



Federal Election Commission  
Washington, DC 20463

May 18, 2015

Ralph Stephens, Treasurer  
Bill Cassidy for US Senate  
PO Box 80505,  
Baton Rouge, LA 70898

Re: ADR 746 (RAD 15L-02)  
Bill Cassidy for US Senate and Ralph Stephens, Treasurer

Dear Mr. Stephens:

Enclosed is the signed copy of the agreement resolving the referral initiated on January 21, 2015 by the Federal Election Commission ("FEC/Commission") involving Bill Cassidy for US Senate and Ralph Stephens, Treasurer ("Respondents"). The agreement for ADR 746 (RAD 15L-02) was approved by the Commission on May 7, 2015 – the effective date of the agreement.

Note the specific time frames for compliance in paragraph 6 of the agreement. Please forward to this office, a statement certifying Respondent's compliance with the terms listed in the aforementioned agreement. The letter should note the dates on which Respondents satisfied each of the terms listed in paragraph 6, and contain the ADR caption and case number. The civil penalty payment should be sent to the attention of the Accounting/Finance Office of the FEC. The civil penalty under the agreement is due on or before June 7, 2015.<sup>1</sup> Please put the ADR case number on the civil penalty check as well, to ensure crediting to the correct case.

As you are aware, the settlement agreement 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 entry into settlement 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 Information Office.

<sup>1</sup> Please note, if the Commission refers an unpaid civil penalty to the US Treasury or third party collection agent, additional costs and fees will be assessed.

This agreement resolves the matter that was initiated by the Commission pursuant to information ascertained in the normal course of carrying out its supervisory responsibilities regarding violations of federal election campaign laws. I appreciate your assistance in effectively resolving this matter and bringing the case to a mutually acceptable conclusion.

Sincerely,

Lynn M. Fraser, Director  
Alternative Dispute Resolution Office  
202-694-1665

Enclosure: Agreement

cc: Gwen Holmes and Adam Liu, Finance and Accounting Office



**Federal Election Commission  
Washington, DC 20463**

Case Number: ADR 746  
Source: RAD 15L-02  
Case Name: Bill Cassidy for US Senate

### **NEGOTIATED SETTLEMENT**

This matter was initiated by the Federal Election Commission (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 Ralph J. Stephens, representing Bill Cassidy for US Senate and Ralph J. Stephens, in his official capacity as Treasurer (the Committee or Respondents). It is understood that this agreement will have no precedential value relative to any other matters coming before the Commission.

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

1. The Commission entered into this agreement as part of its responsibility for administering the FECA, and in an effort to promote compliance on the part of Respondents. 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 (formerly 2 U.S.C. § 437g).
2. Respondents voluntarily enter into this agreement with the Commission.
3. The Reports Analysis Division (RAD) referred Respondents for failing to disclose all financial activity on their 2014 12 Day Pre-Primary Report. On August 8, 2014, the Committee filed its original 2014 12 Day Pre-Primary Report. On October 14, 2014, the Committee filed an amended 2014 12 Day Pre-Primary Report to disclose additional disbursements of \$162,160.00, which were not disclosed on the original report.
4. Treasurers of political committees are required to report all financial activity, including all disbursements, pursuant to the FECA. 52 U.S.C. § 30104(b) (4), 11 C.F.R. § 104.3 (b).
5. On November 25, 2014, the Committee filed a Miscellaneous Paper Document (Form 99) in response to the October 29, 2014 Request For Additional Information from RAD, which stated in part, "[w]e filed an amendment to our 12 day pre-primary report because we discovered that a wire transfer had been inadvertently omitted from this report. . . . we've implemented two procedures designed to prevent future omissions . . . requests and

approvals for wire transfers are now communicated globally . . . and . . . trained other team members on how to perform our bank reconciliation process . . ."

6. Respondents, in an effort to avoid similar errors in the future, agree to: (a) certify that a Committee representative participated in an FEC conference, webinar, or other program developed in consultation with the FEC's Information Division within twelve (12) months of the effective date of this agreement; (b) certify implementation of an updated compliance operations manual which includes 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)), as well as a process to track receipt of, and response to, communications with the Commission within ninety (90) days of the effective date of this agreement; and (c) pay a civil penalty of \$4,000 within thirty (30) days of the effective date of this agreement.
7. Respondents agree that all information provided to resolve this matter is true and accurate to the best of their knowledge and that they sign this agreement under penalty of perjury pursuant to 28 U.S.C. § 1746.
8. The parties agree that if Respondents fail to comply with the terms of this settlement, the Commission may submit any unpaid civil penalty to the U.S. Treasury for collection or undertake civil action in the U.S. District Court for the District of Columbia to secure compliance.
9. This agreement shall become effective on the date signed by all parties and approved by the Commission. Respondents shall comply with the terms of this agreement as set out in paragraph 6 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 746 (RAD 15L-02), and resolves those issues identified in paragraph 3 above. No other statement, promise or agreement, either written or oral, made by either party, not included herein, shall be enforceable.

FOR THE COMMISSION:

Lynn M. Fraser, Director  
Alternative Dispute Resolution Office



5/07/2015  
Date Signed

FOR THE RESPONDENTS:



Ralph J. Stephens  
Representing Bill Cassidy for US Senate  
and Ralph J. Stephens, Treasurer

4/17/15  
Date Signed