



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

May 8, 2003

William F. Stiers, Treasurer
Balch & Bingham LLP Federal Political Committee
1275 Pennsylvania Avenue NW, 10th Floor
Washington, DC 20004

Identification Number: C00358440

Reference: Mid-Year (1/1/01-6/30/01), October Quarterly (7/1/02-9/30/02),
12 Day Pre-General (10/1/02-10/16/02) and 30 Day Post-General
(10/17/02-11/25/02) Reports

Dear Mr. Stiers:

This letter is to inform you that as of May 7, 2003, the Commission has not received your response to our request for additional information, dated April 16, 2003. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

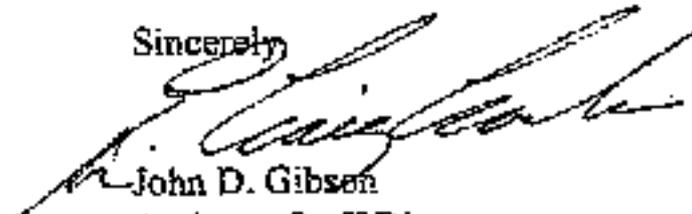
Due to recent events, the United States Postal Service is experiencing delays in the processing and delivery of mail for the Washington D.C. area. Consequently, the Federal Election Commission is not in receipt of all incoming mail. The Commission recommends that you resubmit your response to this notice and consider using alternate delivery services such as overnight delivery or delivery by courier. If feasible, your response can also be hand-delivered. You can verify the Commission's receipt of any documents submitted by your committee on the FEC website at www.FEC.gov.

An adequate response must be received at the Commission by May 28, 2003. 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.

If you should have any questions regarding this matter, please contact Maureen Benitz on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely



John D. Gibson

Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-2

William F. Stiers, Treasurer
Balch & Bingham LLP Federal Political Committee
1275 Pennsylvania Avenue NW, 10th Floor
Washington, DC 20004

APR 16 2003

Identification Number: C00358440

Reference: Mid-Year (1/1/01-6/30/01), October Quarterly (7/1/02-9/30/02), 12 Day Pre-General (10/1/02-10/16/02) and 30 Day Post-General (10/17/02-11/25/02) Reports

Dear Mr. Stiers:

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:

-Your committee shows "Balch & Bingham LLP Federal Political Committees" as the payee on Schedule B supporting line 23. If the contributions listed on line 23 are in-kind contributions, please amend Schedule B to provide the name and address of the original payee as well as the name and address of the candidate or recipient committee. If these contributions were not in-kind contributions, please provide the candidate or committee's name and address. Please amend your report (s) to clarify this apparent discrepancy.

A 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. Electronic filers must file amendments (to include statements, designation 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 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,

Maureen Benitz
Campaign Finance Analyst
Reports Analysis Division

