



FEDERAL ELECTION COMMISSION
WASHINGTON, D. C. 20463

October 22, 2003

RQ-2

James J. Bonham, Treasurer
Democratic Congressional Campaign
Committee
430 South Capitol Street SE, 2nd Floor
Washington, DC 20003

Response Due Date:
November 21, 2003

Identification Number: C00000935

Reference: February Monthly Report (1/1/03-1/31/03)

Dear Mr. Bonham:

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:

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

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Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30

days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR § 104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-Schedule A supporting Line 15 of the Detailed Summary Page discloses a refund(s) or rebate(s) of what appears to be a previously disclosed allocable expense(s). Please be advised that in prior election cycles, when a committee received an apparent refund or rebate of an allocable expense, it was to be allocated between the federal and non-federal accounts according to the same allocation ratio used to allocate the original disbursement. Furthermore, the federal account had to transfer the non-federal portion to the non-federal account and disclose this transfer-out on Schedule H4.

As a result of the Bipartisan Campaign Reform Act, the Commission has promulgated new and revised rules that restrict and, in some cases, ban the receipt, solicitation, and use of nonfederal funds. While offsets to operating expenditures (refunds, rebates, etc.) of previously disclosed allocable expenses from 2002 can still be received by your federal account,

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the non-federal share of these offsets must be disgorged to the United States Treasury. 11 CFR §300.12 Your report does not appear to disclose a payment of the non-federal portion of this refund(s) or rebate(s) to the United States Treasury. Please provide clarification regarding this apparent omission.

-The independent expenditure schedule (Schedule E) should disclose the following information: the name and mailing address of the payee, the purpose of the expenditure, the date of payment, the amount of payment, the name and office sought, state and district (if applicable) of the federal candidate, the calendar year-to-date, per election, for office sought total, the election designation, an indication of whether the candidate was supported or opposed and the signature of the treasurer. Please amend Schedule E by providing the purpose of the expenditure. 11 CFR §104.3(b)(3)(vii)

-Schedule F of your report discloses a coordinated expenditure(s) made directly to a candidate committee(s). Please be advised that a coordinated expenditure is to be made on behalf of a candidate for the General Election. The money cannot be contributed directly to the candidate committee. As such your expenditure(s) appears to be a contribution to a federal candidate and is subject to the limits set forth in the Act. Please amend your report to clarify your expenditure(s) and disclose it on the appropriate schedule supporting the correct line of the Detailed Summary Page, if necessary.

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.

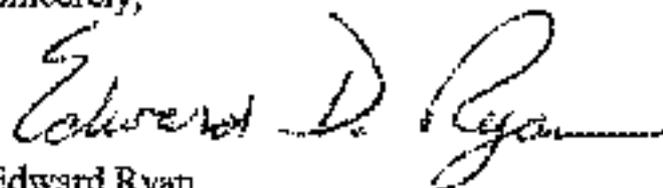
Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify 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

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reach the Reports Analysis Division) or my local number (202) 694-1144.

Sincerely,

A handwritten signature in cursive script that reads "Edward D. Ryan". The signature is written in black ink and is positioned above the typed name.

Edward Ryan
Campaign Finance Analyst
Reports Analysis Division

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