



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Alce Poitevint, Treasurer  
Republican National Committee-RNC  
310 First Street S.E.  
Washington, DC 20003

Identification Number: C00003418

MAR 15 2003

Reference: Year End Report (12/1/99-12/31/99)

Dear Mr. Poitevint:

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:

-Please clarify all expenditures made for Fax Broadcasting on Schedule H4. If a portion or all of these expenditures were made on behalf of specifically identified federal candidates, this amount should be disclosed on Schedule B, F or E supporting Line 23, 24 or 25 and include the amount, name, address and office sought by each candidate. 11 CFR §§104.3(b) and 106.1

-Your report discloses in-kind contributions ("donations") from corporations on Schedule H4, supporting Line 21(a) of the Detailed Summary Page. Pursuant to Advisory Opinion 1992-33, the Commission concluded that a "national party committee may accept corporate in-kind donations in connection with fundraising activities" as long as the "federal share of the goods or services is paid or transferred to the non-federal account in advance" of the acceptance of the corporate donations by the federal account.

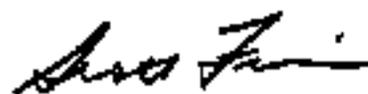
Advisory Opinion 1992-33 also discloses a detailed method for reporting the receipt of corporate in-kind donations on the committee's I Schedules as follows:

The full amount of the in-kind contributions received by the non-federal account should be disclosed on Schedule I with a supporting memo Schedule A that itemizes each contributor's identification. 11 CFR 104.8(e) In addition, in order to reflect the fact that the reported in-kind donations have been expended in the same period as received by the committee, the total amount of the in-kind contributions should be entered on Line 5 of Schedule I as an other disbursement with a notation reference to the memo Schedule A filed for Line 1. Alternatively, the committee may include the total amount of the in-kind contributions to the non-federal account on Line 1 and then make a cross reference to the entries on Schedule H4 to which the total amount relates. This reference should specify particular pages of the Schedule H4 where the in-kind donors are identified.

Please amend your I Schedules to disclose non-federal in-kind contributions in accordance with Advisory Opinion 1992-33.

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,



Scott A. Francis  
Reports Analyst  
Reports Analysis Division

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed explanation of how to categorize these transactions and how to use a double-entry system to ensure that the books balance. It also discusses the importance of regular reconciliations and the role of the auditor in verifying the accuracy of the records.

The second part of the document focuses on the preparation of financial statements. It outlines the steps involved in calculating the cost of goods sold, determining gross profit, and arriving at the net profit. It also discusses the importance of providing a clear and concise summary of the financial performance of the business over a specific period. The document includes a sample of a profit and loss statement and explains how to interpret the various components of the statement. It also discusses the importance of comparing the current period's performance with that of the previous period to identify trends and areas for improvement.

The final part of the document discusses the importance of maintaining accurate records of all assets and liabilities. It emphasizes that a complete and up-to-date balance sheet is essential for understanding the financial position of the business at any given time. The document provides a detailed explanation of how to value assets and liabilities and how to ensure that the balance sheet is in balance. It also discusses the importance of providing a clear and concise summary of the financial position of the business over a specific period. The document includes a sample of a balance sheet and explains how to interpret the various components of the statement. It also discusses the importance of comparing the current period's financial position with that of the previous period to identify trends and areas for improvement.