the party against whom the enforcement action is being taken or his/her representative, copies of all materials to be presented at the enforcement hearing shall be provided to the requester within seven days of the request but, for good cause shown, not less than three business days prior to the date of the hearing.

(2) When exhibits of a documentary character are to be offered into evidence at the hearing, the party offering the exhibit shall provide a minimum of seven copies, one for opposing party, one for each member of the commission, and one for the commission's legal advisor.

(3) If documentary evidence has not been exchanged prior to the hearing, the parties shall arrive at the hearing location in sufficient time before the time scheduled for the hearing for the purpose of exchanging copies of exhibits to be introduced.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-136, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-140 Brief enforcement hearings—Authority.** (1) The commission may provide a brief enforcement hearing for violations of provisions in chapter 42.17 RCW which require the filing of reports when such violations are either a failure to file the required report or the late filing of a required report. A brief enforcement hearing is a brief adjudicative proceeding as set forth in RCW 34.05.482 through 34.05.494.

(2) This hearing shall be in accordance with RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-140, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-142 Brief enforcement hearing—Procedure.** (1) A brief enforcement hearing may be presided over by the chairman, or a member of the commission designated by the chairman.

(2) When a violation, as described in WAC 390-37-140, is alleged, before taking action, the executive director shall send the alleged violator notice, which shall include:

- (a) Alleged violation;
- (b) Proposed fine; and

(c) Person's right to respond, within ten days, either in writing or in person to explain his/her view of the matter.

(3) At the time any unfavorable action is taken, the presiding officer shall serve upon each party a written statement describing the violation, the reasons for the decision, the penalty imposed, and their right to request review by the commission at the next scheduled commission meeting.

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(4) The written decision of the presiding officer is an initial order. If no review is taken of the initial order, the initial order shall be the final order.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-142, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-144 Brief enforcement hearing—Administrative review procedures.** (1) The commission shall conduct a review of the initial order upon the written or oral request of a party if the commission receives the request within twenty-one days after the service of the initial order.

(2) If the parties have not requested review, the commission may conduct a review of the initial order upon its own motion and without notice to the parties, but it may not take any action on review less favorable to any party than the original order without giving that party notice and an opportunity to explain that party's view of the matter.

(3) The order on review shall be in writing stating the findings made, and the reasons for the decision, and notice that judicial review is available. The order on review shall be entered within twenty days after the date of the initial order or of the request for review, whichever is later.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-144, filed 8/2/91, effective 9/2/91.]

**WAC 390-37-150 Reconsideration and review of decisions.** (1) For purposes of this rule, "decision" means any findings, conclusions, order, or other action by the commission which is reviewable by a court.

(2) A decision may be reconsidered only upon (a) the written request of the person aggrieved thereby or (b) the motion or written request of a commissioner who voted on the prevailing side when that decision was made.

(3) Such a request for reconsideration shall be served at the office of the public disclosure commission, or motion made, no later than ten days after service of the decision of which reconsideration is sought.

(4) A request or motion for reconsideration shall specify the grounds therefor.

(5) Upon being served with a decision, the respondent may treat that decision as final for the purpose of petitioning for judicial review. The commission may not reconsider any decision after being served with a petition for judicial review.

(6) When a request for reconsideration is served, or motion made, enforcement of the decision of which reconsideration is sought shall be stayed and the decision shall not be final until the commission has acted on the reconsideration.

(7) The commission shall act on the reconsideration, at the next meeting at which it practicably may do so, by: (a) Deciding whether to reconsider its decision, and (b) if it decides to do so, either affirming or amending its decision: *Provided*, That before a decision may be amended other than by lowering a penalty, the respondent shall be given notice and an opportunity to be heard

if, and in the same manner as, required for the original decision.

[Statutory Authority: RCW 42.17.370, 91-16-072, § 390-37-150, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1), 79-08-046 (Order 79-03), § 390-37-150, filed 7/19/79.]

**WAC 360-37-210 Repealed.** See Disposition Table at beginning of this chapter.

## Title 392 WAC PUBLIC INSTRUCTION, SUPERINTENDENT OF

### Chapters

<b>392-101</b>	<b>Superintendent of public instruction--Administrative practices and procedures.</b>
<b>392-115</b>	<b>Finance--Audit resolution process.</b>
<b>392-117</b>	<b>Timely reporting.</b>
<b>392-121</b>	<b>Finance--General apportionment.</b>
<b>392-122</b>	<b>Finance--Categorical apportionment.</b>
<b>392-123</b>	<b>Finance--School district budgeting.</b>
<b>392-125</b>	<b>Finance--Educational service district budgeting.</b>
<b>392-127</b>	<b>Finance--Certificated instructional staff ratio (46:1000) compliance.</b>
<b>392-140</b>	<b>Finance--Special allocations, instructions, and requirements.</b>
<b>392-142</b>	<b>Transportation--Replacement and depreciation allocation.</b>
<b>392-143</b>	<b>Transportation--Specifications for school buses.</b>
<b>392-145</b>	<b>Transportation--Operation rules.</b>
<b>392-151</b>	<b>Traffic safety--School safety patrol.</b>
<b>392-160</b>	<b>Special service program--Transitional bilingual.</b>
<b>392-162</b>	<b>Special service program--Learning assistance.</b>
<b>392-163</b>	<b>Special service program--Chapter 1 Regular of the Education Consolidation and Improvement Act of 1981, financial assistance to local school districts.</b>
<b>392-171</b>	<b>Special education programs--Education for all handicapped children.</b>
<b>392-191</b>	<b>School personnel--Evaluation of the professional performance capabilities.</b>
<b>392-192</b>	<b>Professional development programs.</b>
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### Chapter 392-101 WAC

## SUPERINTENDENT OF PUBLIC INSTRUCTION-- ADMINISTRATIVE PRACTICES AND PROCEDURES

### WAC

**392-101-010** Conduct of administrative hearings.

**392-101-015** Determination of indigency--Provision of free transcript.

**WAC 392-101-010 Conduct of administrative hearings.** The superintendent of public instruction hereby assigns the following administrative hearings to the office of administrative hearings and hereby delegates to the administrative law judge conducting any such hearing the authority to render the final decision by the superintendent of public instruction:

(1) Nonresident transfer appeals pursuant to WAC 392-137-055(2).

(2) Special education hearings pursuant to WAC 392-171-531.

(3) Equal educational opportunity complaints pursuant to WAC 392-190-075.

(4) Professional certification appeals pursuant to WAC 180-75-030.

(5) Child care food program and summer food service program appeals pursuant to 7 C.F.R. Parts 225 and 226.

(6) Traffic safety education appeals pursuant to WAC 392-153-005 through 392-153-040.

[Statutory Authority: RCW 46.20.100(2) and chapter 28A.220 RCW, 91-18-007 (Order 91-17), § 392-101-010, filed 8/23/91, effective 9/23/91. Statutory Authority: RCW 34.04.020, 89-17-067 (Order 89-07), § 392-101-010, filed 8/16/89, effective 9/16/89. Statutory Authority: RCW 28A.03.500, 87-10-013 (Order 87-5), § 392-101-010, filed 4/28/87.]

**WAC 392-101-015 Determination of indigency--Provision of free transcript.** A determination of indigency shall be made for all persons wishing the provision of a free transcript of proceedings pursuant to the following standards:

(1) Any person(s) receiving one or more of the following type of public assistance: Aid to families with dependent children, general assistance, poverty related veterans' benefits, food stamps, refugee resettlement benefits, Medicaid, or supplementary security income.

(2) Any person(s) receiving an annual income, after taxes, of one hundred twenty-five percent or less of the current federally established poverty level.