



# Preliminary Audit Report of the Audit Division on Jill Stein for President

(October 11, 2011 – November 30, 2013)

## Why the Audit Was Done

Federal law requires the Commission to audit every political committee established by a candidate who receives public funds for the primary campaign.<sup>1</sup> The audit determines whether the candidate was entitled to all of the matching funds received, whether the campaign used the matching funds in accordance with the law, whether the candidate is entitled to additional matching funds, and whether the campaign otherwise complied with the limitations, prohibitions, and disclosure requirements of the election law.

## Future Action

The Commission may initiate an enforcement action, at a later time, with respect to any of the matters discussed in this report.

## About the Campaign (p. 2)

Jill Stein for President is the principal campaign committee for Jill Stein, a candidate for the Green Party nomination for the office of President of the United States. The Committee is headquartered in Lexington, Massachusetts. For more information, see the chart on the Campaign Organization, p. 2.

## Financial Activity (p. 3)

• Receipts	
○ Contributions from Individuals	\$ 817,317
○ Matching Funds Received	372,130
○ Loans Received from the Candidate	64,000
○ Contributions from Political Parties	4,235
○ Offsets to Operating Expenditures	1,902
<b>Total Receipts</b>	<b>\$ 1,259,584</b>
• Disbursements	
○ Operating Expenditures	\$ 1,069,758
○ Fundraising Disbursements	26,803
○ Loan Repayments	20,000
○ Contribution Refunds	1,445
<b>Total Disbursements</b>	<b>\$ 1,118,006</b>

## Findings and Recommendations (p. 4)

- Net Outstanding Campaign Obligations (Finding 1)
- Misstatement of Financial Activity (Finding 2)
- Disclosure of Debts and Obligations (Finding 3)
- Reporting of Receipts (Finding 4)
- Reporting of Expenditures (Finding 5)
- Itemization of Candidate Loans (Finding 6)

<sup>1</sup> 26 U.S.C. §9038(a).

# **Preliminary Audit Report of the Audit Division on Jill Stein for President**

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# **Part I**

## **Background**

### **Authority for Audit**

This report is based on an audit of Jill Stein for President (JSFP), undertaken by the Audit Division of the Federal Election Commission (the Commission) as mandated by Section 9038(a) of Title 26 of the United States Code. That section states, "After each matching payment period, the Commission shall conduct a thorough examination and audit of the qualified campaign expenses of every candidate and his authorized committees who received [matching] payments under section 9037." Also, Section 9039(b) of the United States Code and Section 9038.1(a)(2) of the Commission's Regulations state that the Commission may conduct other examinations and audits from time to time as it deems necessary.

### **Scope of Audit**

This Audit examined:

1. the campaign's compliance with limitations for contributions and loans;
2. the campaign's compliance with the limitations for candidate contributions and loans;
3. the campaign's compliance with the prohibition on accepting prohibited contributions;
4. the disclosure of contributions and loans received;
5. the disclosure of disbursements, debts and obligations;
6. the consistency between reported figures and bank records;
7. the accuracy of the Statement of Net Outstanding Campaign Obligations;
8. the campaign's compliance with spending limits
9. the completeness of records; and
10. other campaign operations necessary to the review.

### **Inventory of Campaign Records**

The Audit staff routinely conducts an inventory of campaign records before it begins audit fieldwork. JSFP's records were materially complete and fieldwork commenced thereafter.

## Part II

### Overview of Campaign

#### Campaign Organization

<b>Important Dates</b>	
• Date of Registration	November 14, 2011
• Eligibility Period <sup>2</sup>	August 22, 2012 – September 6, 2012
• Audit Coverage <sup>3</sup>	October 11, 2011 - November 30, 2013
<b>Headquarters</b>	
Lexington, Massachusetts	
<b>Bank Information</b>	
• Bank Depositories	Two
• Bank Accounts	Three primary accounts and one general account.
<b>Treasurer</b>	
• Treasurer When Audit Was Conducted	James Moran
• Treasurer During Period Covered by Audit	James Moran: October 23, 2012 - current John Andrews: July 6, 2012 - October 22, 2012 John Portelli: November 14, 2011 - July 5, 2012
<b>Management Information</b>	
• Attended Commission Campaign Finance Seminar	No
• Who Handled Accounting and Recordkeeping Tasks	Paid Staff

<sup>2</sup> On July 16, 2012, the Candidate submitted a signed letter to the Commission seeking to become eligible to receive Presidential primary matching funds and agreeing that she and her authorized committee would comply with the conditions set forth in 11 CFR §9033.1(b). A threshold submission was submitted on July 16, 2012, and the Commission certified the Candidate as eligible to receive matching funds on August 22, 2012. The period during which the Candidate was eligible for matching funds ended on September 6, 2012, the date of ineligibility.

