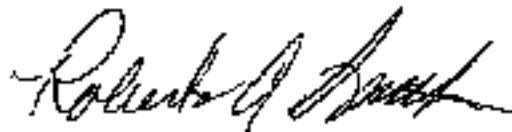


RECEIVED  
FEDERAL ELECTRIC  
COMMISSION MAIL ROOM

MAY 10 1 15 PM '53

To Whom it May Concern:

The Branch County Republican Committee is a small organization. We have no paid personell everything done is by volunteers. We have no offite space and the money we earn goes to support candidates during an election. I do not think administration costs apply to us.



Roberta Smith, Treasurer



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Roberta A. Smith, Treasurer  
Branch County Republican Committee  
P.O. Box 127  
Coldwater, MI 49036

APR 21 1999

Identification Number: C00000992

Reference: October Quarterly Report (7/1/98-9/30/98)

Dear Ms. Smith:

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:

-Your report discloses no payments for administrative expenses. Each committee utilizing separate federal and non-federal accounts is required to allocate any administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD derived from FEC Schedule III. A Schedule III must be filed with the first FEC FORM 3X submitted each year. 11 CFR §106.5(d)

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.


Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please provide the necessary information regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

-Please provide a Schedule B to support the entry reported on Line 22 of the

Detailed Summary Page. Each transfer-out to an affiliated committee must be itemized on Schedule B regardless of the amount transferred. 2 U.S.C. §434(b)(6)(B)(i)

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) 694-1130.

Sincerely,



Donald L. Averett  
Senior Reports Analyst  
Reports Analysis Division



**DETAILED SUMMARY PAGE  
OF RECEIPTS AND DISBURSEMENTS  
PAGE 2, FEC FORM 3X**


(revised 1/1/91)

NAME OF COMMITTEE	REPORT COVERING PERIOD		
	FROM	TO	
	COLUMN A Total This Period	COLUMN B Calendar Year	
<b>I. Receipts</b>			
11. Contributions (other than loans) From:			
a. Individuals/Persons Other Than Political Committees			
i. Itemized (use Schedule A)			11(a)
ii. Unitemized	3994.92	16578.53	11(b)
iii. Total (add i and ii) >	3994.92	16578.53	11(c)
b. Political Party Committees			11(d)
c. Other Political Committees (such as PACs)			12
d. Total Contributions (add a iii, b and c) >			13
12. Transfers From Affiliated/Other Party Committees			14
13. All Loans Received			15
14. Loan Repayments Received			16
15. Offsets To Operating Expenditures (Refunds, Rebates, etc.)			17
16. Refunds of Contributions Made to Federal Candidates and Other Political Committees			18
17. Other Federal Receipts (Dividends, Interest, etc.)	54.49	16370.9	19
18. Transfers from Nonfederal Account for Joint Activity			20
19. Total Receipts (add 11d, 12, 13, 14, 15, 16, 17, and 18) >	4049.41	16741.92	
20. Total Federal Receipts (subtract line 18 from line 19) >	4049.41	16741.92	
<b>II. Disbursements</b>			
21. Operating Expenditures:			
a. Shared Federal/Non-Federal Activity (from Schedule H4)			
i. Federal Share			21(a)
ii. Non-Federal Share			21(b)
b. Other Federal Operating Expenditures			21(c)
c. Total Operating Expenditures (add a i, a ii, and b) >			22
22. Transfers to Affiliated/Other Party Committees	4000.00	4000.00	23
23. Contributions to Federal Candidates/Committees and Other Political Committees			24
24. Independent Expenditures (use Schedule E)			25
25. Coordinated Expenditures Made by Party Committees (2 U.S.C. 441a(d)) (use Schedule F)			26
26. Loan Repayments Made			27
27. Loans Made			
28. Refunds of Contributions To:			
a. Individuals/Persons Other Than Political Committees			28(a)
b. Political Party Committees			28(b)
c. Other Political Committees (such as PACs)			28(c)
d. Total Contribution Refunds (add a, b and c) >			28(d)
29. Other Disbursements	2439.09	11604.55	29
30. Total Disbursements (add 21c, 22, 23, 24, 25, 26, 27, 28d, and 29) >	6439.09	15604.55	30
31. Total Federal Disbursements (subtract line 21 a ii from line 30) >			31
<b>III. Net Contributions/Operating Expenditures</b>			
32. Total Contributions (other than loans)(from line 11d)	0	0	32
33. Total Contribution Refunds (from line 28d)	0	0	33
34. Net Contributions (other than loans)(subtract line 33 from 32)	0	0	34
35. Total Federal Operating Expenditures (add 21 a i and 21 b) >	4000.00	4000.00	35
36. Offsets to Operating Expenditures (from line 15)	0	0	36
37. Net Operating Expenditures (subtract line 36 from 35) >	4000.00	4000.00	37

Federal Election Commission

**ENVELOPE REPLACEMENT PAGE  
FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

<input type="checkbox"/> Hand Delivered	Date of Receipt
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<input type="checkbox"/> Postmark Illegible	
<input type="checkbox"/> Received from the House office of Records and Registration	Date of Receipt
<input type="checkbox"/> Received from the Senate Office of Public Records	Date of Receipt
<input type="checkbox"/> Other ( Specify):	Postmarked and/or Date of Receipt
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