



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

August 7, 2009

James Reed, Treasurer
United Assn Journeymen & Apprent of Plumb
& Pipefitting Ind Local 322 Comm For Pol Ed
534 South Route 73
PO Box 73
Winslow, NJ 08095

Response Due Date:
September 14, 2009

Identification Number: C00173419

Reference: April Quarterly Report (1/01/09 – 3/31/09)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 2 items:

1. Your report(s) was not signed by the treasurer or designated agent listed on your Statement of Organization. Please amend your report(s) by providing the signature of an individual that is authorized to sign the report(s). 2 U.S.C. §434(a)(1) and 11 CFR §104.14(a) and (d) If a new treasurer has been appointed, please file an amended Statement of Organization (FORM 1) or a letter (if not an electronic filer) to reflect this change.
2. Schedule B of your report discloses a payment(s) for "Per Diem - Washington DC convention." Please be advised that a political committee may maintain a petty cash fund out of which it may make expenditures not in excess of \$100 to any person per purchase or transaction. 11 CFR §102.11 Please provide clarifying information regarding this activity.

Further, if the payments are reimbursements to individuals, please be advised that when itemizing the reimbursements for goods or services, if the payment to the original vendor aggregates in excess of \$200 in a calendar year, a memo entry including the name and address of the original

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vendor, the date, amount, and purpose of the original purchase must be provided. Please amend your report to include the missing information and clearly identify on the Schedule B to which reimbursement each memo entry relates. If itemization is not necessary, you must indicate so in an amendment to this report. 11 CFR §§104.3(b)(3)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20, footnote 3

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1164.

Sincerely,



Nicole Miller
Campaign Finance Analyst
Reports Analysis Division

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