



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

November 8, 2015

JOSE H. VILLARREAL, TREASURER  
HILLARY FOR AMERICA  
P.O. BOX 5256  
NEW YORK, NY 10185-5256

**Response Due Date**

**12/14/2015**

IDENTIFICATION NUMBER: C00575795

REFERENCE: OCTOBER QUARTERLY REPORT (07/01/2015 - 09/30/2015)

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 2 item(s):

1. Schedule B-P supporting Line 23 of your report discloses operating expenditures with negative amounts. The Commission notes your additional explanation that "[n]egative entries on Schedule B reflect voided checks." However, you have failed to provide a reason that the checks were voided or returned. **Please either amend your report to provide explanations for this activity or clarify if and when these checks were reissued.** If they were not reissued, please clarify the steps your committee has taken in order to avoid the acceptance of prohibited in-kind contribution(s). (11 CFR § 104.9)
2. Schedule B-P of your report discloses reimbursements to individuals for the following disbursements: "Catering, Food & Beverages," "Event Supplies" and "Registration Fees". 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 an election cycle, a memo 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 on Schedule B-P and clearly identify each memo entry supporting a reimbursement. **If itemization is not necessary, you must indicate so in an amendment to this report.** (11 CFR § 104.3(b)(4)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20, footnote 3)

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**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) 694-1154.

Sincerely,



Jill Sugarman  
Sr. Campaign Finance & Reviewing Analyst  
Reports Analysis Division