



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

June 29, 2010

Louis Demato, Treasurer  
Friends of Frank Guinta  
P.O. Box 877  
Manchester, NH 03105

**Response Due Date:  
August 3, 2010**

Identification Number: C00461350

Reference: April Quarterly Report (1/1/10 – 3/31/10)

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 3 items:

1. 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: "Consulting," "Consulting Expenses," "Consulting Services," "Contract Labor" and "Monthly Consulting Fees." For further guidance regarding acceptable purposes of disbursement, please refer to 11 CFR 104.3(b)(4)(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](http://www.fec.gov/law/policy/purposeofdisbursement/inadequate_purpose_list_3507.pdf).

2. Schedule B of your report discloses reimbursements to individuals for expenses other than travel and subsistence. 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. If itemization is not necessary, you must indicate so in an amendment to this report. Please correct your report to include the missing information. (11 CFR §§ 104.3(b)(4)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20)

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3. Schedule B of your report discloses disbursements to "Petty Cash" for \$200.00. Please be advised that disbursements from a petty cash fund to any person or vendor for any single purchase or transaction may not exceed \$100. Please amend your report to clarify these disbursements. If the payment to the original vendor aggregates in excess of \$200 in an election cycle, a memo entry including the name of the original vendor, as well as the date, amount, and purpose of the original purchase must be provided. (2 U.S.C. § 432(h)(2) and 11 CFR § 102.11)

**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.**

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) 694-1171.

Sincerely,



Kendra A. Hannan  
Campaign Finance Analyst  
Reports Analysis Division

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