



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

March 3, 2006

Leslie Deville Cook, Treasurer
Grand Traverse County Democratic Committee
P.O. Box 1828
Traverse City, MI 49685

Response Due Date:
April 3, 2006

Identification Number: C00402842

Reference: July Quarterly Report (4/1/05-6/30/05)

Dear Ms. Deville Cook:

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:

-Please clarify all expenditures made for "Facility rent/food" and "Invitations" on Schedule(s) H4. If a portion or all of these expenditures were made on behalf of specifically identified federal candidates, this amount should be disclosed on Schedules B, E or F supporting Lines 23, 24 or 25 and include the amount, name, address and office sought by each candidate. 11 CFR §§104.3(b) and 106.1

-Schedule H4 of your report discloses reimbursements to individuals for "Refund," "Programs (reimbursement)," "Office Supplies (reimbursement)," "P.O. Box Rent (reimbursement)," and "Postage (reimbursement)." 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. 11 CFR §§104.10 and 104.17, and Advisory Opinions 1992-1 and 1996-20, footnote 3

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-On Schedule(s) H4 supporting Line(s) 21 (a)(i) and 21 (a)(ii) of the Detailed Summary Page, you have not included the full name and/or mailing address for the payments made to Demstore.com and CafePress.com. Please amend your report accordingly.

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Contributions received from political committees should be properly disclosed on a separate Schedule A, supporting Line 11(c) of the Detailed Summary Page. Please refer to the instructions for each line when determining the proper categorization(s) for your next filing.

Please note, 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) 694-1153.

Sincerely,



Kristin M. DeCarmine
Campaign Finance Analyst
Reports Analysis Division

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