



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

June 11, 2008

Michael Prohaska, Treasurer  
Mason Tenders District Council of Greater  
New York & LI PAC  
266 West 37<sup>th</sup> Street, Suite 1150  
New York, NY 10018

**Response Due Date:**  
**July 14, 2008**

Identification Number: C00337733

Reference: April Quarterly Report (1/1/08-3/31/08)

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 report does not include a Schedule H1 to disclose the ratio for the allocation of certain costs. For State, District and Local party committees, Schedule H1 must be filed in the first report each calendar year that discloses an allocable disbursement and for Separate Segregated Funds and Non-connected committees, in each report that discloses an allocable disbursement for administrative expenses, generic voter drives or public communications that refer to any political party, but do not refer to any clearly identified candidates.

Further, for State, District and Local party committees, all shared administrative, generic voter drive and exempt activity costs incurred during the two-year cycle must be allocated according to the appropriate fixed ratio, unless the federal account elects to pay a higher percentage of its cost. For Separate Segregated Funds and Non-connected committees, administrative expenses, generic voter drive costs and expenses related to public communications referencing any political party committee (but no clearly identified candidates) must be allocated according to a 50% flat minimum federal percentage unless the federal account elects to pay a higher cost. 11 CFR §106.7(d)(2), (d)(3) and 11 CFR §§104.10(b)(1) and 106.6(c)

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2. Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) H4 of your report to clarify the following descriptions in the attached chart (see below). For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

3. Schedule H4 discloses payments made to credit card companies for shared federal and non-federal activity. Please be advised that these payments must identify as memo entries, the original vendors from which you have purchased an item or service regardless of the amount. Please amend your report by providing the name and mailing address of the original vendor, along with the date, amount and purpose of each expenditure. 11 CFR §§104.10 and 104.17

4. Schedule H4 of your report discloses reimbursements to individuals for "employee expenses 2/14-3/9/08" and "Employee Reimbursed Expenses 1/1/08." Please be advised that when itemizing reimbursements to individuals for goods or services, payment to the original vendors must be itemized as memo entries regardless of amount. Each memo entry must include the name and address of the original vendor, as well as 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 H4, which reimbursement each memo entry relates to. 11 CFR §§104.10 and 104.17, 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) 694-1135.

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Sincerely,



Erinn D. Larkin  
Campaign Finance Analyst  
Reports Analysis Division

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Inadequate Purpose Chart:

<u>Schedule</u>	<u>Inadequate Purpose</u>
H4	w/e 1/25/08
H4	PZ 11/26-12/25/07 04121778-001-42
H4	MM 12/2/07-1/1/08 acct
H4	MM, 1/2-2/1/08 04008005-001-42
H4	PZ 1/26-2/25/08 acct 04121778-001-4
H4	3/08 Acct 852-466-5540
H4	Acct 2706502 Inv 5559179
H4	3/08 Acct #2706502
H4	KK 11/22-12/21/07 818000116
H4	KK 2/22-3/21/08 #818000116
H4	11/26/07 Re: IDA Reform
H4	12/5/07 re: ERRC Con Ed Site
H4	12/02/08 Re: LPL Conf, 2008 Pres
H4	2/14/08 BTEA/ICP
H4	2/10/08 BTEA/ICP
H4	2/9/08 BTEA/ICP
H4	2/12/08 BTEA/ICP
H4	2/13/08 BTEA/ICP
H4	2/9/08 BTEA/ICP
H4	2/13/08 BTEA/ICP
H4	2/13/08 BTEA/ICP
H4	2/13/08 BTEA/ICP
H4	2/14/08 BTEA/ICP
H4	2/11/08 BTEA/ICP Conf
H4	2/14/08 BTEA/ICP Conf
H4	2/10/08 BTEA/ICP
H4	2/27/08 KK, MM, B Albertani
H4	2/27/08 KK, MM, B Albertani
H4	3/14/08 WFP Exec Comm, MM, J Thomps
H4	2/29/08 MM, DC Event Y Clarke
H4	2/29/08 KK, DC Event Y Clarke
H4	3/11/08 re: HPD MM, KK
H4	3/6/08 Re: HPD, MM, O Adams, E Spic
H4	2/10/08 BTEA/ICP Conf
H4	2/11/08 BTEA/ICP Conf
H4	2/28/08 DC for Y Clarke FR KK, MM
H4	3/4/08 re: Gowanus, 2009 City Counc

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