



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

June 11, 1998

Jane G. Mattoon, Treasurer
Keep Our Majority Political
Action Committee
6344 Cavalier Corridor
Falls Church, VA 22044

Identification Number: C00307405

Reference: April Quarterly Report (1/1/98-3/31/98)

Dear Ms. Mattoon:

On May 20, 1998, 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 June 5, 1998 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.

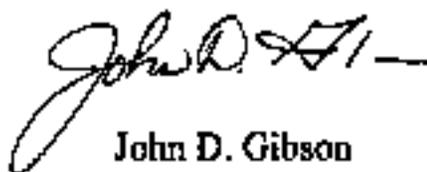
-Your letter states that it is the Committee's procedures to pay for administrative costs at the end of each election cycle. If expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. Please amend your report and future reports to disclose any outstanding obligations for administrative expenses.

-In-kind contributions must be itemized on both Schedules A and B so as not to inflate your cash-on-hand figure. It appears that you have failed to include the in-kind contributions on Schedule A. Please provide a Schedule A supporting Line 11(c) that discloses the in-kind contributions and an adequate purpose for each. This may affect your total for Line 11(c) on the Detailed Summary Page.

If this information is not received by the Commission within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions related to this matter, please contact Melissa Hurd on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Gibson", with a horizontal line extending from the end of the signature.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

