



LEAGUE OF CONSERVATION VOTERS

MEMORANDUM-NOTE

To: Madelyne M Lane

From: Anne Swan

Date: 5/26/05

Re: Response to FCC Request for Information

Total No. of Pages (including cover sheet): 2

Fax: 202-835-0491

Message:

LEAGUE OF CONSERVATION VOTERS
1920 L Street, N.W., Suite 800, Washington, D.C. 20036
Phone: 202-785-8683 Fax: 202-835-0491

25038814578



LEAGUE OF CONSERVATION VOTERS

May 26, 2005

Ms. Madelynn M. Lane
Assistant Branch Chief
Reports Analysis Division
Federal Election Commission
999 E Street, N.W.
Washington, D.C. 20463

1020 L Street, NW
Suite 800
Washington, D.C.
20026
202-785-8883
Fax: 202-835-0491
E-mail: lcv@lcv.org
Web: www.lcv.org

Re: 24 Hour Notice of Disbursements/Obligations for Electioneering Communications
(8/27/04 - 8/29/04), received 9/24/04
Identification Number: C30000103

Dear Ms. Lane,

LCV regrets that it failed to report the electioneering communication described in the above notice on time. The circumstances surrounding the reporting of this particular communication were very unusual. LCV has detailed procedures in place to ensure reports of electioneering communications are filed with the FEC by the time they are due, and LCV endeavors to report its electioneering communications on time.

The signing of the check used to purchase the air time for the communication required a departure from LCV standard operating procedures for electioneering communications. Two signatures were required for the check and only one individual authorized to sign was in the office the day the obligation was incurred and the payment for the buy needed to be submitted to the vendor. The check was couriered to an off-site location in order to obtain proper approval and a second authorized signature. The check was then sent directly to the vendor from that location for the media buy. The backup documentation for the buy and the copy of the check were then misplaced and not routed back to the accounting department in accordance with our standard procedures.

While LCV failed to report the electioneering communication on time, the organization filed notice of the electioneering communication as soon as the documentation and copy of the check supporting the media buy were found. The organization did this to ensure the communication was fully disclosed. Unfortunately, this was not until several weeks after the deadline for filing.

Again, LCV regrets this error and has reviewed and will continue to review the reporting procedures to ensure errors such as this do not happen again.

Please contact me if you have any question.

Thank you,

Sincerely,

Anne C. Saer
CFO

25058814579

Federal Election Commission
**ENVELOPE REPLACEMENT PAGE
 FOR INCOMING DOCUMENTS**

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