



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

September 29, 2010

Michelle Wilshere, Treasurer
West Virginia Republican Party, Inc.
5 Greenbrier Street
Charleston, WV 25311

**Response Due Date:
November 3, 2010**

Identification Number: C00417063

Reference: August Monthly Report (7/01/10 – 7/31/10)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 5 items:

1. The beginning cash balance of this report should equal the ending balance of your July Monthly Report (6/01/10 – 6/30/10). Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.
2. Please amend your report by providing the purpose for each disbursement itemized on Schedule B supporting Line(s) 21(b). 11 CFR §104.3(b)(3)
3. Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule B supporting Line(s) 21(b) of your report to clarify the following description(s): "consulting," "expense reimbursement," and "Victory 2010 Expenses." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).
4. Schedule B of your report discloses reimbursements to individuals for "expense reimbursement," "Expenses for Regional Victory," "severance & exp reimb," and "Victory 2010 Expenses." Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in a calendar

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year, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information and clearly identify on the Schedule B, which reimbursement each memo entry relates to. If itemization is not necessary, you must indicate so in an amendment to this report. 11 CFR §§104.3(b)(3)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20, footnote 3

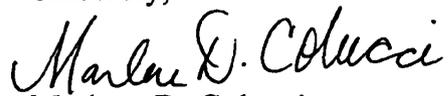
5. Schedule B of your report discloses a reimbursement(s) to an individual(s) for apparent travel and subsistence advances in which the total amount reimbursed exceeds \$500. When the reimbursement amount to staff for travel and subsistence advances exceeds \$500, the payments by committee staff that make up the reimbursement may have to be itemized. For example, if the related payment(s) to any one vendor by the staff aggregates in excess of \$200 for the calendar year, the payment(s) must be itemized as a memo entry for that reimbursement. Each memo entry must include the complete name and address of the original vendor, as well as the date, amount and an adequate purpose. Please amend your report to include the missing information and clearly identify on the Schedule B, which reimbursement each memo entry relates to. If itemization is not necessary for a particular reimbursement to staff in excess of \$500, you must clarify this in an amendment to this report. 11 CFR §104.9 and Advisory Opinion 1996-20, footnote 3

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1394.

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Sincerely,



Marlene D. Colucci
Senior Campaign Finance Analyst
Reports Analysis Division

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