

Finding 2. Increased Activity

Summary

A comparison of LFAF's bank records with its originally filed reports revealed that receipts were understated by \$152,815 and disbursements were understated by \$183,369 for calendar years 2019 and 2020. In response to the Interim Audit Report recommendation, LFAF stated that it has "...implemented procedures and reorganized to help [it] remain compliant moving forward." In response to the Draft Final Audit Report, LFAF did not provide any additional comment on this finding.

The Commission approved a finding that LFAF understated its receipts and disbursements by \$152,815 and \$183,369, respectively, on the original reports filed, prior to audit notification, over the two-year reporting period ending December 31, 2020.

Legal Standard

A. Reporting Requirements. All political committees other than authorized committees of a candidate shall file either:

- Quarterly reports. 52 U.S.C. §30104(a)(4)(A); or
- Monthly reports in all calendar years shall be filed no later than the 20th day after the last day of the month and shall be complete as of the last day of the month, except that, in lieu of filing the reports otherwise due in November and December of any year in which a regularly scheduled general election is held, a pre-general election report shall be filed in accordance with 52 U.S.C. §30104(2)(A)(i), a post-general election report shall be filed in accordance with 52 U.S.C. §30104(2)(A)(ii), and a year-end report shall be filed no later than January 31 of the following calendar year. 52 U.S.C. §30104(a)(4)(B).

B. 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 calendar year;
- The total amount of disbursements for the reporting period and for the calendar year; and
- Certain transactions that require itemization on Schedule A (Itemized Receipts) or Schedule B (Itemized Disbursements). 52 U.S.C. §30104 (b)(1),(2),(3),(4) and (5).

Facts and Analysis

A. Facts

During audit fieldwork, in addition to examining LFAF's most recent reports, filed prior to audit notification, the Audit staff compared LFAF's originally filed disclosure reports with its bank records. The purpose of this additional reconciliation was to identify the degree to which LFAF had misstated its original filings.

The Audit staff calculated that LFAF understated its receipts and disbursements by \$152,815 and \$183,369, respectively, on the original reports filed over the two-year

period ending December 31, 2020. LFAF amended its disclosure reports, prior to audit notification, disclosing some of the receipts and disbursements not included in its original reports. The remaining \$75,776 and \$52,650 understatement of receipts and disbursements, respectively, for 2020 are included above in Finding 1, Misstatement of Financial Activity.

B. Interim Audit Report & Audit Division Recommendation

The Audit staff discussed this matter with LFAF representatives during the exit conference and provided the relevant schedule. In response to the exit conference, a LFAF representative stated, “[t]he errors were obviously not intentional, but ... due to lack of experience from our volunteer treasurer.”

The Interim Audit Report recommended that LFAF provide any additional comments it deemed relevant to this matter.

C. Committee Response to Interim Audit Report

In response to the Interim Audit Report recommendation, LFAF stated that it has “...implemented procedures and reorganized to help [it] remain compliant moving forward.”

D. Draft Final Audit Report

The Draft Final Audit Report noted that LFAF stated that it has implemented compliance procedures.

E. Committee Response to the Draft Final Audit Report

In response to the Draft Final Audit Report, LFAF did not provide additional comment on this finding.

Commission Conclusion

On May 4, 2023, the Commission considered the Audit Division Recommendation Memorandum in which the Audit staff recommended that the Commission find that LFAF understated receipts and disbursements by \$152,815 and 183,369, respectively, on the original reports filed, prior to audit notification, over the two-year reporting period ending December 31, 2020.

The Commission approved the Audit staff’s recommendation.

Finding 3. Disclosure of Occupation and/or Name of Employer

Summary

During audit fieldwork, a review of all contributions from individuals, requiring itemization, indicated that 129 contributions, totaling \$39,340, lacked or inadequately disclosed the required occupation and/or name of employer information. LFAF did not sufficiently demonstrate “best efforts” to obtain, maintain and submit the required information. In response to audit fieldwork, LFAF provided some documentation of “best efforts,” however, the efforts were made untimely. In response to the exit conference, LFAF filed amended disclosure reports that materially corrected the public record. In response to the Interim Audit Report recommendation, LFAF stated that it has “...implemented procedures and reorganized to help [it] remain complaint moving forward.” In response to the Draft Final Audit Report, LFAF did not provide any additional comment on this finding.

The Commission approved a finding that LFAF failed to disclose or inadequately disclosed occupation and/or name of employer information for 129 contributions from individuals, totaling \$39,340.

