



# Interim Report of the Audit Division on the Georgia Federal Elections Committee

January 1, 2005 – December 31, 2006

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## Why the Audit Was Done

Federal law permits the Commission to conduct audits and field investigations of any political committee that is required to file reports under the Federal Election Campaign Act (the Act). The Commission generally conducts such audits when a committee appears not to have met the threshold requirements for substantial compliance with the Act.<sup>1</sup> The audit determines whether the committee complied with the limitations, prohibitions and disclosure requirements of the Act.

## 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 Committee (p. 2)

The Georgia Federal Elections Committee is a state party committee of the Georgia Democratic Party headquartered in Atlanta, GA. For more information, see the chart on the Committee Organization, p. 2.

## Financial Activity (p. 3)

• Receipts	
○ Contributions from Individuals	\$ 831,598
○ Contributions from Other Political Committees	349,991
○ Transfers from Affiliated Party Committees	776,863
○ Offsets to Operating Expenditures	13,928
○ Transfers from Non-Federal Accounts	1,193,210
○ Other Federal Receipts	1,800
<b>Total Receipts</b>	<b>\$ 3,167,390</b>
• Disbursements	
○ Operating Expenditures	\$1,815,099
○ Contributions to Federal Candidates	12,322
○ Coordinated Party Expenditures	142,208
○ Contribution Refunds	5,800
○ Federal Election Activity	701,728
○ Transfers to Non-Federal Accounts	460,783
○ Other Disbursements	2,047
<b>Total Disbursements</b>	<b>\$3,139,987</b>

## Findings and Recommendations (p. 3)

- Misstatement of Financial Activity (Finding 1)
- Payment of Federal Activity with Non-Federal Funds (Finding 2)
- Disclosure of Occupation/Name of Employer (Finding 3)

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<sup>1</sup> 2 U.S.C. §438(b).

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# **Part I**

## **Background**

### **Authority for Audit**

This report is based on an audit of the Georgia Federal Elections Committee (GFEC), undertaken by the Audit Division of the Federal Election Commission (the Commission) in accordance with the Federal Election Campaign Act of 1971, as amended (the Act). The Audit Division conducted the audit pursuant to 2 U.S.C. §438(b), which permits the Commission to conduct audits and field investigations of any political committee that is required to file a report under 2 U.S.C. §434. Prior to conducting any audit under this subsection, the Commission must perform an internal review of reports filed by selected committees to determine if the reports filed by a particular committee meet the threshold requirements for substantial compliance with the Act. 2 U.S.C. §438(b).

### **Scope of Audit**

Following Commission approved procedures, the Audit staff evaluated various factors and as a result, this audit examined:

1. The disclosure of individual contributors' occupation and name of employer;
2. The disclosure of disbursements, debts and obligations;
3. The disclosure of expenses allocated between federal, non-federal, and Levin accounts;
4. The consistency between reported figures and bank records;
5. The completeness of records; and,
6. Other committee operations necessary to the review.

### **Changes to the Law**

On December 1, 2005, the Commission voted to amend its rules to require state, district and local party committees to pay as administrative expenses the salaries, wages and fringe benefits of employees who spend 25 percent or less of their compensated time in a month on federal election activity (FEA) or activity in connection with a federal election ("covered employees"). The previous regulation that allowed party committees to use non-federal funds for salaries and wages for covered employees was struck down by the Supreme Court in *Shays v. FEC*. The revised rule became effective on January 19, 2006. (See Finding 2, Payment of Federal Activity with Non-Federal Funds).

