



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Roberta A. Smith, Treasurer  
Branch County Republican Committee  
PO Box 127  
Coldwater, MI 49306

Identification Number: C00000992

FEB 2 2000

Reference: Mid-Year Report (1/1/99-6/30/99)

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:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 1999. This figure, on the first report of the year, should be identical to the ending cash of the last report of the previous year. Please amend your report to clarify this discrepancy.

-The beginning cash balance of this report should equal the ending balance of your 1998 Amended Year-End Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-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 H1. A Schedule H1 must be filed with the first FEC FORM 3X file at the beginning of each two-year election cycle. 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 the totals for Lines 11(a)(iii), 11(d), 21(c) and 28(d) Columns A and B, of the Detailed Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.

-Your calculations for Line 20, Columns A and B appear to be incorrect. FEC calculations disclose this amount(s) to be \$13,286.99. Please provide the corrected total(s) on the Detailed Summary Page.

-Line 21(a) of the Detailed Summary Page should only be used to report the federal and non-federal shares of allocable activities. If your committee has only one account, the total operating expenditures (administrative expenses) should be reported on Line 21(b). Please amend your report to confirm the nature of your expenditures and to provide the total on the appropriate line.

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,



Dominick Ciaraldi  
Reports Analyst  
Reports Analysis Division

