



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

September 18, 2016

DOUGLAS R. BOYD, TREASURER
LOS ANGELES COUNTY LINCOLN CLUB
157 N GLENDORA AVE STE 201
GLENDORA, CA 91741-3349

Response Due Date

10/24/2016

IDENTIFICATION NUMBER: C00248658

REFERENCE: JULY QUARTERLY REPORT (04/01/2016 - 06/30/2016)

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 an audit or enforcement action.** Additional information is needed for the following 2 item(s):

1. Your report does not include a Schedule H1 to disclose the ratio for the allocation of certain costs. Separated Segregated Funds and Nonconnected committees that choose to allocate administrative expenses, generic voter drive costs and expenses related to public communications referencing any party committee (but no clearly identified candidates), should disclose the allocation ratio applied to these expenses on Schedule H1. 11 CFR §104.10(b)(1)
2. Schedule H4 of your report discloses reimbursements to individuals for "Labels," "Postage," "Reimbursement for Board Meeting," "Reimbursement for Board Meeting Expense" and "Reimbursement for Board Meeting, Postage, and Website Expenses." Please be advised that when itemizing reimbursements to individuals for goods or services, payment to the original vendors must be itemized as memo entries regardless of amount. Each memo entry must include 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 H4, which reimbursement each memo entry relates to. (11 CFR §§104.10 and 104.17, and Advisory Opinions 1992-1 and 1996-20, footnote 3)

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

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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) 694-1143.

Sincerely,



Kaitlin Seufert
Sr. Campaign Finance & Reviewing Analyst
Reports Analysis Division