Legal Standard

- A. Itemization Required for Contributions from Individuals.** A political committee other than an authorized committee must itemize any contribution from an individual if it exceeds \$200 per calendar year, either by itself or when combined with other contributions from the same contributor. 52 U.S.C. §30104(b)(3)(A).
- B. 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 address (including zip code);
 - 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 calendar year-to-date total of all contributions from the same individual. 52 U.S.C. §30104(b)(3)(A) and 11 CFR §§100.12 and 104.3(a)(4).
- C. Best Efforts Ensures Compliance.** When the treasurer of a political committee shows that the committee used best efforts (see below) to obtain, maintain, and submit the information required by the Act, the committee’s reports and records will be considered in compliance with the Act. 52 U.S.C. §30102(i) and 11 CFR §104.7(a).
- D. Definition of Best Efforts.** The treasurer and the committee will be considered to have used “best efforts” if the committee satisfied all of the following criteria:
- All written solicitations for contributions included:

- A clear request for the contributor's full name, mailing address, occupation, and name of employer; and
- The statement that such reporting is required by Federal law.
- Within 30 days after the receipt of the contribution, the treasurer made at least one effort to obtain the missing information, in either a written request or a documented oral request.
- The treasurer reported any contributor information that, although not initially provided by the contributor, was obtained in a follow-up communication or was contained in the committee's records or in prior reports that the committee filed during the same two-year election cycle. 11 CFR §104.7(b).

E. Reporting Missing Information. If any of the contributor information is received after the contribution has been disclosed on a regularly scheduled report, the political committee shall either:

- File with its next regularly scheduled report, an amended memo Schedule A listing all contributions for which contributor identifications have been received and an indication of the previous report(s) to which the memo Schedule A relates; or
- File amendments which include the contributor identifications together with the dates and amounts of the contributions. 11 CFR §104.7(b)(4)(i).

Facts and Analysis

A. Facts

LFAF did not disclose or inadequately disclosed the required occupation and/or name of employer information for contributions requiring itemization on its FEC reports, as of the date of the audit notification letter.

Contributions Requiring Itemization – Missing or Inadequate Occupation and/or Name of Employer	
Number of Contributions	129
Dollar Value of Contributions	\$39,340
Percent of Contributions	72%

1. Contributor Information Obtained but Not Disclosed:

During audit fieldwork, LFAF provided the Audit staff with the required occupation and/or name of employer information for some of its contributors; however, LFAF did not disclose the information on its reports as required for the following:

Contributor Information Obtained but Not Disclosed	
Contributor Information Obtained from <i>Untimely</i> “Best Efforts” Letters Dollar Value of Contributions	7 \$4,235
Contributor Information in LFAF’s records (no record of when the information was obtained) Dollar Value of Contributions	6 \$775
Total Number of Contributions Dollar Value of Contributions	13 \$5,010

2. Best Efforts Not Demonstrated:

LFAF did not provide the Audit staff with records to demonstrate timely “best efforts” for the following:

Best Efforts Not Demonstrated	
Best Efforts Letters Sent to Contributors <i>Untimely</i> (contributor information NOT obtained) Dollar Value of Contributions	52 \$16,700
Best Efforts Documentation Not Provided by LFAF Dollar Value of Contributions	64 \$17,630
Total Number of Contributions Dollar Value of Contributions	116 \$34,330

3. Additional Information:

LFAF disclosed the following unacceptable entries on Schedule A (Itemized Receipts):

- “NA” or no occupation and/or name of employer information for 127 contributions totaling \$38,990, and
- Inadequate occupation and/or name of employer for two contributions totaling \$350.

B. Interim Audit Report & Audit Division Recommendation

The Audit staff discussed this matter with LFAF representatives during audit fieldwork and at the exit conference and provided the schedule detailing these disclosure errors. In response to the exit conference, LFAF filed amended disclosure reports that materially corrected the public record. LFAF’s amended disclosure reports included the occupation and name of employer information for all the contributions included in the *Contributor Information Obtained but Not Disclosed* chart above. In addition, of the 116 contributions included in the *Best Efforts Not Demonstrated* chart above, LFAF included the occupation and name of employer information for 93 contributions, totaling \$27,560, in its amended reports.

The Interim Audit Report recommended that LFAF provide any additional comments it deemed relevant to this matter.

C. Committee Response to Interim Audit Report

In response to the Interim Audit Report recommendation, LFAF stated that it has "...implemented procedures and reorganized to help [it] remain compliant moving forward."

D. Draft Final Audit Report

The Draft Final Audit Report noted that LFAF stated that it has implemented compliance procedures.

E. Committee Response to the Draft Final Audit Report

In response to the Draft Final Audit Report, LFAF did not provide additional comment on this finding.

Commission Conclusion

On May 4, 2023, the Commission considered the Audit Division Recommendation Memorandum in which the Audit staff recommended that the Commission find that LFAF failed to disclose or inadequately disclosed occupation and/or name of employer information for 130 contributions from individuals, totaling \$39,590.

The Commission approved a finding that LFAF failed to disclose or inadequately disclosed 129 contributions from individuals totaling \$39,340.