<sup>3</sup> The Audit staff conducted limited reviews of receipts and expenditures after December 31, 2012, to determine whether the Candidate was eligible to receive additional matching funds.

## Overview of Financial Activity (Audited Amounts)

<b>Cash-on-hand @ October 11, 2011</b>	<b>\$ 0</b>
<b>Receipts</b>	
o Contributions from Individuals <sup>4</sup>	817,317
o Matching Funds Received <sup>5</sup>	372,130
o Loans Received from the Candidate	64,000
o Contributions from Political Parties	4,235
o Offsets to Operating Expenditures	1,902
<b>Total Receipts</b>	<b>\$ 1,259,584</b>
<b>Disbursements</b>	
o Operating Expenditures	1,069,758
o Fundraising Disbursements	26,803
o Loan Repayments	20,000
o Contribution Refunds	1,445
<b>Total Disbursements</b>	<b>\$ 1,118,006</b>
<b>Cash-on-hand @ December 31, 2012</b>	<b>\$ 141,578</b>

<sup>4</sup> JSFP received approximately 8,400 contributions from 6,000 individuals.

<sup>5</sup> As of the Candidate's date of ineligibility, September 6, 2012, JSFP had received matching funds totaling \$100,000. JSFP received an additional \$272,130 by December 3, 2012, for a total of \$372,130.

## **Part III**

### **Summaries**

#### **Findings and Recommendations**

##### **Finding 1. Net Outstanding Campaign Obligations**

The Audit staff's review of JSFP's financial activity through November 30, 2013, and estimated winding down costs indicated that the Candidate did not receive matching fund payments in excess of her entitlement. (For more detail, see p. 6.)

##### **Finding 2. Misstatement of Financial Activity**

During audit fieldwork, a comparison of JSFP's reported financial activity with its bank records revealed that, for 2012, JSFP understated its reported receipts and ending cash-on-hand by \$211,949, and \$106,128, respectively; and overstated disbursements by \$13,850. Subsequent to the audit notification letter JSFP filed amendments; however, receipts, disbursements and ending cash-on-hand remain understated. Additional amended reports filed subsequent to the end of fieldwork exit conference materially corrected the misstatement errors. The Audit staff recommends that JSFP provide any additional information or written comments that it considers relevant to this matter. (For more detail, see p. 9.)

##### **Finding 3. Disclosure of Debts and Obligations**

During audit fieldwork, the Audit staff identified debts totaling \$78,043 that were not disclosed on Schedule D-P (Debts and Obligations) as required. Amendments filed subsequent to the audit notification letter disclosed some of these debts. The Audit staff recommends that JSFP amend its disclosure reports to properly disclose the remaining \$4,501 in debts. (For more detail, see p. 11.)

##### **Finding 4. Reporting of Receipts**

During audit fieldwork, the Audit staff's review identified contributions from individuals totaling \$23,071 that JSFP failed to itemize. In addition, receipts totaling \$57,622 were not adequately disclosed. For most of these contributions, the election cycle-to-date total disclosed on Schedules A-P was incorrect. Amended reports filed subsequent to the audit notification letter materially corrected both the itemization and disclosure errors. The Audit staff recommends JSFP provide any additional information or written comments that it considers relevant to this matter. (For more detail, see p. 12.)

##### **Finding 5. Reporting of Expenditures**

During audit fieldwork, the Audit staff's review identified expenditures totaling \$49,797 that JSFP failed to itemize. In addition, expenditures totaling \$314,673 were not adequately disclosed. For most of these expenditures, the purpose was not disclosed or inadequately disclosed. Amended reports filed subsequent to the audit notification letter materially corrected both the itemization and disclosure errors. The Audit staff

recommends JSFP provide any additional information or written comments that it considers relevant to this matter. (For more detail, see p. 14.)

**Finding 6. Itemization of Candidate Loans**

The Audit staff's bank reconciliation for 2012 (See Finding 2) identified loans from the Candidate totaling \$40,000 that had not been disclosed by JSFP. Amended reports filed subsequent to the audit notification letter materially corrected both the itemization and disclosure errors. The Audit staff recommends JSFP provide any additional information or written comments that it considers relevant to this matter. (For more detail, see p. 16.)

