



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John B. Hager, Treasurer
Republican Party of Virginia
115 East Grace Street
Richmond, VA 23219

OCT 12 1994

Identification Number: C00001305

Reference: 12 Day Pre-Convention Report (4/1/94-5/15/94)

Dear Mr. Hager:

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:

-The Summary Page discloses \$115,136 on Line 7, but the Detailed Summary Page shows the Line 29 total to be \$113,460. These figures should be the same. Please amend your report accordingly.

-Line 21(a)(ii) of the Detailed Summary Page of your report discloses a total of \$40,932 in the Non-Federal Share of Shared Federal/Non-Federal Activity. The sum of the entries itemized on Schedule H4, however, indicates the total to be \$42,189. Please amend your report to clarify the discrepancy.

-The identification of each contributor, including the person's occupation and name of employer, must be provided if the person has contributed in excess of \$200 in the aggregate during the calendar year. Please amend Schedule A supporting Line 11(a)(i) for each entry lacking a contributor's occupation and name of employer.

Note: If your committee has made attempts, either by a written request or by an oral request documented in writing to obtain this information from each contributor, your committee may have exercised "best efforts." Under revised 11 CFR 104.7(b), such effort shall consist of an initial clear and conspicuous request for the name, mailing address, occupation, and name of employer of each individual who has contributed over \$200 in the calendar year which informs the contributor that the reporting of such information is

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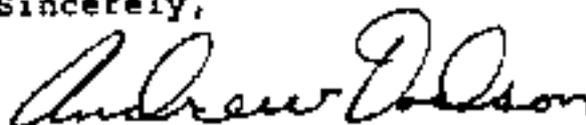
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required by law. If necessary, your committee must make a written follow-up request or an oral follow-up request documented in writing, within thirty days with no additional solicitation. Subsequently, the committee should report any changes provided by the contributor or any additional information which is in the committee's records. If you believe that your committee satisfies the "best efforts" provision, you should provide a copy of your solicitation or an explanation of the method(s) used to obtain contribution information. Clarification regarding "best efforts" should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. 11 CFR §104.3(a)(4)(i)

-Schedule D discloses a \$18,412 payment this period to Commonwealth Mailing ; however, there are \$271 in payments reflected on Schedule B. Please amend your report to clarify this discrepancy.

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. My local number is (202) 219-3580.

Sincerely,



Andrew J. Dodson
Senior Reports Analyst
Reports Analysis Division

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