



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

August 31, 2023

Steve Masters, Esq.  
621 W Mt Airy Ave  
Philadelphia, PA 19119

Re: ADR 1106 (23L-12)  
Pennsylvania United (C90017443)

Dear Steve Masters, Esq.:

Enclosed is the signed copy of the Negotiated Settlement resolving the above-shown matter. The Negotiated Settlement was approved by the Commission on August 30, 2023 – the effective date of the agreement.

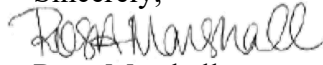
Note the specific time frames for compliance detailed in the agreement. Please forward to this office, a statement confirming Respondent's compliance with each term. The letter should note the dates on which Respondents satisfied each of the terms and contain the ADR case number. For your convenience, a compliance chart is attached.

Under the terms of the agreement, a civil penalty in the amount of \$2,750 is due by September 30, 2023. Kindly review the attached payment instructions for details on payment methods and the collection of unpaid debts.

As you are aware, the Negotiated Settlement will be made part of the record that is released to the public. The Commission will also place on the record copies of the complaint/referral, correspondence exchanged between your office and this office prior to our negotiations, and reports prepared for the Commission by this office to assist in its consideration of this matter. The Commission is obliged by Federal statute to place on the public record documents in closed enforcement and alternative dispute resolution cases; accordingly, copies of documents relative to this matter will be forwarded shortly to the FEC's Public Records Office.

This agreement resolves this matter. I appreciate your assistance in effectively resolving this matter and bringing the case to a mutually acceptable conclusion.

Sincerely,

A handwritten signature in cursive script that reads "Rosa Marshall".

Rosa Marshall

Assistant Director

Alternative Dispute Resolution Office

Enc:   Payment Instructions  
          Compliance Chart  
          Negotiated Settlement

## **ADRO Civil Penalty Payment Instructions**

You may remit payment by credit card, debit card, or ACH withdrawal from your bank account through Pay.gov, the federal government's secure portal for online collections. Visit [www.fec.gov/adrrpayment](http://www.fec.gov/adrrpayment) to be directed to Pay.gov's FEC ADR Payment form.

### **Unpaid Civil Penalties**

Unpaid civil money penalties will be subject to the Debt Collection Act of 1982 ("DCA") as amended by the Debt Collection Improvement Act of 1996 ("DCIA"), 31 U.S.C. § 3701 et seq. If you do not pay this debt within 30 days (or file a written petition to a federal district court - see below), the Commission will transfer the debt to the U.S. Department of the Treasury ("Treasury") for collection. Within 5 days of the transfer to Treasury, Treasury will contact you to request payment. Treasury currently charges a fee of 30% of the civil money penalty amount for its collection services. If the age of the debt is greater than or equal to two years old, Treasury will charge a fee of 32% of the civil money penalty amount for its collection services. The fee will be added to the amount of the civil money penalty that you owe. Should Treasury's attempts fail, Treasury will refer the debt to a private collection agency ("PCA"). If the debt remains unpaid, Treasury may recommend that the Commission refer the matter to the Department of Justice for litigation.

Actions which may be taken to enforce recovery of a delinquent debt by Treasury may also include: (1) offset of any payments, which the debtor is due, including tax refunds and salary; (2) referral of the debt to agency counsel for litigation; (3) reporting of the debt to a credit bureau; (4) administrative wage garnishment; and (5) reporting of the debt, if discharged, to the IRS as potential taxable income. In addition, under the provisions of DCIA and other statutes applicable to the FEC, the debtor may be subject to the assessment of other statutory interest, penalties, and administrative costs.

In accordance with the DCIA, at your request, the agency will offer you the opportunity to inspect and copy records relating to the debt, the opportunity for a review of the debt, and the opportunity to enter into a written repayment agreement.

**ADR 1106 Compliance Chart**

<b>Type</b>	<b>Date Due</b>
Retain counsel to review compliance procedures and conduct training with those responsible for preparing and filing reports within twelve (12) months	8/30/2023
Develop and certify implementation of a compliance operations manual, which includes procedures for disclosing independent expenditures and internal controls consistent with those described in the Commission's Internal Controls and Political Committees advisory document (2007) and the Best Practices for Committee Management (published in the April 2009 Record, available at <a href="http://www.fec.gov/pages/brochures/bestpractices.shtml">www.fec.gov/pages/brochures/bestpractices.shtml</a> ) within ninety (90) days	11/30/2023



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

Case Number: ADR 1106  
Source: RAD 23L-12  
Case Name: Pennsylvania United

## NEGOTIATED SETTLEMENT

This matter was initiated by the Federal Election Commission (FEC or the Commission) pursuant to information ascertained in the normal course of carrying out its supervisory responsibilities. Following review of the matter, and in an effort to promote compliance with the Federal Election Campaign Act of 1971, as amended, (FECA) and resolve this matter, the Commission entered into negotiations with Steve Masters, Esq., representing Pennsylvania United (the Respondent). It is understood that this settlement will have no precedential value relative to any other matters coming before the Commission.

