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11/11/2015

Mr. Michael,

This Form 99 is being filed in response to the RFAI this committee received October 27, 2015 concerning FEC "Best Practices", 11 CFR 100.12.

This committee has robust, written "Best Practices" in place that meet or exceed the FEC requirements.

Below is from our SOP:

1. Donor checks are received at the post office box.
2. Designated individual checks post office on a regular basis to retrieve the mail
3. Every donor check is inputed into FEC File listing donors name, address, date received, occupation, employer name and amount .
4. For all donor checks that have not provided all the information we are needing for caging, a Donor "Best Efforts" letter or email is mailed with a self stamped return letter. Staff have access to the letter template on letterhead
5. On an Excel spreadsheet the date the donor letter is mailed or emailed in indicated in the field "date mailed donor letter."
6. When the letter is returned, FEC File is updated by the Compliance Consultant with the information.

Third party processors are also made aware of this SOP and provide the information as they perform the caging functions for us.

Please do not hesitate to contact me if you have further questions or concerns about our SOP or "Best Efforts."

Sincerely,

Patrick Krason
Treasurer
Black Conservatives Fund