



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

December 29, 2004

Jeffrey B. Norman, Treasurer
DC Democratic State Committee
499 South Capitol Street SW, Suite 412
Washington, DC 20003

Response Due Date:
January 28, 2005

Identification Number: C00295964

Reference: October Quarterly Report (7/1/04-9/30/04)

Dear Mr. Norman:

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:

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) B of your report to clarify the following description(s): "Expense Reimbursement." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

-On Schedule(s) B supporting Line(s) 21(b) of the Detailed Summary Page, you have not included the full name and/or mailing address for the payment made to Altman's Parking. Please amend your report accordingly.

-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

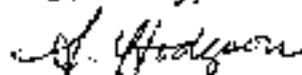
-On Schedule H3 supporting Line 18(a) of the Detailed Summary Page, you have failed to include a date of receipt for the \$3,097.26 transfer-in from the "Non-Federal Account DC Democratic State Committee." Please amend your report to include this date. 11 CFR §§104.10 and 104.17

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to include the allocated activity or event year-to-date total amount for all payment(s). Please amend your report to include the missing event year-to-date total(s).

Unlike previous election cycles, 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) 694-1140.

Sincerely,



Abbie Hodgson
Campaign Finance Analyst
Reports Analysis Division