## Part II

### Overview of Committee

### Committee Organization

<b>Important Dates</b>	<b>Georgia Federal Elections Committee</b>
• Date of Registration	June 14, 1976
• Audit Coverage	January 1, 2005 - December 31, 2006
<b>Headquarters</b>	Atlanta, GA
<b>Bank Information</b>	
• Bank Depositories	1
• Bank Accounts	6 Federal, 6 non-Federal, 1 Levin
<b>Treasurer</b>	
• Treasurer When Audit Was Conducted	Rex Templeton
• Treasurer During Period Covered by Audit	Jeffrey J. DiSantis
<b>Management Information</b>	
• Attended FEC Campaign Finance Seminar	Yes
• Used Commonly Available Campaign Management Software Package	Yes
• Who Handled Accounting and Recordkeeping Tasks	Paid Staff

## Overview of Financial Activity (Audited Amounts)

<b>Federal Cash on hand @ January 1, 2005</b>	<b>\$17,342</b>
o Contributions from Individuals	\$856,051
o Contributions from Other Political Committees	333,157
o Transfers from Affiliated Party Committees	776,863
o Offsets to Operating Expenditures	13,928
o Transfers from Non-Federal Accounts	1,193,209
o Other Federal Receipts	1,800
<b>Total Federal Receipts</b>	<b>\$3,167,390</b>
o Operating Expenditures	\$1,815,098
o Contributions to Federal Candidates	12,323
o Coordinated Party Expenditures	142,208
o Contribution Refunds	5,800
o Federal Election Activity	701,728
o Transfers to Non-Federal accounts	460,783
o Other Federal Disbursements	2,047
<b>Total Federal Disbursements</b>	<b>\$3,139,987</b>
<b>Federal Cash on hand @ December 31, 2006</b>	<b>\$44,745</b>
<b>Levin Cash on hand @ January 1, 2005</b>	<b>\$6,886</b>
<b>Total Levin Receipts</b>	<b>750</b>
<b>Total Levin Disbursements</b>	<b>7,210</b>
<b>Levin Cash on hand @ December 31, 2006</b>	<b>\$426</b>

## Part III Summaries

### Findings and Recommendations

#### **Finding 1. Misstatement of Financial Activity**

A comparison of GFEC's reported financial activity to bank records revealed a misstatement of receipts and disbursements in both 2005 and 2006; and an understatement of cash at December 31, 2006. In 2005, GFEC under reported receipts and disbursements by \$523,169 and \$523,965 respectively, and in 2006 GFEC under reported receipts by \$126,313 and disbursements by \$100,422. GFEC's reported cash balance at December 31, 2006 was understated by \$26,262. The Audit staff recommends that GFEC file amended disclosure reports to correct the misstatements. (For more detail, see p. 5)

#### **Finding 2. Payment of Federal Activity with Non-Federal Funds Disclosure of Salaries and Related Expenses**

GFEC failed to provide supporting documentation detailing the time spent on federal activities for employees whose earnings and related payroll expenses were allocated on Schedules H4. GFEC reported salaries and related expenses on Schedules H4 totaling \$233,772. Absent the supporting documentation, GFEC should have disclosed these payments on Schedules B. The Audit staff recommends that GFEC either provide the supporting documentation mentioned above or amend its reports to correctly itemize its salaries and related expenses as 100% federal activity on Schedules B.

#### **Funding by the Non-Federal Account for Possible Federal Activity**

The Georgia Democratic Party made 68 transfers totaling \$628,254 from its non-federal accounts into a federal account it used to make payroll disbursements. Without supporting documentation to show otherwise, the Audit staff considers all of the disbursements made from GFEC's "payroll" account to be 100% federal activity reportable on Schedules B. The Audit staff recommends that GFEC demonstrate that its disbursements for salaries and related expenses are allocable to its non-federal account. Absent such a demonstration, the Georgia Democratic Party will be required to transfer \$478,715<sup>2</sup> from its federal account to its non-federal account as payment for its share of federal expenses. (For more detail, see p. 8)

#### **Finding 3. Disclosure of Occupation/Name of Employer**

A review of contributions from individuals revealed that 71 contributions totaling \$170,474 lacked, or did not adequately disclose, the contributor's occupation and/or name of employer. Furthermore, no evidence was provided that "best efforts" was made to obtain, maintain, and submit the information. The Audit staff recommends that GFEC provide evidence that it exercised "best efforts" or contact each contributor lacking this information, submit evidence of such contact, and disclose any information received on Schedules A. (For more detail, see p. 11)

<sup>2</sup> See Facts and Analysis section for calculation.

