



SECRETARY OF THE SENATE

05 OCT 26 PM 12:05

October 20, 2005

Kelly M. Scindian  
Senior Campaign Finance Analyst  
Reports Analysis Division  
Federal Election Commission  
Washington DC 20463

Re: ID #C00363820  
July Quarterly Report (4/1/05-6/30/05)

Dear Ms. Scindian,

In response to your September 20 letter regarding the above-referenced report, attached are amendments to our reports covering the election cycle through September 30, 2005. We anticipate this effort will establish correct column B figures from now on.

At the end of each report, you will find a detailed statement describing our efforts to collect and maintain accurate contributor information, including full name, address, and employer/occupation.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Loma Kuney".

Loma Kuney  
Deputy Treasurer

Att.



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

SECRETARY OF THE SENATE  
05 OCT 26 PM 12:05

September 20, 2005

James Swain, Treasurer  
Friends of Conrad Burns - 2006  
P.O. Box 1596  
Helena, MT 59624

**Response Due Date:**  
**October 20, 2005**

Identification Number: C00363820

Reference: July Quarterly Report (4/1/05-6/30/05)

Dear Mr. Swain:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Senate Public Records Office by the response date noted above.** An itemization of the information needed follows:

-Your report contains incorrect Column B figures for Lines 6(a), 6(c), 7(a), 7(c), 11(a)(iii), 11(b), 11(c), 11(e), 12, 16, 17, 20(a), 20(c), 21, 22 of the Summary and Detailed Summary Page information. When aggregating and reporting receipts and disbursements, candidate committees are required to disclose their activity on an election-cycle basis. Please amend your report to show election cycle-to-date figures for all aggregate amounts. (2 U.S.C. §434(b))

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in an election cycle. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name (initials are not acceptable), complete mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission

## FRIENDS OF CONRAD BURNS - 2006

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with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1)) See 11 CFR §104.7(b)(1)(B) for examples of acceptable statements regarding the requirements of federal law.

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a request via mail, e-mail or telephone documented in writing. (11 CFR § 104.7(b)(2)) Follow-up requests should be done, if necessary. These requests must be documented clearly in the form of written records. The requests must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you should either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please amend your report to provide the missing information and a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide for Congressional Committees and Candidates.

**Please note you will not receive an additional notice from the Commission on this matter.** Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply

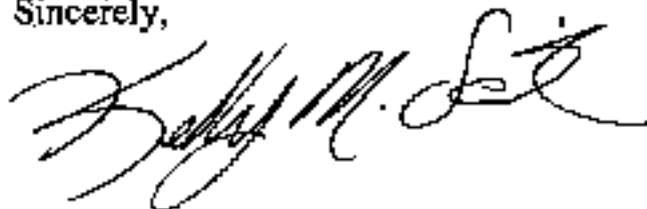
## FRIENDS OF CONRAD BURNS – 2006

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with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

A written response or an amendment to your original report(s) correcting the above problems should be filed with the Senate Public Records Office. Please contact the Senate Public Records Office at (202) 224-0322 for instructions on how and where to file an amendment. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1172.

Sincerely,



Kelly M. Scindian  
Senior Campaign Finance Analyst  
Reports Analysis Division

25020490930

**FRIENDS OF CONRAD BURNS**

**BOX 1596**

**LENAMT 59624-1596**

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**SECRETARY OF THE SENATE**

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SUPERINTENDENT

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# United States Senate

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