

Thursday, May 22, 2008

Federal Election Commission
Attn: Maureen Benitz, Reports Analysis Division
VIA Electronic Submission

RE: May 14, 2008 FEC letter requesting clarifying information regarding
Amended Year-End Report (7/1/07 - 12/31/07), received 4/2/08; ID:
C00391979

Dear Commissioners:

On May 14, Ms. Benitz of the Reports Analysis Division mailed a request for clarifying information to Mr. Jester, Treasurer of the Herzog Contracting Corp. Political Action Committee ("Herzog PAC"). As the individual responsible for errors leading to this exchange, I am pleased to respond on behalf of Mr. Jester in my capacity as Assistant Treasurer.

On March 28 the Reports Analysis Division notified Herzog PAC of a filing error that led to a reported negative cash balance. A subsequent review of the Year-End report revealed that I had failed to enter three contributions from senior Herzog executives as receipts. Upon discovery of the error, the report was immediately amended on April 2.

This omission was the result of human error and a failure to utilize the FECfile software in the most efficient manner possible. Given the relatively small number of transactions on this account (averaging roughly four per reporting period after inception) it has been my practice to input the transactions at the end of the reporting period. In this case the misfiling of a paper deposit record combined with a failure to review the closing balance displayed in the FECfile software led to an erroneous report.

Ms. Benitz has been very helpful with suggestions on how to avoid this error in the future, and her suggestions confirm my amended practices. Given the small number of transactions on this account, receipts and disbursements will henceforth be immediately entered into the FECfile software, instead of at the end of the period. This remedial solution will hopefully alleviate not only the possibility of similar future errors, but avoid last minute rushes to file, and allow more prompt reporting at the end of the reporting period.

Sincerely,
Adam E. Nordstrom
Assistant Treasurer, Herzog PAC

cc: Norman Jester, Treasurer