## Part IV

# Findings and Recommendations

### Finding 1. Misstatement of Financial Activity

#### Summary

A comparison of GFEC's reported financial activity to bank records revealed a misstatement of receipts and disbursements in both 2005 and 2006; and an understatement of cash at December 31, 2006. In 2005, GFEC under reported receipts and disbursements by \$523,109 and \$523,965 respectively, and in 2006 GFEC under reported receipts by \$126,313 and disbursements by \$100,422. GFEC's reported cash balance at December 31, 2006 was understated by \$26,262. The Audit staff recommends that GFEC file amended disclosure reports to correct the misstatements.

#### 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 calendar year; and
- The total amount of disbursements for the reporting period and for the calendar year;
- Certain transactions that require itemization on Schedules A (Itemized Receipts), Schedules B (Itemized Disbursements), Schedules H3 (Transfers from Nonfederal Accounts for Allocated Federal/Nonfederal Activity), or Schedules H4 (Disbursements for Allocated Federal/Nonfederal Activity). 2 U.S.C. §434(b)(1), (2), (3), (4), and (5) and §434(e)(2), (3), and (4).

#### Facts and Analysis

The Audit staff reconciled GFEC's reported financial activity to its bank records for 2005 and 2006. Below are charts that outline the discrepancies in both years followed by explanations of the misstatements, if known.

2005 Activity			
	Reported	Bank Records	Discrepancy
Opening Cash Balance @ January 1, 2005	\$16,116	\$17,342	\$1,226 Understated
Receipts	\$414,202	\$937,311	\$523,109 Understated
Disbursements	\$418,781	\$942,746	\$523,965 Understated
Ending Cash Balance @ December 31, 2005	\$11,537	\$11,907	\$370 Understated



**Beginning Cash on Hand as of January 1, 2005:**

The \$1,226 understatement of beginning cash on hand was due to prior period errors.

The understatement of receipts resulted from the following:

• Unreported transfers: non-federal accounts to payroll account <sup>3</sup>	+	\$505,984
• Unreported contributions from political committees	+	17,000
• Unexplained difference	+	125
<b>Understatement of Receipts</b>		<b>\$523,109</b>

The net understatement of disbursements resulted from the following:

• Unreported disbursements made from payroll account	+	\$500,014
• Unreported transfers: federal accounts to non-federal accounts	+	34,018
• Inter-account transfers from federal accounts to payroll account erroneously reported	-	2,895
• Unexplained difference	-	7,172
<b>Net Understatement of Disbursements</b>		<b>\$523,965</b>

<b>2006 Activity</b>			
	<b>Reported</b>	<b>Bank Records</b>	<b>Discrepancy</b>
Opening Cash Balance @ January 1, 2006	\$11,537	\$11,907	\$370 Understated
Receipts	\$2,103,766	\$2,230,079	\$126,313 Understated
Disbursements	\$2,096,820	\$2,197,242	\$100,422 Understated
Ending Cash Balance @ December 31, 2006	\$18,483	\$44,744	\$26,261 Understated

The net understatement of receipts resulted from the following:

• Unreported transfers: non-federal accounts to payroll account	+	\$122,391
• Transfer from political committee not reported	+	5,000
• Unexplained difference	-	1,078
<b>Net Understatement of Receipts</b>		<b>\$126,313</b>

The net understatement of disbursements resulted from the following:

• Unreported disbursements made from payroll account	+	\$122,391
• Reported transfers from federal account to non-federal account not traced to bank	-	27,550
• Unreported transfers: federal account to non-federal account	+	258
• Unexplained difference	+	5,323
<b>Net Understatement of Disbursements</b>		<b>\$100,422</b>

<sup>3</sup> GFEC paid both federal and non-federal staff from this account but did not report the majority of the account activity to the Commission. Since payments for federal payroll were made from this account, the Audit staff considered it a federal account.

On December 31, 2006, the cash balance was understated by \$26,261 as a result of the errors described above.

