



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

October 8, 2008

RQ-1

Brian Menard, Treasurer
Cleveland Area PAC
20932 Morewood Pkwy
Rocky River, OH 44116

Response Due Date:
November 10, 2008

Identification Number: C00454975

Reference: Statement of Organization, received 9/18/08

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 4 items:

1. Your Statement of Organization does not include an email address for your Committee. Please be advised that beginning January 1, 2007, the FEC will send all courtesy materials to committees exclusively by electronic mail. Courtesy materials include reporting reminders and mailings concerning changes in the law. In addition, mandatory electronic filers are required to provide an electronic mail address, if such an address exists. 11 CFR §102.2(a)(1)(vii) Please amend your Statement of Organization to disclose a current email address.
2. Your Statement of Organization was not signed by the individual identified as the treasurer on the form. The treasurer must sign the original Statement of Organization filed by a committee. Please amend your Statement of Organization to include the appropriate signature. 11 CFR §102.2(a)
3. Your committee has checked boxes and/or completed information for Lines 5(f) and 5(h) of your Statement of Organization. Please be advised that you should only fill out information for one (1) box on Line 5. Please amend your Statement of Organization to clarify these apparent discrepancies.

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Note, if your committee is not a joint fundraising representative that collects contributions, pays fundraising expenses, and disburses net proceeds for two or more political committees/organizations, please do not check boxes 5(g) or 5(h). Please refer to 2 U.S.C. §433 and 11 CFR §102.2 for further information.

4. Any affiliated or connected organization must be identified on your Statement of Organization. For further guidance on affiliated committees and connected organizations, please refer to 11 CFR §§100.5(g) and 100.6. If there are no other committees or organizations with which you share control or financing, please indicate "None" on Line 6. If you do share control or financing with other committees or organizations, please indicate their names, addresses, and relationships on Line 6. 11 CFR §102.2

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) 694-1162.

Sincerely,



David Butler
Campaign Finance Analyst
Reports Analysis Division

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