



Pachyonychia Congenita Project

Fighting for a cure. Connecting & helping patients. Empowering research.

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December 28, 2015

Mr. Ezra Vazquez-D'Amico
BBB Better Business Bureau Wise Giving Alliance
4200 Wilson Boulevard, Suite 800
Arlington, VA 22203

Re: Response to BBB DRAFT Report

Dear Mr. Vazquez-D'Amico:

Thank you very much for your letter and DRAFT report. We have responded to each item.

STANDARD 13

You indicated “the audited financial statements for fiscal year ended December 31, 2014 did not allocate expenses such as salaries and benefits, facilities, and traing supplies, equipment and personal supplies towards fundraising expenses.”

Fundraising Expenses		Detailed Functional Breakdown Requested by BBB	
PC Project Books			
Fund Raising-Printing/Web/Etc. (equipment lease)	229.40	Equipment	229.40
Fund Raising Administrative	18,474.81	Salaries and Benefits	18,474.81
Misc Fundraising Expenses	1,928.57	Independent Contractors	1,928.57
Golf Tournament Expense	1,000.00	Golf Tournament Expense- Independent Contractors	1,000.00
Golf Tournament Expense	13,511.84	Facilities	12,821.51
		Supplies	690.33
PayPal or Credit Card Fees	413.09	[Fees]	413.09
Year End Campaign (Printing & Postage)	1,105.70	Supplies	1,105.70
Fundraising Expenses –		Training	987.37
Other	1,027.60	Supplies	40.23
Total	\$37,691.01	Total	\$37,691.01

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At PC Project, we carefully allocate all expenses including staff time, website hosting, supplies, equipment lease, etc. to the specific area (programs, fundraising or administrative). Only a small portion of our efforts are connected with fundraising. We hope to add a Development Director in the future and then the expenses may increase.

STANDARD 16

You indicated that the Annual Report should include “a mission statement, a summary of past year's accomplishments, a roster of board members, total income, program expenses, administrative expenses, fund raising expenses and end of year net assets.” You mentioned that the Annual Report provided did not match the organizations's audited financial statements.

We apologize that the Annual Report provided was a DRAFT prepared before the 2014 Audited Financial Statement was available. We now attached a final Annual Report which has been posted. It includes each of the items mentioned. We also included the detailed report on the fundraising, program and administrative services in the report.

STANDARD 19

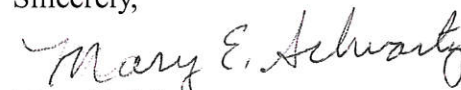
The specific cause-related marketing item mentioned, Shop For Health, has been discontinued. The link has now been removed from our website and is not posted elsewhere. We have checked the links on our website to the vendors we use and each provides the specific information required. These are:

- iGive.com (varies by vendor with % listed on each vendor)
- AmazonSmile (.05% and iGive adds .08 if you use that portal)
- GoodShop aka GoodSearch (varies by vendor with % listed for each vendor)
- PlanetGreen (https://www.pginkjets.com/sellback_ne.php shows the amount they pay per item)

SUMMARY

Please let us know if there is anything else needed. We appreciate your review.

Sincerely,


Mary E. Schwartz

MES/sel

Salary Totals Information 2014

FUNDRAISING	\$19,774.94
OPERATING SERVICES	\$12,728.09
PROGRAM SERVICES	\$49,823.95