## Part IV

# Findings and Recommendations

### Finding 1. Net Outstanding Campaign Obligations

#### Summary

The Audit staff's review of JSFP's financial activity through November 30, 2013, and estimated winding down costs indicated that the Candidate did not receive matching fund payments in excess of her entitlement.

#### Legal Standard

**A. Net Outstanding Campaign Obligations (NOCO).** Within 15 days after the candidate's date of ineligibility (see definition below), the candidate must submit a statement of "net outstanding campaign obligations." This statement must contain, among other things:

- The total of all committee assets including cash-on-hand, amounts owed to the committee and capital assets listed at their fair market value;
- The total of all outstanding obligations for qualified campaign expenses; and
- An estimate of necessary winding-down costs. 11 CFR §9034.5(a).

**B. Date of Ineligibility.** The date of ineligibility is whichever of the following dates occurs first:

- The day on which the candidate ceases to be active in more than one state;
- The 30th day following the second consecutive primary in which the candidate receives less than 10 percent of the popular vote;
- The end of the matching payment period, which is generally the day when the party nominates its candidate for the general election; or
- In the case of a candidate whose party does not make its selection at a national convention, the last day of the last national convention held by a major party in the calendar year. 11 CFR §§9032.6 and 9033.5.

**C. Qualified Campaign Expense.** Each of the following expenses is a qualified campaign expense.

- An expense that is:
  - Incurred by or on behalf of the candidate (or his or her campaign) during the period beginning on the day the individual becomes a candidate and continuing through the last day of the candidate's eligibility under 11 CFR §9033.5;
  - Made in connection with the candidate's campaign for nomination; and
  - Not incurred or paid in violation of any federal law or the law of the state where the expense was incurred or paid. 11 CFR §9032.9.
- An expense incurred for the purpose of determining whether an individual should become a candidate, if that individual subsequently becomes a candidate, regardless of when that expense is paid. 11 CFR §9034.4.

- An expense associated with winding down the campaign and terminating political activity. 11 CFR §9034.4(a)(3).

**D. Entitlement to Matching Payments after Date of Ineligibility.** If, on the date of ineligibility (see above), a candidate has net outstanding campaign obligations as defined under 11 CFR §9034.5, that candidate may continue to receive matching payments provided that he or she still has net outstanding campaign debts on the day when the matching payments are made. 11 CFR §9034.1(b).

**E. Winding Down Costs.** A primary election candidate who does not run in the general election may receive and use matching funds after notifying the Commission in writing of the candidate's withdrawal from the campaign for nomination or after the date of the party's nominating convention, if the candidate has not withdrawn before the convention. A primary election candidate who runs in the general election must wait until 31 days after the general election before using any matching funds for winding down costs, regardless of whether the candidate receives matching funds for the general election. 11 CFR §9034.11(d).

## **Facts and Analysis**

### **A. Facts**

The Candidate's date of ineligibility (DOI) was September 6, 2012. The Audit staff reviewed JSFP's financial activity through November 30, 2013, analyzed estimated winding down costs and prepared the Statement of Net Outstanding Campaign Obligations that appears on the next page.

**Jill Stein for President**  
**Statement of Net Outstanding Campaign Obligations**  
**As of September 6, 2012**  
**Prepared November 30, 2013**

<b><u>Assets</u></b>		
Cash in Bank	\$ 57,302	
Accounts Receivable	<u>31,443</u>	
<b>Total Assets</b>		<b>\$ 88,745</b>
<b><u>Liabilities</u></b>		
Accounts Payable for Qualified Campaign Expenses at 9/6/12	\$ 307,500	
Loans Payable to Candidate	44,000 <sup>6</sup> [a]	
<b>Winding Down Costs:</b>		
Actual Winding Down Expenses Paid (12/7/12 – 11/30/13)	85,487 [b]	
Estimated Winding Down Costs (12/1/13 – 6/30/14)	<u>104,650</u> [c]	
<b>Total Liabilities</b>		<b><u>541,637</u></b>
<b>Net Outstanding Campaign Obligations (Deficit) as of September 6, 2012</b>		<b><u>\$ (452,892)</u></b>

[a] Loans payable at DOI.

[b] The General election was November 6, 2012. The winding down period begins 31 days after the General election on December 7, 2012.

