



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

November 27, 2002

RQ-3

Jane Mattoon, Treasurer
Keep Out Majority PAC
P.O. Box 20209
Alexandria, VA 22320

Identification Number: C00307405

Reference: Amended August Monthly Report (7/1/02-7/31/02), received 9/18/02

Dear Ms. Mattoon:

On November 6, 2002, you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

Your November 20, 2002 response is incomplete because you have not provided all the requested information. For this response to be considered adequate, the following information is still required.

-Your response indicates that the description "PAC Administration/Fundraising" does not appear as an unacceptable description in 11 CFR 104.3(b)(3). However, when itemizing disbursements for schedule H4, separate itemization is required for administrative expenses and fundraising expenses. 11 CFR 104.10(b)(1) and (2). Please amend your report to clearly identify the disbursements made by your committee for administration and fundraising.

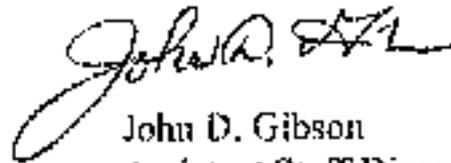
-You indicate that all credit card payments have been itemized with memo entries. However, your report indicates a payment to First USA Bank, NA in the amount of \$869.65 with no corresponding memo entries. Please amend your report by providing the name and mailing address of the original vendor, along with the date, amount and purpose of each expenditure. 11 CFR 104.10

An adequate response must be received at the Commission by December 17, 2002. 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 should have any questions related to this matter, please contact Brandy Phillips on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,



John D. Gibson
Assistant Staff Director
Reports Analysis Division

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