

RQ-2



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

May 26, 2004

Richard F. Neel, Jr., Treasurer  
Republican Party of Virginia, Inc.  
115 East Grace Street  
Richmond, VA 23219

**Response Due Date:**  
**June 25, 2004**

Identification Number: C00001305

Reference: December Monthly Report (11/1/03 - 11/30/03)

Dear Mr. Neel:

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. An adequate response must be received at the Commission by the response date noted above. An itemization of the information needed follows:

-The totals listed on Lines 21(a)(i), 21(a)(ii), 21(b) and 32, Column B of the Detailed Summary Page(s) appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

-Your report does not disclose any payments for salary or wages on Schedule B supporting Line 30(b) of the Detailed Summary Page. 11 CFR §100.24 defines as Federal Election Activity, services provided by an employee of a State, district or local party committee who spends more than 25 percent of their time during that month on activities in connection with a Federal election. You are advised that payments for salaries and wages for employees who spend more than 25 percent of their compensated time in a given month on Federal Election Activity or activities in connection with a Federal election must be made with Federal funds only. Please provide clarification regarding the lack of payments for salary and wages disclosed by your committee.

-On Schedule(s) H4 supporting Line(s) 21(a) of the Detailed Summary Page, you have not included the full mailing address for several vendors listed. Please amend your report accordingly.

-Schedule H4 of your report discloses a payment(s) to Adam Kramer and Benedetti & Farris, LLC, which is categorized as an Administrative expense; however, the purpose(s) of disbursement disclosed is "fundraising consultant" and "fundraising consultants" respectively. Please be advised that payments made for your committee's fundraising activities must be allocated according to the funds received method and the ratio reflected on Schedule H2. Please amend your report to clarify the appropriate category for this activity or provide clarifying information regarding this apparent discrepancy.

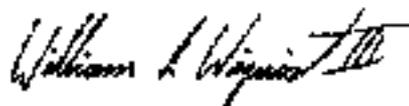
-Schedules H4 of your report discloses payments for "petty cash." Please be advised that a political committee may maintain a petty cash fund out of which it may make expenditures not in excess of \$100 to any person per purchase or transaction. 11 CFR §102.11 Please provide clarifying information regarding these transactions.

-Schedule D of your report discloses several credits for debts owed to the City of Richmond, Creative Direct, LLC, and Direct Mail Solutions. Please provide further clarification regarding these credits.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. 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.

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 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1394.

Sincerely,



William S. Wiquist  
Campaign Finance Analyst  
Reports Analysis Division

