



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 17 2001

Identification Number: C00355461

Reference: July Quarterly Report (5/25/00-6/30/00)

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:

-Schedule A of your report discloses in-kind contributions to your committee. Please be advised that in addition to disclosing in-kind contributions as a receipt on Schedule A, the value of the in-kind contributions must be added to the operating expenditures total in order to avoid inflating the cash-on-hand amount. 11 CFR §104.13(a)(2) Please amend your report by itemizing the in-kind contributions on Schedule B.

-Please provide a Schedule B to support the amount reported on Line 20(a), Column A, of the Detailed Summary Page. Each contribution refund or other offset to contributions must be itemized on Schedule B. (2 U.S.C. §434(b)(5)(E))

-Schedule D of your report discloses a refund payment to your committee from Mentzer Media Services. Any receipt that exceeds \$200 from one source during a calendar year must be itemized on Schedule A. Please file an amendment to your report that includes this payment on Schedule A.

-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