[c] Estimated winding down costs will be compared to actual winding down costs and adjusted accordingly.

Shown below are adjustments for funds received after the Candidate's DOI on September 6, 2012 through December 3, 2012, the date JSFP received its last matching fund payment.

Net Outstanding Campaign Obligations (Deficit) as of September 6, 2012	(\$452,892)
Less: Contributions Received (September 7, 2012 to December 3, 2012)	98,753
Less: Matching Funds Received September 7, 2012 thru December 3, 2012	272,130
Remaining Net Outstanding Campaign Obligations (Deficit) as of December 3, 2012	\$ (82,009)

As presented above, JSFP has not received matching fund payments in excess of its entitlement.

<sup>6</sup> This total represents all loans payable at DOI. Loan repayments of \$20,000 each were paid on September 7, 2012, and March 20, 2013, totaling \$40,000. The outstanding balance due on the loan is \$4,000.

The Audit staff presented a preliminary NOCO statement and related work papers to the JSFP representatives at the exit conference. After the exit conference, the representatives provided additional documentation as requested to update the NOCO statement.

#### **B. Preliminary Audit Report Recommendation**

The Audit staff recommends that, within 60 calendar days of service of this report, JSFP demonstrate any adjustments it believes are required in connection with any part of the NOCO statement or provide any other additional comments.

### **Finding 2. Misstatement of Financial Activity**

#### **Summary**

During audit fieldwork, a comparison of JSFP's reported financial activity with its bank records revealed that, for 2012, JSFP understated its reported receipts and ending cash-on-hand by \$211,949, and \$106,128, respectively; and overstated disbursements by \$13,850. Subsequent to the audit notification letter JSFP filed amendments; however, receipts, disbursements and ending cash-on-hand remain understated. Additional amended reports filed subsequent to the end of fieldwork exit conference materially corrected the misstatement errors. The Audit staff recommends that JSFP provide any additional information or written comments that it considers relevant to this matter.

#### **Legal Standard**

**Contents of Reports.** Each report must disclose:

- the amount of cash-on-hand at the beginning and end of the reporting period;
- the total amount of receipts for the reporting period and for the election cycle;
- the total amount of disbursements for the reporting period and for the election cycle; and
- certain transactions that require itemization on Schedule A-P (Itemized Receipts) or Schedule B-P (Itemized Disbursements). 2 U.S.C. §434(b)(1), (2), (3), (4) and (5)

#### **Facts and Analysis**

##### **A. Facts**

The Audit staff reconciled JSFP's reported financial activity with its bank records and determined that there was a misstatement of beginning and ending cash-on-hand and receipts. The following chart outlines the discrepancies and succeeding paragraphs explain, to the extent possible, the reasons for the misstatements.

<b>2012 Activity</b>			
	<b>Reported</b>	<b>Bank Records</b>	<b>Discrepancy</b>
Beginning Cash-on-hand Balance @ January 1, 2012	\$19,000	\$19,328	\$328 Understated
Receipts	\$1,018,273	\$1,230,222	\$211,949 Understated
Disbursements	\$1,121,822	\$1,107,972	\$13,850 Overstated
Ending Cash-on-hand Balance @ December 31, 2012	\$35,450 <sup>7</sup>	\$141,578	\$106,128 Understated

The beginning cash-on-hand was overstated by \$328 likely due to prior period discrepancies.

The understatement of receipts resulted from the following:

• Matching Funds not reported	\$ 100,000
• Contributions from Individuals not reported	89,647
• In-kind contributions not reported	2,539
• Loans from Candidate not reported (See Finding 6.)	40,000
• Offsets not reported	1,509
• Receipts from political action committees not reported	4,235
• Reported receipts not supported by a deposit/credit	(23,772)
• Unidentified difference	<u>(2,209)</u>
<b>Net Understatement of Receipts</b>	<b><u>\$ 211,949</u></b>

The overstatement of disbursements resulted from the following:

• Inter-account transfers reported as disbursements	\$ (17,000)
• Reported voided checks	(3,765)
• Over-reported payroll disbursements	(2,585)
• Double reporting of Candidate loan repayment	(20,000)
• Disbursements reported not supported by a check/debit	(9,399)
• Operating expenditures reported twice	(23,108)
• Bank reversing entries reported as disbursements	(285)
• Operating expenditures not reported	61,082
• In-kinds not reported	2,539
• Refund not reported and other reporting errors	825
• Unidentified Difference	<u>(2,154)</u>
<b>Net Overstatement of Disbursements</b>	<b><u>(\$ 13,850)</u></b>

<sup>7</sup> JSFP's reported ending cash-on-hand balance does not calculate correctly due to a failure to carry forward the ending cash-on-hand balance of (\$75,680) from its 2012 September Monthly report as the beginning cash-on-hand on its 2012 October Monthly report. Absent this error, the correct ending cash balance as of December 31, 2012 should have been (\$84,550).

