



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Gary Willman, Treasurer  
Arizona Republican Party  
3501 North 24th Street  
Phoenix, AZ 85016

OCT 8 1997

Identification Number: C00008227

Reference: Mid-Year Report (1/1/97-6/30/97)

Dear Mr. Willman:

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:

-Schedule D of your report has failed to include certain information. Commission Regulations require the full name and mailing address of each creditor, the outstanding balance at the beginning and end of the reporting period, the amount incurred during the period, the payment made during the period, and the nature or purpose of each debt. Additionally, all debts must be reported continuously until extinguished or settled. Please amend your report by providing the purpose of the debt owed to Synhorst & Schraad.  
11 CFR §104.11

-Schedule D of your report discloses the purpose for a debt owed to Dodie Londen to be "Loan". Please be advised that all loans should be properly disclosed on a Schedule C. Please disclose this activity on the appropriate schedule or provide clarifying information regarding the nature of this debt.

-Your report(s) was not signed by the treasurer or designated agent listed on your Statement of Organization. Please amend your report(s) by providing the signature of an individual that is authorized to sign the report(s). 2 U.S.C. §434(a)(1) and 11 CFR §104.14(a) and (d) If a new treasurer has been appointed, please file an amended Statement of Organization (FORM 1) or a letter to reflect this change.

-Your report includes computer produced formats of Schedules A and B. 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 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,

A handwritten signature in black ink that reads "Monica Johnson". The signature is written in a cursive style with a large, looped flourish at the end of the name.

Monica Johnson  
Reports Analyst  
Reports Analysis Division

