



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Mary Maloney, Treasurer
Iowa Democratic Party
5661 Fleur Drive
Des Moines, IA 50321

Identification Number: C00035600

APR 5 2000

Reference: Year End Report (7/1/99-12/31/99)

Dear Ms. Maloney:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Line 11(c) of the Detailed Summary Page of your report discloses a total of \$15,345 in contributions from other political committees (such as PACs). The sum of the entries itemized on Schedule A, however, indicates the total to be \$22,297.30. Please amend your report to clarify the discrepancy.

-Line 12 of the Detailed Summary Page of your report discloses a total of \$106,215.44 in transfers in from affiliated/other party committees. The sum of the entries itemized on Schedule A, however, indicates the total to be \$110,426.29. Please amend your report to clarify the discrepancy.

-Your calculations for Lines 11(a)(i) through 19 appear to be incorrect. FEC calculations disclose this amount to be \$577,392.15 for Column A and \$1,057,387.51 for Column B. Please provide the corrected totals on the Detailed Summary Page.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

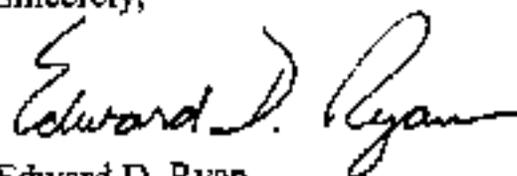
-Payments made to credit card companies must identify the original vendors from which you have purchased an item or service if your payments to these vendors have exceeded \$200 this year. Please amend your report by providing the mailing address, date, amount, and purpose of such payments as required by 11 CFR §104.9(b).

-Your report disclosed certain categories of financial activity that have been reflected on the wrong lines of the Detailed Summary Page. Operating

expenditures for shared federal/non-federal activity (from Schedules H4), total operating expenditures, and transfers to affiliated/other party committees should be properly disclosed on a separate Schedule(s) H4 and B, supporting Line(s) 21(a)(i), 21(a)(ii), 21(c), and 22 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "Edward D. Ryan". The signature is written in black ink and is positioned above the typed name.

Edward D. Ryan
Reports Analyst
Reports Analysis Division

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