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FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

October 12, 2016

STACEY MAUD, TREASURER
VAN HOLLEN FOR SENATE
10605 CONCORD ST SUITE 202
KENSINGTON, MD 20895

Response Due Date
11/16/2016

IDENTIFICATION NUMBER: C00573758

REFERENCE: JULY QUARTERLY REPORT (04/07/2016 - 06/30/2016)

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. **An adequate response must be received at the Senate Public Records Office by the response date noted above. 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 **8** item(s):

1. The beginning cash balance of this report does not equal the ending balance of your 2016 12 Day Pre-Primary Report. Please correct this discrepancy and amend all subsequent reports that may be affected by the correction. (52 U.S.C. § 30104(b)(1) (formerly 2 U.S.C. § 434(b)(1)) and 11 CFR § 104.3(a)(1))

2. The totals listed on Lines 6(a), 6(b), 6(c), 7(a), 7(b), 7(c), 11(a)(iii), 11(c), 11(e), 14, 16, 17, 20(a), 20(d), and 22, Column B of the Summary and Detailed Summary Pages appear to be incorrect. Column B figures for the Summary and Detailed Summary Pages should equal the sum of the Column B figures on your previous report and the Column A figures on this report. Please file an amendment to your report to correct the Column B discrepancies for this report and all subsequent report(s) which may be affected by this correction. Note that Column B should reflect only the election cycle-to-date totals (11/3/2010 through 11/8/2016). (52 U.S.C. § 30104(b) (formerly 2 U.S.C. § 434(b)) and 11 CFR § 104.3)

3. Schedule A of your report indicates that your committee may have failed to file one or more of the required 48-hour notices regarding "last minute" contributions received by your committee after the close of books for the 12 Day Pre-Primary Report (see attached). A principal campaign committee must notify the Commission, in writing, within 48 hours of any contribution of

$1,000 or more received between two and twenty days before an election. These contributions are then reported on the next report required to be filed by the committee. To ensure that the Commission is notified of last minute contributions of $1,000 or more to your campaign, it is recommended that you review your procedures for checking contributions received during the aforementioned time period. The failure to file 48-hour notices may result in civil money penalties or legal enforcement action. (11 CFR § 104.5(f))

If any contribution of $1,000 or more was incorrectly reported, you must amend your original report with the clarifying information.

4. Your committee filed a 48-hour notice disclosing a "last minute" contribution from Ms. Susan Emmer on 4/14/2016. This contribution does not appear on a Schedule A of this report. Please amend your report to include this contribution or provide an explanation of this apparent discrepancy. (11 CFR § 104.3(a)(4)(i))

5. On Schedule B supporting Line 17 of your report, you have itemized disbursements for which you have failed to include the address. Please amend your report to include the missing information. (11 CFR § 104.3(b)(4))

6. Itemized disbursements must include a brief statement or description of why each disbursement was made. Please amend Schedule B supporting Line 17 of your report to clarify the following descriptions: "Campaign Materials" and "Election Day Services." For further guidance regarding acceptable purposes of disbursement, please refer to 11 CFR 104.3(b)(4)(i)(A).

Additional clarification regarding inadequate purposes of disbursement published in the Federal Register is available on the FEC website at www.fec.gov/law/policy/purposeofdisbursement/inadequate_purpose_list_3507.pdf. A non-exhaustive list of acceptable purposes is also available on the FEC website at http://www.fec.gov/rad/pacs/documents/ExamplesofAdequatePurposes.pdf.

7. Schedule B of your report discloses reimbursements to individuals for the following disbursement: "Reimbursement for Office Supplies." Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of $200 in an election cycle, a memo entry including 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 on

Schedule B and clearly identify each memo entry supporting a reimbursement. If itemization is not necessary, you must indicate so in an amendment to this report. (11 CFR §§ 104.3(b)(4)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20, footnote 3)

8. Schedule D of your report fails to disclose complete information for each creditor. Commission Regulations require the full name and mailing address of each creditor, the outstanding balance at the beginning and end of the reporting period, any amount incurred during the reporting period, any payment made during the reporting period, and the nature or purpose of each debt. Additionally, all debts must be reported continuously until extinguished or settled. Please amend your report to include the mailing address of each creditor. (11 CFR §§ 104.3(d) and 104.11)

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**.

A written response or an amendment to your original report(s) correcting the above problems should be filed with the Senate Public Records Office. Please contact the Senate Public Records Office at (202) 224-0322 for instructions on how and where to file an amendment. For additional information about the report review process or specific filing information for your committee type, please visit http://www.fec.gov/rad/. 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) 694-1174.

Sincerely,

Jaime Amrhein
Senior Campaign Finance Analyst
Reports Analysis Division

Missing 48-Hour Notices
Van Hollen for Senate (C00573758)

Contributor Name	Date	Amount	Election
Goodfriend, David R	4/14/16	$2,700.00	P2016
Siddiqui, A. Nayab	4/17/16	$2,036.00	P2016
Mahmood, Shaista	4/18/16	$1,500.00	P2016