



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

December 15, 2004

Mina Brees, Treasurer
Travis County Democratic Party
P.O. Box 684263
Austin, TX 78768

Response Due Date:
January 14, 2005

Identification Number: C00257519

Reference: June Monthly Report (5/1/03-5/31/03)

Dear Ms. Brees:

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:

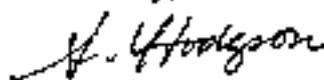
-Your report discloses a payment(s) on Schedule B to "Travis County Democratic Primary Fund" that has not been recorded on Schedule C. Loan Payments must also be reflected on Schedule C. Please amend your report to clarify this discrepancy. 2 U.S.C. §434(b)(4)

-Your report includes multiple Schedules H1's with varying fixed percentages. Please be advised that a local party committee should only submit one Schedule H1 with the correct fixed percentage per year. Please amend your report to clarify this apparent discrepancy.

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) 694-1140.

Sincerely,



Abbie Hodgson
Campaign Finance Analyst
Reports Analysis Division

