



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20543

RQ-2

February 4, 2004

James Ricci, Treasurer  
Diageo North America Inc. Employees' Political  
Participation Committee  
750 East Main Street  
P.O. Box 778  
Stamford, CT 06902

**Response Due Date:**  
**March 5, 2004**

Identification Number: C00034470

Reference: Year-End Report (7/1/03-12/31/03)

Dear Mr. Ricci:

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:

-On Schedule B supporting Line 23 of the Detailed Summary Page, you disclose apparent in-kind contributions to federal candidates as memo entries. Please be advised, a memo entry is used to disclose additional information about an itemized transaction and the amount of the memo entry is not included in the total receipts or disbursements for the report. If the disbursements made by your committee were indeed contributions to federal candidates, they should not be itemized as memo entries and the amounts should be added into your line total(s). Please amend your report to clarify this apparent discrepancy or provide further information regarding the transaction(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 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1135.

Sincerely,



Maureen Behitz  
Campaign Finance Analyst  
Reports Analysis Division

