



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C.

RQ-2

November 16, 2023

MR. DANIEL HEINS, TREASURER  
UNITED POSTMASTERS AND MANAGERS OF  
AMERICA POLITICAL FUND  
8 HERBERT STREET  
ALEXANDRIA, VA 22305-2600

**Response Due Date**  
**12/21/2023**

IDENTIFICATION NUMBER: C00100404

REFERENCE: OCTOBER MONTHLY REPORT (09/01/2023 - 09/30/2023)

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. Schedule A supporting Line 17 of the Detailed Summary Page discloses one or more receipts totaling \$3,469.18 from "APCU Jumbo #71," "Signature FCU 5 YR Certificate #41," "Signature FCU 36 Month CD," and "Signature FCU 2 YR BUMP CD." Please amend your report to clarify the nature of these receipts.

2. On Schedule B supporting Line 29 of the Detailed Summary Page, you have itemized disbursements for which you have failed to include the purpose. Please amend your report to include the missing information. (11 CFR § 104.3(b)(3))

- Your report discloses 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, federal operating expenditures should be properly disclosed on a separate Schedule(s) B, supporting Line(s) 21(b) of the Detailed Summary Page. Please refer to the instructions for each line when determining the proper categorization(s) for your next filing. (52 U.S.C. §30104(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

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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. For information about the report review process or specific filing information for your committee type, please visit [www.fec.gov/help-candidates-and-committees](http://www.fec.gov/help-candidates-and-committees). For more information about Requests for Additional Information (RFAI), why you received a letter, and how to respond, please visit [www.fec.gov/help-candidates-and-committees/request-additional-information](http://www.fec.gov/help-candidates-and-committees/request-additional-information). Should you 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) 694-1232.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Melissa Cisewski', with a stylized flourish at the end.

Melissa Cisewski  
Campaign Finance Analyst