



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

August 22, 2002

RQ-3

Richard F. Neel, Jr., Treasurer
Republican Party of Virginia Inc.
115 East Grace Street
Richmond, VA 23219

Identification Number: C00001305

Reference: April Quarterly Report (1/1/02-3/31/02)

Dear Mr. Neel:

This letter is to inform you that as of August 21, 2002, the Commission has not received your response to our request for additional information, dated July 31, 2002. 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 September 11, 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 regarding this matter, please contact Scott Walker 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

Enclosure

2002 AUG 23 10 02 AM '02



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Richard F. Neel, Jr., Treasurer
Republican Party of Virginia Inc
115 East Grace Street
Richmond, VA 23219

JUL 31 2002

Identification Number: C00001305

Reference: April Quarterly Report (1/1/02-3/31/02)

Dear Mr. Neel:

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 D of your report has failed to include certain information. Commission Regulations require the full name and mailing address of each creditor, the outstanding balance at the beginning and end of the reporting period, the amount incurred during the period, the payment made during the period, and the nature or purpose of each debt. Additionally, all debts must be reported continuously until extinguished or settled. Please amend your report by providing the nature and purpose of each debt. 11 CFR §104.11

-Your report discloses an outstanding balance(s) beginning this period for a debt(s) owed to Oliver North for Senate. However, an outstanding balance(s) at the close of the period was not disclosed on your 2001 Year End Report. Please amend your report(s) to clarify this discrepancy.

-The outstanding balances at the close of the period for several debts disclosed on Schedule D appear to be incorrect. Please amend your report to provide the correct balances.

-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.

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) B and H4 of your report to clarify the following description(s): Consulting and fundraising expense. For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

-Please amend your report by providing the purpose for each disbursement itemized on Schedule(s) B supporting Line(s) 21(b).

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Receipts from the Commonwealth of Virginia for "tax check off" should be properly disclosed on a separate Schedule A, supporting Line 17 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Transfers to affiliated party committees should be properly disclosed on a separate Schedule B, supporting Line 22 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

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, 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,



Scott B. Walker
Reports Analyst
Reports Analysis Division

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