



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Lloyd Lenard, Treasurer
Republican Party of Louisiana
2133 Silverside Drive, Ste. B
Baton Rouge, LA 70808

JUN 12 1996

Identification Number: C00187450

Reference: 1996 April Quarterly Report (1/1/96-3/31/96)

Dear Mr. Lenard:

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:

-The beginning cash balance of this report should equal the ending balance of your 1995 Amended Year End Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-Line 21(a)(i) of the Detailed Summary Page of your report discloses a total of \$82,787.63 in Federal Operating Expenditures. The sum of the entries itemized on Schedule H4, however, indicates the total to be \$50,010.26. Please amend your report to clarify the discrepancy.

-Line 21(a)(ii) of the Detailed Summary Page of your report discloses a total of \$96,069.19 in Non-Federal Operating Expenditures. The sum of the entries itemized on Schedule H4, however, indicates the total to be \$35,225.68. Please amend your report to clarify the discrepancy.

-You must make an attempt to obtain the full name, mailing address, occupation and name of employer for all individuals who contribute more than \$200 in a calendar year. Please amend your report to include the omitted information.

A committee may demonstrate "best efforts" to obtain the required information by providing the Commission with a description of its procedures for requesting the information and may also supply a copy of a solicitation; the committee must request the contributor

Celebrating the Commission's 20th Anniversary

YESTERDAY, TODAY AND TOMORROW
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information in initial solicitations; make follow-up requests (if necessary); report the information; and file amendments to disclose previously unreported information. Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or material on any other subject, other than thanking the contributor for the donation and must include a pre-addressed return post card or envelope for the contributor's response. An oral request must be documented in writing. Committees must also disclose information that was not provided by the contributor, but is available in any of the committee's records for that current election cycle. Furthermore, if a committee receives contributor information after the contributions have been reported, it must submit, with its next report, an amended memo Schedule A listing all the contributions for which additional information was received or file, on or before the next reporting date, amendments to the previous reports on which the contributions were originally disclosed. See 11 CFR §104.3(a)(4)(i) and 11 CFR §104.7.

-Your report discloses a payment(s) on Schedule D to McGlinchey, Stafford, and Long and Riverside CentroPlex, which has not been recorded on a disbursement schedule. Debt Payments must be reflected on Schedule B or H4 as well as on Schedule D. Please amend your report to clarify this discrepancy. 2 U.S.C. §434(b)(5)(D)

-Schedule D discloses the outstanding balance at the close of the period for the Debt owed to Strategic Telecommunications to be \$10,386.84. FEC calculations disclose this amount to be \$19,386.84. Please amend your report to clarify this discrepancy.

-On Schedule B supporting Line 29, you disclosed a total of \$2,200.00 in transfers to your non-federal account which you describe as a misdeposit. Please amend your report to clarify the nature of the misdeposit(s) in question and provide the date of the original deposits into your account. If the funds were deposited in your committee's account in error, the original receipt must also be disclosed on Schedule A supporting the appropriate line of the Detailed Summary Page on an

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-Your EVENT YEAR-TO-DATE calculations for Administrative/Voter Drive, Dirty Dozen I, Dirty Dozen II and Dirty Dozen Runoff are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year for the whole Administrative/Voter Drive category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct Administrative/Voter Drive, Dirty Dozen I, Dirty Dozen II and Dirty Dozen Runoff EVENT YEAR-TO-DATE totals.

-On Schedule H2, you disclose the ratio for Dirty Dozen I and Dirty Dozen II to be the same as previously reported; however, it appears that this activity/event was not previously reported. Please amend your report to clarify this discrepancy. 11 CFR §104.10(a)(1)

-Your report includes computer produced formats of Schedule A, Schedule B, Schedule H1, and Schedule H4. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

A written 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. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

Wendy Barkley
Reports Analyst
Reports Analysis Division

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