



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

September 9, 2011

ROBERT E. MOOK, TREASURER
DEMOCRATIC CONGRESSIONAL CAMPAIGN
COMMITTEE
430 SOUTH CAPITOL STREET SE, 2ND FLOOR
WASHINGTON, DC 20003

Response Due Date
10/14/2011

IDENTIFICATION NUMBER: C00000935

REFERENCE: JULY MONTHLY REPORT (06/01/2011 - 06/30/2011)

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 7 item(s):

1. Schedule B of your report discloses disbursements to "Automatic Data Processing" for "Payroll". Please be advised that when itemizing disbursements to companies for payroll services, if the payment to the salary recipient aggregates in excess of \$200 in a calendar year, a memo entry including the name and address of the individual receiving the salary, as well as the date, amount, and purpose of the original disbursement must be provided. Please amend your report to include the missing information or provide clarifying information if memo items are not required. (11 CFR § 104.9)
2. Schedule B of your report discloses reimbursements to "Terri New" for apparent travel and subsistence advances in which the total amount reimbursed exceeds \$500. When the reimbursement amount to staff for travel and subsistence advances exceeds \$500, the payments by staff to any one vendor that make up the reimbursement may have to be itemized. For example, if the related payments to any one vendor aggregate in excess of \$200 for the calendar year, the staff advance payment to the vendor must also be itemized in a memo entry for that reimbursement. Each memo entry must include the complete name and address of the original vendor, as well as the date, amount and detailed purpose of the advance. If itemization is not necessary for a particular reimbursement to staff in excess of \$500, you must indicate so in an amendment to this report. Please amend your report to include the missing or

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clarifying information. See Advisory Opinion 1996-20 for additional clarification. (11 CFR § 104.9)

3. Schedule B of your report discloses a \$1,760.17 payments made to an apparent credit card company however, the sum of the memo entries provided identifying the original vendors associated with this payment totals \$2,000. Please amend your report to clarify this apparent discrepancy.

4. On Schedule B supporting Line 22 of the Detailed Summary Page, your committee discloses a disbursement for "InKind Transfer" and lists itself (Democratic Congressional Campaign Committee) as the payee. Please clarify the nature of this transaction or amend Schedule B by providing the correct name and mailing address of the payee as well as the ultimate recipient of the in-kind transfer. (11 CFR §104.3 (b)(3))

5. Please identify the name of the recipient committee for the in kind transfer(s) disclosed on Schedule B for Line 22. (11 CFR §104.3 (b)(3))

6. Schedule A supporting Line 11(a)(i) of your report discloses negative entries for the apparent voids of a contributions originally received by your committee. In addition, Schedule B supporting Line 28(a) or your report discloses refunds made to these individuals for the same amount as the apparent voids on Schedule A. Please be advised that if your committee wrote a refund check from your account, this disbursement should only be disclosed on Schedule B supporting Line 28 of the Detailed Summary Page. Negative entries on Schedule A should only be used to disclose voided checks that were not cashed or cleared by a bank. This method of reporting would clarify for the public record the total amount of receipts/disbursements and more accurately disclose the cash-on-hand amount. Please amend your report(s) to properly disclose this activity or provide clarifying information.

7. Schedule F supporting Line 25 of your report discloses a negative entry for the receipt of an apparent refund of an expenditure made during this or previous reporting period. Please be advised that the receipt of refunds or rebates should be disclosed on Schedule A supporting Line 15 of the Detailed Summary Page if the vendor wrote a refund/rebate check on its account. Please amend your report to properly disclose this activity or provide clarifying information.

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

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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) 694-1141.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Buckley". The signature is fluid and cursive, with a prominent loop at the end.

Daniel Buckley
Senior Campaign Finance Analyst
Reports Analysis Division