In both 2005 and 2006 the primary reason for the understatement of receipts and disbursements was GFEC's failure to properly report activity to and from its payroll account. The Georgia Democratic Party, which did not consider this account to be a federal account, made several transfers into this account from both its non-federal and federal accounts and paid both its federal and non-federal employees from the account. It should be noted that only 33% of the payroll account's activity was reported on GFEC's disclosure reports to the Commission.<sup>4</sup>

The Audit staff presented this matter at the exit conference. GFEC representatives disagreed that the payroll account was a federal account and explained that the payroll account was used like an "escrow account." They stated that this account was created to accommodate GFEC's payroll processing vendor, Paychex, which would not draw funds to process payroll from multiple accounts. GFEC representatives opined that this account was not a federal account and its non-federal activity was not reportable to the Commission.

It is the opinion of the Audit staff that since GFEC made several disbursements from the payroll account for both federal and non-federal payroll, the account functioned as an allocation account and all activity to and from this account was reportable to the Commission on Schedules A, B, H3, and/or H4. In Finding 2, Payment of Federal Activity with Non-Federal Funds, the Audit staff states that since GFEC did not maintain monthly logs, time sheets or affidavits for its employees, it is not possible to determine whether payroll should have been paid wholly from the federal account, the non-federal account, or allocated between the two accounts as administrative expenses. Therefore, GFEC should report these disbursements on Schedules B until it can demonstrate what percentage of its employees' time was spent working on non-federal election activity.

#### **Interim Audit Report Recommendation**

The Audit staff recommends that, within 30 days of service of this report, GFEC:

- Amend its 2005 and 2006 reports to correct the misstatements noted above, including appropriate Schedules A, B, H3, and H4.
- Report non-federal payroll disbursements on Schedules B as "Other Disbursements," line 29 of the detailed summary page and report the corresponding transfers from the non-federal account on Schedules A as "Other Federal Receipts," line 17.
- Include a memo text with each amended item stating that "the transactions are being disclosed as a result of the 2005-2006 cycle FEC audit."
- Amend the cash balance on its most recently filed report with an explanation that it resulted from audit adjustments from a prior period. It is further recommended that

<sup>4</sup> In 2005, only 2% of GFEC's activity from the payroll account was reported. In 2006, 70% of this activity was reported.

GFEC reconcile the cash balance on its most recent report to identify any subsequent discrepancies that may impact adjustments recommended by the Audit staff.

## **Finding 2. Payment of Federal Activity with Non-Federal Funds**

### **Summary**

#### ***Disclosure of Salaries and Related Expenses***

GFEC failed to provide supporting documentation detailing the time spent on federal activities for employees whose earnings and related payroll expenses were allocated on Schedules H4. GFEC reported salaries and related expenses on Schedules H4 totaling \$233,772. Absent the supporting documentation, GFEC should have disclosed these payments on Schedules B. The Audit staff recommends that GFEC either provide the supporting documentation mentioned above or amend its reports to correctly itemize its salaries and related expenses as 100% federal activity on Schedules B.

#### ***Funding by the Non-Federal Account for Possible Federal Activity***

The Georgia Democratic Party made 68 transfers totaling \$628,254 from its non-federal accounts into a federal account it used to make payroll disbursements. Without supporting documentation to show otherwise, the Audit staff considers all of the disbursements made from GFEC's "payroll" account to be 100% federal activity reportable on Schedules B. The Audit staff recommends that GFEC demonstrate that its disbursements for salaries and related expenses are allocable to its non-federal account. Absent such a demonstration, the Georgia Democratic Party will be required to transfer \$478,715<sup>5</sup> from its federal account to its non-federal account as payment for its share of federal expenses.

### **Legal Standard**

**A. Accounts for Federal and Non-federal Activity.** A party committee that finances political activity in connection with both federal and non-federal elections shall establish two accounts (federal and non-federal) and allocate shared expenses, those that simultaneously support federal and non-federal election activity between the two accounts. Alternatively, the committee may conduct both federal and non-federal activity from one bank account, considered a federal account. 11 CFR §102.5(a)(1)(i).

**B. Paying for Allocable Expenses.** Commission regulations offer party committees two ways to pay for allocable shared federal/non-federal expenses.

