

Response to FEC letter dated 10/18/2006.

07/01/2005 - 12/31/2005 End of Year Report

**Contribution Information:**

Description of procedure for requesting information - The initial request for a donation includes a request for all required information including name of employer and occupation, and notifies the donors that we are required to obtain this information . If the information is missing with the contribution, a second attempt is made by sending a letter asking for the missing information. The second attempt does not re-solicit and includes a pre addressed envelope for the donor to use to return the information to us.

All information received has been reported and as a result of our second requests, all information except for one donor has been received.

Amended Schedule A supporting Line 11(a)(i) for Self-employed and Retailer - Removed description of Self-employed and Retailer and used updated information.

**Salaries and Wages:**

The salaries and wages were reported on line 21b were moved to Sch B, line 30(b) of the Detailed Summary Page. Also, the amounts to Paychex and State of Rhode Island were moved to Sch B, line 30(b) as payroll.

**Schedule B - Reimbursements to Individuals:**

Reimbursement - fundraising expense is a payment for refreshments for a fundraising event. I used the Transaction Split feature to detail the payments by vendor.

Reimbursements - Laptop, I created a transaction split to indicate the original payment was to Best Buys.

**Schedule B - Reimbursement for Travel Expense:**

There are 3 payments to individuals for travel expenses. I used the Transaction Split to detail the payments to vendors in excess of \$200 in the calendar year. For amounts that did not exceed \$200, I used the Memo Text function to indicate that these amounts did not reach the threshold for itemization.

**Schedule H4 - Expense Reimbursement:**

Memo entries made to identify individual expense items.

**Schedule B and H4 Supporting Lines 21(b) and (a) - Purpose for Expense:**

Reviewed each line and included a purpose where missing.

**Multiple Schedule H1:**

Contacted Technical Help to assist with this and they advised to open the earliest report and delete the multiple H1. This should correct all subsequent filings.

**Clarify Expenditures with a Description of Fundraising Expense:**

There are two items that are expenses for fundraising. One is to Johnson Consulting which was clarified by changing the description to 'Professional fees for general party fundraising'.

The second item is a reimbursement to an individual for the purchase of refreshments for a party fundraising event. I included the detail for the individual purchases by using a Transaction Split. See item above.

**Schedule H4 - 100% Non-federal Activity:**

There were some expenses that were listed on Schedule H4 line 21(a) but that did not calculate the allocation between federal and non-federal. I made sure that each expense showed the proper split. There are now no 100% non-federal

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# ETEXT ATTACHMENT

activities disclosed on H4.

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