



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-1

October 15, 2004

Ms. Joan Jones Holtz, Treasurer
Democratic Headquarters of the West San Gabriel
Valley
11826 The Wye St.
El Monte, CA 91732

Response Due Date:
November 15, 2004

Identification Number: C00406488

Reference: Statement of Organization, dated 9/17/04

Dear Ms. Holtz:

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. An adequate response must be received at the Commission by the response date noted above. An itemization of the information needed follows:

-Line 1 of your Statement of Organization indicates the name of your committee is DEMOCRATIC HEADQUARTERS OF THE WEST SANGABRIAL VALLEY. However, the cover letter provided with your Statement of Organization refers to your committee as "Democratic Headquarters Committee in the San Gabriel Valley" and "West San Gabriel Valley Democratic Headquarters." Please amend your Statement of Organization to clarify the correct name of your committee.

-Line 5 of your Statement of Organization indicates that your committee is a subordinate committee of the Democratic Party. However, you disclose that your committee is also a nonconnected committee by checking Line 5(f). Please be advised that you should only complete the information for one box on Line 5. Please amend your Statement of Organization to clarify these apparent discrepancies.

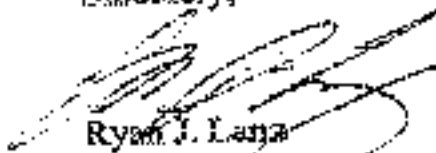
-Please clarify your relationship, if any, with United Democrats of the San Gabriel Valley, Alhambra Democratic Club, Monterey Park Democratic Club, and United Democratic Club of Monterey Park, which appear to be

affiliated committees. For further guidance on the question of affiliation, please refer to 11 CFR §100.5(g) and §110.3. If you are affiliated with them, please amend your Statement of Organization to reflect these relationships as "affiliated" on Line 6. Please note, Line 6 should be used to disclose the relationship with other federally registered committees.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee. 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.

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) 694-1399.

Sincerely,



Ryan J. Lana
Campaign Finance Analyst
Reports Analysis Division

