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FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

**SENSITIVE****MEMORANDUM**

October 20, 2020

TO: The Commission

THROUGH: Alec Palmer *AP*  
Staff Director

FROM: Patricia C. Orrock *PCO*  
Chief Compliance Officer

Krista J. Roche *KJR*  
Director, ADR Office

SUBJECT: Recommendation to Approve Negotiated Settlement  
ADR 966 - Credit Suisse Securities (USA) LLC PAC and  
Cecilia Guarin, Treasurer (C00111559)

RESOLUTION TERMS: Certify that a representative of the Committee participated in an FEC training; certify the implementation of procedures regarding the timely and accurate reporting of voided checks; and pay a civil penalty of \$1,625.

Attached for your review is a signed ADR Negotiated Settlement pertaining to ADR 966 (P-MUR 632) and ADR 971 (RAD 20L-14). The Office of General Counsel (OGC) transferred P-MUR 632 to the ADR Office on June 3, 2020, and the Reports Analysis Division (RAD) referred RAD 20L-14 on August 12, 2020.

**SUMMARY:** On March 12, 2020, a *sua sponte* submission was filed on behalf of Credit Suisse Securities (USA) LLC PAC and Cecilia Guarin, Treasurer, (Respondents or the Committee). The submission stated that there was a cash-on-hand discrepancy of \$77,176.63. On August 12, 2020, the Reports Analysis Division (RAD) referred Respondents for failing to provide the source of initial receipts and disbursements related to that \$77,176.63 account adjustment disclosed on the 2020 March Monthly Report.

The Committee states in its submission that in the ordinary course of business, a discrepancy was discovered between the bank balance and the balance shown on FEC reports. Further, the Committee hired an external auditor to complete an

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extensive review of 2014-2018 activity to identify the source of the discrepancy. The review identified uncashed checks as a source of the discrepancy. Subsequently, the Committee completed an internal review of the period prior to 2014 and identified additional uncashed checks. In response to these findings, the Committee voided all checks identified in the audit as outstanding and made a cash-on-hand adjustment on the 2020 March Monthly Report. In addition, the Committee appointed a new treasurer and adopted other Best Practices recommended by the FEC and its external auditor.

**RECOMMENDATIONS:**

1. Approve the attached negotiated settlement of Credit Suisse Securities (USA) LLC PAC and Cecilia Guarin, Treasurer.
2. Approve the appropriate letters.
3. Close the file on these matters.