FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Jacquelyn E. Stone, Treasurer
Cantor for Congress
4914 Fitzhugh Avenue, Suite 202
Richmond, VA 23230

APR 24 2001

Identification Number: C00355461

Reference: 30 Day Post-General Report (10/19/00-11/27/00)

Dear Ms. Stone:

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:

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "election day expense", "expenses", "other expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please amend Schedule B of your report to correct the descriptions which do not meet the requirements of the Regulations.

-When several loans are owed to different sources, you must report each loan separately, including the original date, the amount, the outstanding balance and all other terms. <u>These loans should not be combined into a single figure</u>. Please amend your report to correct this problem.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Jill I. Sugarman
Reports Analyst
Reports Analysis Division