



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

March 8, 2015

THOMAS CLOSE, TREASURER  
KEN REED FOR CONGRESS  
261 BERKMORE PLACE SUITE 1C  
BERKELEY SPRINGS, WV 25411

**Response Due Date**  
**04/13/2015**

IDENTIFICATION NUMBER: C00549469

REFERENCE: YEAR-END REPORT (10/01/2014 - 12/31/2014)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report 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 1 item(s):

- Schedule C of your report discloses loans from the candidate where the aggregate amount outstanding in excess of \$250,000.00 was not repaid within 20 days after the general election.

Outstanding loan amounts from the personal funds of the candidate aggregating in excess of \$250,000.00 and designated to the general election must be repaid within 20 days after that election. If loans are not repaid by the twenty-day deadline, the committee must treat the portion of the aggregate outstanding balance that exceeds \$250,000.00 as a contribution from the candidate, which cannot be repaid. (11 CFR § 116.11)

If any of the apparent loans in question were incompletely or incorrectly disclosed, you must amend your original report with the clarifying information. Otherwise, you must amend your report to show the outstanding balance of candidate loans for the general election exceeding \$250,000.00 as a contribution from the candidate.

**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

KEN REED FOR CONGRESS

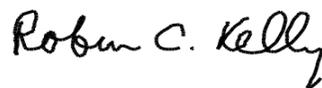
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will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

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) 694-1170.

Sincerely,

A handwritten signature in black ink that reads "Robin C. Kelly". The signature is written in a cursive style with a clear, legible font.

Robin Kelly  
Senior Campaign Finance Analyst  
Reports Analysis Division