The understatement of ending cash-on-hand in the amount of \$106,128 resulted from the misstatements described above.

#### **B. Preliminary Audit Report Recommendation**

At the exit conference, the Audit staff explained the misstatements and subsequently provided JSFP representatives with schedules detailing these discrepancies. In response, the representatives agreed to amend JSFP's reports. The representatives offered no additional comments during the exit conference. Subsequent to the audit notification letter JSFP filed amendments; however, receipts, disbursements and ending cash-on-hand remain understated. Additional amended reports filed subsequent to the end of fieldwork exit conference materially corrected the misstatement errors.

The Audit staff recommends that, within 60 calendar days of service of this report, JSFP provide any additional information or written comments that it considers relevant to this matter.

### **Finding 3. Disclosure of Debts and Obligations**

#### **Summary**

During audit fieldwork, the Audit staff identified debts totaling \$78,043 that were not disclosed on Schedule D-P (Debts and Obligations) as required. Amendments filed subsequent to the audit notification letter disclosed some of these debts. The Audit staff recommends that JSFP amend its disclosure reports to properly disclose the remaining \$4,501 in debts.

#### **Legal Standard**

**A. Continuous Reporting Required.** An authorized committee must disclose the amount and nature of outstanding debts and obligations until those debts are extinguished. 2 U.S.C. §434(b)(8) and 11 CFR §§104.3(d) and 104.11(a).

**B. Separate Schedules.** An authorized committee must file separate schedules for debts owed by and to the committee with a statement explaining the circumstances and conditions under which each debt and obligation was incurred or extinguished.

11 CFR §104.11(a).

#### **C. Itemizing Debts and Obligations.**

- Once it has been outstanding 60 days from the date incurred, a debt of \$500 or less must be reported on the next regularly scheduled report.
- A debt exceeding \$500 must be disclosed in the report that covers the date on which the debt was incurred, except reoccurring administrative expenses (such as rent) shall not be reported as a debt before the payment due date.

11 CFR §104.11(b).

## **Facts and Analysis**

### **A. Facts**

During audit fieldwork, the Audit staff used available disbursement records to reconcile the accounts of JSFP's largest vendors. These vendors provided JSFP mainly with services such as ballot access petitioning, legal services, printing, television advertising, and national party convention services. The Audit staff identified debts owed to these vendors totaling \$78,043<sup>8</sup> that were not disclosed on Schedule D-P as required.

### **B. Preliminary Audit Report Recommendation**

The Audit staff presented this matter to JSFP representatives at the exit conference and provided schedules detailing the unreported debts for each reporting period. The representatives agreed to file amendments, but offered no additional comments during the exit conference. The Audit staff reviewed amended reports filed after the audit notification letter and concluded that debts totaling \$4,501 have not yet been disclosed.

The Audit staff recommends that, within 60 calendar days of service of this report, JSFP provide documentation demonstrating that the remaining \$4,501 in expenditures did not require reporting on Schedule D-P. Absent such documentation, the Audit staff recommends that JSFP amend its reports to disclose the remaining outstanding debts.

## **Finding 4. Reporting of Receipts**

### **Summary**

During audit fieldwork, the Audit staff's review identified contributions from individuals totaling \$23,071 that JSFP failed to itemize. In addition, receipts totaling \$57,622 were not adequately disclosed. For most of these contributions, the election cycle-to-date total disclosed on Schedules A-P was incorrect. Amended reports filed subsequent to the audit notification letter materially corrected both the itemization and disclosure errors. The Audit staff recommends JSFP provide any additional information or written comments that it considers relevant to this matter.

### **Legal Standard**

- A. Itemization Required for Contributions from Individuals.** An authorized committee must itemize any contribution from an individual if it exceeds \$200 per election cycle, either by itself or when combined with other contributions from the same contributor. 2 U.S.C. §434(b)(3)(A).
- B. Election Cycle.** The election cycle begins on the first day following the date of the previous general election and ends on the date of the next general election. If contributions and expenditures are designated for another election cycle, then the

<sup>8</sup> Each debt amount was counted once, even if it required disclosure over multiple reporting periods.

election cycle begins when the first contribution is received or expenditure is made. 11 CFR §100.3(b).

