



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

October 13, 2016

STEVEN WELZER, TREASURER
JILL STEIN FOR PRESIDENT
22 KENDALL ROAD
LEXINGTON, MA 02421

Response Due Date

11/17/2016

IDENTIFICATION NUMBER: C00581199

REFERENCE: SEPTEMBER MONTHLY REPORT (08/01/2016 - 08/31/2016)

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. **Failure to adequately respond by the response date noted above could result in enforcement action.** Additional information is needed for the following 5 item(s):

1. Line 17(a)(ii) of the Detailed Summary Page discloses \$439,099.00 in unitemized receipts from individuals/persons other than political committees during the reporting period. When contributions from an individual reach \$200 for an election cycle, each subsequent contribution from that individual must be itemized, regardless of the amount. The itemization should include the full name, mailing address and zip code of the person, along with the name of his/her employer, the date of the contribution, his/her occupation, the election designation and the election cycle-to-date amount of contributions made by the person. Please amend your report to provide a Schedule A-P if necessary, or to clarify that for the contributions in question, the aggregate total for the election cycle for each contributor does not exceed \$200. (11 CFR § 104.3(a)(4)(i))
2. Itemized disbursements must include a brief statement or description of why each disbursement was made. Please amend Schedule B-P supporting Line 23 of your report to clarify the following descriptions: "Bonus" and "Event Expenses." 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 can be found at http://www.fec.gov/law/policy/purposeofdisbursement/inadequate_purpose_list_3507.pdf.

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3. Schedule B-P of your report discloses reimbursements to individuals for the following disbursements: "Office Supplies," "Postage Costs," "Reimbursement: Consulting Costs," "Reimbursement: Convention Costs," "Reimbursement: Office Supplies," "Reimbursement: Online Donation Processing Costs," "Reimbursement: Printing," and "Reimbursement: Printing Costs." 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-P 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)

4. Schedule B-P of your report discloses disbursements with the purpose petty cash that appear to be made from petty cash. Please be advised that cash disbursements to any person or vendor for any single purchase or transaction may not exceed \$100. If payments to the original vendor exceed \$200 in an election cycle, a memo entry including the name of the original vendor as well as address, date, amount, and purpose of the original purchase must be provided. Please amend your report to include the missing information or provide clarifying information if memo items are not required. (52 U.S.C. §30102(h)(2) (formerly 2 U.S.C. §432(h)(2)) and 11 CFR § 102.11)

5. Schedule B-P of your report discloses reimbursements to individuals for the following travel related disbursements: "Airline Tickets," "Reimbursement: Airline Tickets," "Reimbursement: Convention Travel Costs," "Reimbursement: Hotel Costs," "Reimbursement: Rental Car," and "Reimbursement: Travel Costs." When the reimbursement amount to individuals 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 election cycle, 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 clarifying information. See Advisory Opinion 1996-20 for additional clarification. (11 CFR § 104.9)

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Please note 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. **Requests for extensions of time in which to respond will not be considered.** Failure to comply with the provisions of the Act may 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. 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,

A handwritten signature in black ink, appearing to read "Jaime", with a stylized flourish at the end.

Jaime Amrhein
Senior Campaign Finance Analyst
Reports Analysis Division