



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

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Stan Huckaby, Treasurer  
National Republican Senatorial Committee  
425 Second Street NE  
Washington, DC 20002

MAR 06 2002

Identification Number: C00027466

Reference: June Monthly Report (5/1/01-5/31/01)

Dear Mr. Huckaby:

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:

-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.

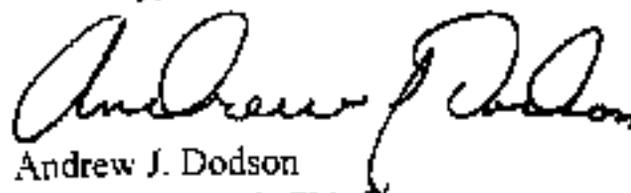
Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly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

-Schedule I, filed by the National Republican Senatorial Committee Non-Federal Account, discloses total receipts of \$1,402,052 on Line 1 of the Aggregation Page. The sum of the entries itemized on Schedule A, however, indicates the total to be \$1,284,098. Please amend your report to clarify the discrepancy.

A response or 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 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,



Andrew J. Dodson  
Assistant Branch Chief,  
Party/Non-Party Branch  
Reports Analysis Division

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, supplier payments, and customer orders. It also outlines the procedures for reconciling accounts and resolving any discrepancies that may arise.

The second part of the document focuses on the role of management in overseeing the financial operations. It stresses the need for regular communication and reporting between the management team and the accounting department. This ensures that the management is always up-to-date on the company's financial health and can make informed decisions based on the latest data. The document also discusses the importance of setting clear financial goals and monitoring progress towards these goals.

The final part of the document provides a summary of the key points discussed and offers some practical advice for implementing the recommended practices. It encourages the reader to take a proactive approach to financial management and to seek professional advice when needed. The document concludes by expressing confidence that the reader will be able to successfully manage the company's finances and achieve long-term success.