



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Charles L. Fallis, Treasurer
National Association of Retired Federal Employees
Political Action Committee (NARFE-PAC)
606 North Washington Street
Alexandria, VA 22314

MAY 01 2002

Identification Number: C00091561

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Fallis:

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 report discloses a returned contribution(s) from federal candidates totaling \$2,000 on Schedule A supporting Line 16 of the Detailed Summary Page. If the checks written by your committee were not cashed, you should itemize the voided checks on Schedule B supporting Line 23 as negative entries. Line 16 should be used if the recipient committee(s) cashed your check(s) and wrote a refund(s) on its account. Please amend your report to correct these discrepancies or provide clarification regarding these transactions.

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule B of your report to clarify the following description(s): "administrative services". For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

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,

Andrea S. Needles

Andrea S. Needles
Senior Reports Analyst
Reports Analysis Division