Negotiations between the Commission and the Respondent address the issues raised in this referral. The parties agree to resolve the matter according to the following terms:

1. The Commission enters into this settlement as part of its responsibility for administering the FECA, and in an effort to promote compliance on the part of the Respondent. The Commission's use of alternative dispute resolution procedures (ADR) is guided by "The Administrative Dispute Resolution Act of 1996," 5 U.S.C. § 572 and is an extension of 52 U.S.C. § 30109.
2. The Respondent voluntarily enters into this settlement with the Commission.
3. The Reports Analysis Division (RAD) referred the Respondent for failing to file four (4) 48-Hour Reports disseminated between July 2, 2020, and September 25, 2020, totaling \$54,902.03<sup>1</sup>, to support fifteen (15) independent expenditures disclosed on the Amended 2020 October Quarterly Report. On July 26, 2023, the Respondent filed four (4) 48-Hour Reports to support these fifteen (15) independent expenditures, albeit untimely.<sup>2</sup>
4. Persons and entities that do not file with the Commission as political committees that make or contract to make independent expenditures aggregating \$10,000 or more at any time up to and including the 20th day before the date of an election shall file a report describing the expenditures within 48 hours. 52 U.S.C. § 30104(c), (g)(2); 11 C.F.R. § 109.10.

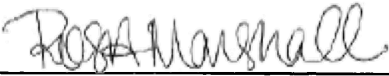
<sup>1</sup>RAD initially referred the Respondent for failing to file four (4) 48-Hour Reports disseminated between July 1, 2020, and September 25, 2020, totaling \$66,987.88, to support twenty (20) independent expenditures disclosed on the Amended 2020 October Quarterly Report. The violation amount was revised after RAD reviewed amended reports.

<sup>2</sup> RAD also referred the Respondent for two additional issues which were resolved with corrective action during negotiations.

5. The Respondent states that the failure to file 48-Hour Reports occurred due to staff attrition and misunderstanding of how to report independent expenditures. The Respondent recently hired a compliance firm to assist with filings.
6. The Respondent, in an effort to avoid similar errors in the future, agrees to:
  - a. retain counsel to review compliance procedures and conduct training with those responsible for preparing and filing reports within twelve (12) months of the effective date of this settlement;
  - b. develop and certify implementation of a compliance operations manual, which includes procedures for disclosing independent expenditures and internal controls consistent with those described in the Commission's Internal Controls and Political Committees advisory document (2007) and the Best Practices for Committee Management (published in the April 2009 Record, available at [www.fec.gov/pages/brochures/bestpractices.shtml](http://www.fec.gov/pages/brochures/bestpractices.shtml)) within ninety (90) days of the effective date of this settlement; and
  - c. pay a civil penalty of \$2,750 within thirty (30) days of the effective date of this settlement.
7. The Respondent agrees that all information provided to resolve this matter is true and accurate to the best of their knowledge and that they sign this settlement under penalty of perjury pursuant to 28 U.S.C. § 1746.
8. The parties agree that if the Respondent fails to comply with the terms of this settlement, the Commission may undertake civil action in the U.S. District Court for the District of Columbia to secure compliance. Unpaid civil money penalties are subject to the Debt Collection Act of 1982 as amended by the Debt Collection Improvement Act of 1996 (DCIA), 31 U.S.C. § 3701 et seq. The Commission will transfer debt to the United States Department of the Treasury (Treasury) for collection.
9. This settlement shall become effective on the date signed by all parties and approved by the Commission. The Respondent shall comply with the terms of this settlement as set forth above and shall certify compliance with the above settlement terms in writing to the Alternative Dispute Resolution Office on or before the date each term becomes due.
10. This Negotiated Settlement constitutes the entire agreement between the parties on ADR 1106 (RAD 23L-12), and resolves those issues identified above. No other statement, promise or agreement, either written or oral, made by either party, not included herein, shall be enforceable.

FOR THE COMMISSION:

Rosa Marshall, Assistant Director  
Alternative Dispute Resolution Office



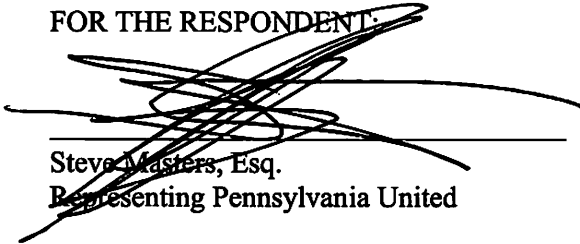
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8/30/2023

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Date Signed

FOR THE RESPONDENT:



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Steve Masters, Esq.  
Representing Pennsylvania United

8/15/2023

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Date Signed