



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

August 23, 2011

WILLIAM J MINES, TREASURER
DIAGEO NORTH AMERICA INC EMPLOYEES'
POLITICAL PARTICIPATION COMMITTEE
801 MAIN AVENUE
NORWALK, CT 06851

Response Due Date
09/27/2011

IDENTIFICATION NUMBER: C00034470

REFERENCE: APRIL MONTHLY REPORT (03/01/2011 - 03/31/2011)

Dear Treasurer:

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. **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 1 item(s):

- Schedule A supporting Line 11(a)(i) of your report discloses a negative entry. Line 11(a)(i) should only be used if your committee received individual contributions. Further, negative entries on Schedule A should only be used to disclose voided checks that were not cashed or cleared by a bank. This method of reporting would clarify for the public record the total amount of receipts/disbursements and more accurately disclose the cash-on-hand amount. Please be advised that if your committee wrote a refund check from your account, this disbursement should be disclosed on Schedule B supporting Line 28(a) of the Detailed Summary Page. Please amend your report(s) to properly disclose this activity or provide clarifying information.

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

DIAGEO NORTH AMERICA INC EMPLOYEES' POLITICAL PARTICIPATION
COMMITTEE

Page 2 of 2

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) 694-1177.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Jones". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Brian Jones
Campaign Finance Analyst
Reports Analysis Division

321