- C. Required Information for Contributions from Individuals.** For each itemized contribution from an individual, the committee must provide the following information:
- The contributor's full name and mailing address;
  - The contributor's occupation and the name of his or her employer;
  - The date of receipt (the date the committee received the contribution);
  - The amount of the contribution; and
  - The election cycle-to-date total of all contributions from the same individual. 11 CFR §§100.12 and 104.3(a)(4) and 2 U.S.C. §434(b)(3)(A).

## **Facts and Analysis**

### **A. Facts**

During audit fieldwork, the Audit staff reviewed all contributions from individuals whose contributions aggregated in excess of \$200 and those contributions whose election designation was incorrectly coded. These reviews identified the following:

1. **Contributions Not Itemized** - There were 268 contributions from individuals totaling \$23,071<sup>9</sup> that JSFP failed to itemize on Schedule A-P (Itemized Receipts).
2. **Contributions Not Adequately Disclosed** - There were 250 contributions from individuals totaling \$57,622, mostly for which the election cycle-to-date amounts and/or contributor names were either incorrectly disclosed or missing.

These itemization and disclosure errors resulted mainly from:

- Multiple contributor id's created for the same individual mainly resulting from incorrect data entry of contributor information. For example, the first and/or last name had been entered incorrectly for contributions that are apparently from the same individual;
- The Audit staff's reconciliation of the receipts database provided by JSFP resulted in the addition of approximately 1,780<sup>10</sup> receipts that had not been included in the database. JSFP representatives could not explain why these had been omitted. Although most of these that were added to the receipts database were not required to be itemized, it resulted in the disclosure of the aggregate election to date amounts on Schedules A-P for other contributions from the same individuals to be incorrectly disclosed.; and

<sup>9</sup> Of this amount, \$6,272 is included in Finding 2, Misstatement of Financial Activity, as part of the receipts adjustment of \$89,647 for contributions from individuals not reported.

<sup>10</sup> These items are included in the adjustments for receipts presented at Finding 2, Misstatement of Financial Activity.

### **B. Preliminary Audit Report Recommendation**

At the exit conference, the Audit staff explained the errors and subsequently provided JSFP representatives with schedules detailing these discrepancies. In response, the representatives agreed to amend JSFP's reports. The representatives offered no additional comments during the exit conference.

Subsequent to the exit conference, the Audit staff reviewed amended reports filed after the audit notification letter and concluded that the amendments materially corrected both the itemization and disclosure errors.

The Audit staff recommends that, within 60 calendar days of service of this report, JSFP provide any additional information or written comments that it considers relevant to this matter.

## **Finding 5. Reporting of Expenditures**

### **Summary**

During audit fieldwork, the Audit staff's review identified expenditures totaling \$49,797 that JSFP failed to itemize. In addition, expenditures totaling \$314,673 were not adequately disclosed. For most of these expenditures, the purpose was not disclosed or inadequately disclosed. Amended reports filed subsequent to the audit notification letter materially corrected both the itemization and disclosure errors. The Audit staff recommends JSFP provide any additional information or written comments that it considers relevant to this matter.

### **Legal Standard**

- A. Reporting Operating Expenditures.** When operating expenditures to the same person exceed \$200 in an election cycle, the committee must report the:
- Amount;
  - Date when the expenditures were made;
  - Name and address of the payee; and
  - Purpose (a brief description of why the disbursement was made—see below). 2 U.S.C. §434(b)(5)(A) and 11 CFR §104.3(b)(4)(i).
- B. Examples of Purpose.**
- **Adequate Descriptions.** Examples of adequate descriptions of "purpose" include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, catering costs, loan repayment, or contribution refund. 11 CFR §104.3(b)(4)(i)(A).
  - **Inadequate Descriptions.** The following descriptions do not meet the requirement for reporting "purpose": advance, election day expenses, other expenses, expense reimbursement, miscellaneous, outside services, get-out-the-vote, and voter registration. 11 CFR §104.3(b)(4)(i)(A).

**C. Election Cycle.** The election cycle begins on the first day following the date of the previous general election and ends on the date of the next general election. If contributions and expenditures are designated for another election cycle, then the election cycle begins when the first contribution is received or expenditure is made. 11 CFR §100.3(b).

