



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-3

February 20, 2003

Steven T. Kean, Treasurer
Democratic Party of Wisconsin Federal
Account
222 State Street, Suite 400
Madison, WI 53703

Identification Number: C00019331

Reference: Amended Year End Report (7/1/01-12/31/01), received 12/22/02 and
Amended July Quarterly Report (4/1/02-6/30/02), received 12/22/02

Dear Mr. Kean:

This letter is to inform you that as of February 19, 2003 the Commission has not received your response to our request for additional information, dated January 29, 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).

An adequate response must be received at the Commission by March 12, 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.

Electronic filers must file amendments (to include statements, designations 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 have any questions regarding this matter, please contact Maureen Benitz on our toll-free number, (800)



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-2

Steven T. Kean, Treasurer
Democratic Party of Wisconsin Federal
Account
222 State Street, Suite 400
Madison, WI 53703

JAN 29 2003

Identification Number: C00019331

Reference: Amended Year End Report (7/1/01-12/31/01), received 12/22/02 and
Amended July Quarterly Report (4/1/02-6/30/02), received 12/22/02

Dear Mr. Kean:

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:

-Schedule H4 discloses payments made to credit card companies for shared federal and non-federal activity. Please be advised that these payments must identify as memo entries, the original vendors from which you have purchased an item or service regardless of the amount. Please amend your report by providing the name and mailing address of the original vendor, along with the date, amount and purpose of each expenditure. 11 CFR §104.10.

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 (to include statements, designations 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

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