



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20543

RQ-2

FEB 16 1994

S. Dennis Hoffman, Treasurer  
Conservative Republican Committee  
7015 Old Keene Mill Road, Suite 206  
Springfield, VA 22150

Identification Number: C00077354

Reference: 30 Day Post-Special Report (4/15/93-5/21/93)

Dear Mr. Hoffman:

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:

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule E, Itemized Independent Expenditures, of your report to clarify the following description: Journal Entry. For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

-Line 24 of the Detailed Summary Page of your report discloses a total of \$26,953.35 in Column A. The sum of the entries itemized on Schedule E, however, indicates the total to be \$31,149.12. Please amend your report to clarify the discrepancy.

-Please provide the total for Lines 11(a)(i), (ii), (iii), Column A of the Detailed Summary Page.

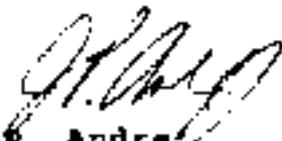
-Your report includes computer produced formats of Scheduled A. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. (11 CFR §104.2(d))

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

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letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

  
J.P. Andre  
Reports Analyst  
Reports Analysis Division

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