FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

November 12, 2013

KELLY C. WARD, TREASURER
DEMOCRATIC CONGRESSIONAL CAMPAIGN
COMMITTEE
430 SOUTH CAPITOL STREET, SE 2ND FLOOR
WASHINGTON, DC 20003

Response Due Date
12/17/2013

IDENTIFICATION NUMBER: C00000935

REFERENCE: JUNE MONTHLY REPORT (05/01/2013 - 05/31/2013)

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. **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 **5** item(s):

1. Schedule A supporting Line 11(a)(i) of your report discloses $5,875 in activity identified as MEMO entries that do not appear to correspond with any itemized transaction(s). Please be advised, a memo entry is used to disclose additional information about an itemized transaction and the amount of a memo entry is not included in the total receipts or disbursements for the report. Please amend your report to provide clarifying information regarding this activity. (11 C.F.R. § 104.3(a) and (b))

2. Schedule A of your report discloses a receipt(s) from Roberto Gutierrez, Joseph Hall, Susan Lockhart and Carol Pedder, with a negative aggregate year-to-date tota(s) which appears to reflect a voided contribution made in a prior year. Please be advised that the aggregate year-to-date total for a contributor should reflect only those contributions received within that calendar year. Please amend your report to provide the correct aggregate year-to-date total.

3. Itemized disbursements must include a brief statement or description of why each disbursement was made. Please amend Schedule B supporting Line 21(b) of your report to clarify the following description(s): "Equipment Rental/Maintenence, "Generic Cmte. Publications," "Offset For In-Kind Events," "InKind Transfer," and "Bankruptcy Trustee Settlement." For further guidance regarding acceptable purposes of disbursement, please refer to 11 CFR 104.3(b)(3)(i).

Additional clarification regarding inadequate purposes of disbursement published in the Federal Register can be found at http://www.fec.gov/law/policy/purposeofdisbursement/inadequate_purpose_list_3507.pdf.

4. Schedule B of your report discloses reimbursements to individuals for "Generic Cmte. Events/Meetings," "Generic Cmte. Fundraising Svcs," "Fundraising Services," "Insurance," and "Generic Cmte. Publications." 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 a calendar year, 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 and clearly identify on the Schedule B, which reimbursement each memo entry relates to. If itemization is not necessary, you must indicate so in an amendment to this report. 11 CFR §§104.3(b)(3)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20, footnote 3

5. Itemized coordinated expenditures must include a brief statement or description of why the expenditures were made. Please amend Schedule F of your report to clarify the following description(s): "Fundraising Services," and "Administrative Services." For further guidance regarding acceptable purposes, please refer to 11 CFR §104.3(b)(3).

- Your report discloses certain categories of financial activity that have been reflected on the wrong lines of the Detailed Summary Page. For your information and consideration when preparing future filings, contributions from other political committees (including candidate committees) should be properly disclosed on a separate Schedule(s) A, supporting Line(s) 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. (2 U.S.C § 434(b) and FORM 3X Instructions)

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**.

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) 694-1164.

Sincerely,

Nicole Miller

Nicole Miller
Senior Campaign Finance Analyst
Reports Analysis Division

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