



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

May 6, 2009

Kinde Durkee, Treasurer
Pasadena Area United Democratic
Headquarters
1212 S. Victory Blvd.
Burbank, CA 91502

Response Due Date:
June 8, 2009

Identification Number: C00380568

Reference: Amended 30 Day Post General Report (10/16/08 - 11/24/08), received
1/31/09

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 4 items:

1. Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) B of your report to clarify the following description(s): "Food & Campaign Expenses" and "Campaign Merchandise." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

2. Please clarify all expenditures made for "Campaign Party Location Rental & Supplies," "Transportation To Campaign Event," "Event entertainment," "Audio Equipment for Event" and "Food for Event" on Schedule(s) B and H4. If a portion or all of these expenditures were made on behalf of specifically identified federal candidates, this amount should be disclosed on Schedules B or E supporting Lines 23 or 24 and include the amount, name, address and office sought by each candidate. 11 CFR §§104.3(b) and 106.1

3. Schedule B of your report discloses reimbursements to individuals for "Office Computer Supplies." 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 a calendar year, a memo

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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. Please amend your report to include the missing information and clearly identify on the Schedule B, which reimbursement each memo entry relates to. If itemization is not necessary, you must indicate so in an amendment to this report. 11 CFR §104.9, and Advisory Opinions 1992-1 and 1996-20, footnote 3

4. Schedule H4 of your report discloses reimbursements to individuals for "Food For Volunteers," "Food & Supplies," "Campaign Mobile Phone," "Office Supplies," "Telephone," "Food Reimbursement," "Food & Office Supplies," "Printing Supplies Food for Volunteers" and "Supplies For GOTV Event." 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 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) 694-1172.

Sincerely,



Alexandra T. Broomhead
Campaign Finance Analyst
Reports Analysis Division

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