- They may pay the entire amount of the shared expense from the federal account and transfer funds from the non-federal account to the federal account to cover the non-federal share of that expense; or
- They may establish a separate, federal allocation account into which the committee deposits funds from both its federal and non-federal accounts solely for the purpose of paying the allocable expenses of shared federal/non-federal activities. 11 CFR §106.5(g)(1)(i) and (ii)(A).

<sup>5</sup> See Facts and Analysis section for calculation.

**C. Reporting Allocable Expenses.** A political committee that allocates federal/non-federal expenses must report each disbursement it makes from its federal account (or separate allocation account) to pay for a shared federal/non-federal expense. Committees report these kinds of disbursements on Schedule H4. 11 CFR §104.10(b)(4).

**D. Costs allocable by State party committees between Federal and Non-federal accounts (Effective prior to January 19, 2006).** State party committees must pay salaries and wages from funds that comply with State law for employees who spend 25% or less of their time in any given month on federal election activity. 11 CFR §106.7(c)(1).

**E. Costs allocable by State party committees between Federal and Non-federal accounts (Effective on January 19, 2006).** State party committees must either pay salaries, wages, and fringe benefits for employees who spend 25% or less of their time in a given month on federal election activity with funds from their federal account, or with a combination of funds from their federal and non-federal accounts. 11 CFR §106.7(c)(1), as amended January 19, 2006.

**F. Recordkeeping: Salaries and Wages.** Committees must keep a monthly log of the percentage of time each employee spends in connection with a Federal election. Salaries and wages for employees who spend more than 25% of their compensated time in a given month on Federal election activity or activities in connection with a Federal election must be paid only from a Federal account. 11 CFR §106.7(d)(1)(ii).

## **Facts and Analysis**

### ***Disclosure of Salaries and Related Expenses***

The Audit staff's review of payroll expenses indicated that GFEC did not maintain monthly logs, time sheets or affidavits for its employees. Therefore, based on the regulatory change effective January 19, 2006 (See page 1, Changes to the Law), the Audit staff applied the following to assess salary expenditures:

1. For salary and payroll tax payments made before January 19, 2006:
  - If there is monthly log, time sheet or affidavit which states that:
    - the time spent on federal activity is less than or equal to 25%; the payment can be made from the non-federal account and it requires nothing further of the federal committee; or
    - the time spent on federal activity exceeds 25%, or for which there is no documentation indicating a lesser percentage, the federal committee must disclose these payments on Schedules B, Line 30b, as non-allocable federal election activity (FEA).
2. For salary and payroll tax payments made on or after January 19, 2006<sup>6</sup>:
  - If there is monthly log, time sheet or affidavit which states that:

<sup>6</sup> GFEC did not allocate any salary or wage payments on Schedules H4 before the regulations changed on January 19, 2006.

- the time spent on federal activity each month is none, or 0%; this may be paid by the non-federal account and requires nothing further of the federal committee; or
- the time spent on federal activity is less than or equal to 25%; this payment must be made from the federal account and disclosed by the federal committee on Schedules H4 as allocable administrative activity, for which reimbursement may be sought from the non-federal account at the administrative ratio; or
- the time spent on federal activity exceeds 25%, or for which there is no documentation indicating a lesser percentage, the federal committee must disclose these payments on Schedules B, Line 30b, as non-allocable FEA.

The Audit staff's review revealed that GFEC failed to maintain supporting documentation detailing the time spent on federal activities for employees whose salaries and related expenses, reported on Schedules H4, totaled \$233,772. Absent the supporting documentation, GFEC should have disclosed these salary and related expenses as non-allocable FEA on Schedules B, Line 30b of the detailed summary page.

The Audit staff discussed this matter with GFEC's representatives during the audit and requested monthly logs, timesheets and affidavits. GFEC representatives were unable to locate any of the items requested.

***Funding by the Non-Federal Account for Possible Federal Activity***

The Georgia Democratic Party made 68 transfers totaling \$628,254 from its non-federal accounts into a federal account it used to make payroll disbursements. Without supporting documentation, the Audit staff considers all of the disbursements made from GFEC's payroll account to be non-allocable FEA, reportable on Schedules B, Line 30b of the detailed summary page.

