



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

August 16, 2012

GREGORY E. SANBORN, TREASURER  
DEMOCRATIC PARTY OF CONTRA COSTA  
COUNTY  
702 WINDMILL COURT  
CONCORD, CA 94518

**Response Due Date**  
**09/20/2012**

IDENTIFICATION NUMBER: C00456764

REFERENCE: YEAR-END REPORT (07/01/2011 - 12/31/2011)

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 H4 discloses a disbursement(s) which is categorized as a fundraising expense(s); however, a Schedule H2 has not been filed to disclose the allocation ratio. All committees are required to allocate the direct costs of each fundraising event in which the committee collects both federal and non federal funds. The costs are allocated according to the funds received ratio and reported on Schedule H2. (11 CFR §§106.6(d) and 106.7(d)(4)) Please file a Schedule H2 to disclose the ratio for the fundraising event(s).

**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

DEMOCRATIC PARTY OF CONTRA COSTA COUNTY

Page 2 of 2

Reports Analysis Division) or my local number (202) 694-1143.

Sincerely,

A handwritten signature in black ink that reads "Kaitlin Eger". The signature is written in a cursive style with a large, stylized initial 'K'.

Kaitlin Eger  
Senior Campaign Finance Analyst  
Reports Analysis Division

315