## **Facts and Analysis**

### **A. Facts**

During audit fieldwork, the Audit staff's review of all operating expenditures required to be itemized identified the following.

1. ***Operating Expenditures Not Itemized*** - There were 67 such expenditures totaling \$49,797<sup>11</sup> that JSFP failed to itemize on Schedule B-P (Itemized Disbursements).
2. ***Operating Expenditures Not Adequately Disclosed*** - JSFP did not disclose or inadequately disclosed 166 such expenditures totaling \$314,673 on Schedule B-P. The majority of the disclosure errors were caused by JSFP not disclosing the purpose or disclosing inadequate purposes, such as "consulting", "contract labor" and "professional fees", for operating expenditures. Other errors included incorrectly reporting payroll expenditures, along with the failure to disclose memo entries relating to expenditures for reimbursements to individuals.

### **B. Preliminary Audit Report Recommendation**

At the exit conference, the Audit staff explained the expenditure reporting errors and subsequently provided JSFP representatives with schedules detailing these discrepancies. In response, the JSFP representatives agreed to amend JSFP's reports. The representatives offered no additional comments during the exit conference.

Subsequent to the exit conference, the Audit staff reviewed amended reports filed after the audit notification letter and concluded that the amendments materially corrected both the itemization and disclosure errors.

The Audit staff recommends, that within 60 calendar days of service of this report, JSFP provide any additional information or written comments that it considers relevant to this matter.

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<sup>11</sup> Of this amount, \$45,200 is included in Finding 2, Misstatement of Financial Activity, as part of the adjustments for disbursements not reported.

## **Finding 6. Itemization of Candidate Loans**

### **Summary**

The Audit staff's bank reconciliation for 2012 (See Finding 2) identified loans from the Candidate totaling \$40,000 that had not been disclosed by JSFP. Amended reports filed subsequent to the audit notification letter materially corrected both the itemization and disclosure errors. The Audit staff recommends JSFP provide any additional information or written comments that it considers relevant to this matter.

### **Legal Standard**

- A. Reporting Loans.** All loans received by a committee must be itemized on Schedule A-P (Itemized Receipts) and continuously reported until repaid. All repayments made on a loan must also be itemized. 11 CFR §§104.3(a)(4)(iv), (b)(4)(iii) and §104.11.
- B. Schedule C.** Both the original loan and payments to reduce principal must be reported each reporting period until the loan is repaid. The committee must report the following:
- The source of the loan; and
  - The type of loan the candidate received (i.e. bank loan, brokerage account, credit card, or home equity line of credit) either in the first box for endorsers and guarantors with a notation for loan type or in the box for "Loan Source" after the candidate's name. 11 CFR §104.3(d) and §104.11.
- C. Schedule C-1.** When a candidate obtains a loan from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit for use in connection with the candidate's campaign, the candidate's principal campaign committee must disclose in the report, covering the period when the loan was obtained, the following information on Schedule C-1 or C-P-1:
- The date, amount, and interest rate of the loan, advance, or line of credit;
  - The name and address of the lending institution; and
  - The type and value of collateral or other sources of repayment that secure the loan, advance, or line of credit, if any. 11 CFR §104.3(d)(4).

### **Facts and Analysis**

#### **A. Facts**

The Audit staff's bank reconciliation for 2012 (See Finding 2) identified loans from the Candidate, totaling \$40,000, which had not been reported by JSFP. On June 22, 2012, JSFP received loans of \$14,000 and \$6,000. Although disclosed on Schedule C-P, the loans were not disclosed on Schedule A-P. JSFP also received a loan of \$20,000 on September 11, 2012, which was not disclosed on either Schedule A-P or C-P. During fieldwork, Audit staff discussed the itemizing of loans from the Candidate on the appropriate schedules with JSFP representatives.

**B. Preliminary Audit Report Recommendation**

At the exit conference, the Audit staff provided JSFP representatives with schedules detailing these discrepancies. In response, the representatives agreed to amend JSFP's reports. The representatives offered no additional comments during the exit conference. Subsequent to the exit conference, the Audit staff reviewed amended reports filed after the audit notification letter and concluded that these amendments properly itemized the Candidate's loans on Schedules A-P and C-P.

The Audit staff recommends, that within 60 calendar days of service of this report, JSFP provide any additional information or written comments that it considers relevant to this matter.