The Audit staff's analysis indicated that during the period covered by the audit, excluding payroll, the Georgia Democratic Party transferred \$149,539 less than it could have from non-federal to federal accounts for allocable expenses. A similar analysis of GFEC's payroll account for the same period showed that the Georgia Democratic Party transferred \$628,254 more than it should have from non-federal accounts into its payroll account. This resulted in the Georgia Democratic Party's non-federal accounts overfunding its federal/payroll accounts by \$478,715 (\$628,254 - \$149,539).

During audit fieldwork the Audit staff made several requests for GFEC to provide monthly logs, time sheets or notarized affidavits for its employees that would demonstrate its non-federal account was not financing federal activity. GFEC did not provide any of the requested items. At the exit conference, GFEC representatives stated that they did not believe any of the unreported activity from the payroll account was for federal election activity. They further stated that the account used to pay these employees was not a federal account. The account was set up to accommodate GFEC's payroll processing company who would only process GFEC's payroll from a single bank account. Therefore, GFEC believes the nonfederal activity related to this account is not reportable to the Commission.

### **Interim Audit Report Recommendation**

The Audit staff recommends that, within 30 calendar days of service of this report, GFEC:

- Provide monthly logs or time sheets attesting to the time spent by employees for the period employed by GFEC, or affidavits stating that these employees did not spend more than 25% of their time on Federal election activities or activities in connection with a Federal election, and amend its disclosure reports accordingly.
- Report any disbursements that GFEC can show are solely non-federal on Schedules B, line 29 of the detailed summary page as "Other Disbursements."
- Report any disbursements that GFEC cannot show are allocable or solely non-federal on Schedules B, line 30b of the detailed summary page, as FEA.
- If no additional documentation is provided, GFEC should reimburse the non-federal account \$478,715.
- GFEC should also include a memo text with each amended item stating that "the transactions are being disclosed as a result of the 2005-2006 cycle FEC audit."

### **Finding 3. Disclosure of Occupation/Name of Employer**

#### **Summary**

A review of contributions from individuals revealed that 71 contributions totaling \$170,474 lacked, or did not adequately disclose, the contributor's occupation and/or name of employer. Furthermore, no evidence was provided that "best efforts" was made to obtain, maintain, and submit the information. The Audit staff recommends that GFEC provide evidence that it exercised "best efforts" or contact each contributor lacking this information, submit evidence of such contact, and disclose any information received on Schedules A.

#### **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. 2 U.S.C. §434(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. 11 CFR §§100.12 and 104.3(a)(4) and 2 U.S.C. §434(b)(3)(A).

**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. 2 U.S.C. §432(h)(2)(i).

**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).

### **Facts and Analysis**

A review of contributions from individuals revealed that 71 contributions totaling \$170,474 lacked, or did not adequately disclose, the contributor's occupation and/or name of employer. This represents 23% of the dollar value of individual contributions itemized by GFEC. Most of these contributions were disclosed with a notation of "information requested."

The Audit staff asked a GFEC representative to provide documentation in support of their "best efforts" procedures. In response, the GFEC representative explained that the original solicitations and follow-up letters to the contributors contained a request for the occupation and name of employer information and that any information received would be provided to the auditors for review. To date, no such information has been provided.

The Audit staff discussed this matter with GFEC representatives at the exit conference and provided a list of the itemized contributions that lacked, or did not adequately disclose, the required occupation and/or a name of employer information.

### **Interim Audit Report Recommendation**

The Audit staff recommends that, within 30 days of receipt of this report, GFEC take the following action:

- Provide documentation that it exercised best efforts to obtain, maintain and submit the required contributor information; or
- Make an effort to contact those individuals for whom the required information was not in GFEC files and provide documentation of such efforts (such as copies of letters/email to the contributors and/or phone logs); and,
- File amended reports to disclose any information in GFEC's possession as well as information obtained in response to this recommendation.