



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

March 29, 2016

FRANK J. DONATELLI, TREASURER
MCGUIREWOODS LLP
ONE JAMES CENTER
901 E. CARY STREET
RICHMOND, VA 23219

Response Due Date
05/03/2016

IDENTIFICATION NUMBER: C00225342

REFERENCE: AMENDED OCTOBER MONTHLY REPORT (09/01/2015 - 09/30/2015),
RECEIVED 11/20/2015

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 1 item(s):

1. Schedule A supporting Line 11(a) of your report discloses negative entries for the apparent refunds of contributions originally received by your committee. 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 of the Detailed Summary Page. 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 amend your report(s) to properly disclose this activity or provide clarifying information. (52 U.S.C. §30104(b)(2) (formerly 2 U.S.C. §434(b)(2)) and 11 CFR §104.3(a)(2))

- Your report disclosed certain categories of financial activity that have been reflected on the wrong lines of the Detailed Summary Page. For your information and consideration when preparing future filings, the value of in-kind contributions received from individuals must be added to the receipts and disbursements total in order to avoid either inflating or deflating the cash on hand amount, and should be properly disclosed on Schedule A, supporting Line 11(a)(i), and Schedule B, supporting Line 21(b). Please refer to the instructions for each line when determining the proper categorization(s) for

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Page 2 of 2

your next filing. (52 U.S.C. §30104(b) (formerly 2 U.S.C §434(b)) and FORM 3X Instructions)

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) 694-1185.

Sincerely,



Samantha Hay
Campaign Finance Analyst
Reports Analysis Division