

## ETEXT ATTACHMENT

11/17/2003 13 : 03

November 17, 2003

Kristen Davis

Campaign Finance Analyst

Reports Analysis Division

Federal Election Commission

999 E Street, N.W.

Washington, D.C. 20463

Identification Number: C00372235

RE: April Quarterly Report (1/1/2003-3/31/2003)

Dear Ms. Davis:

This correspondence is in response to your "Request For Additional Information" ("RFAI"), resulting from the Committee on Arrangements for the 2004 Republican National Convention's ("COA") "April Quarterly Report (1/1/2003-3/31/2003)".

Regarding totals listed in Column B of our report, this error in our report is a math error that resulted from our method of tracking ongoing convention expenditures. We reported the totals from the inception of the committee where we should have only reported the totals accumulated since the beginning of the calendar year. The confusion that resulted in this error is also caused by the FEC Feprint reporting program which does not display the year of the beginning balance in the indicated space on form F4 line 6a. Please note that on the FEC internet site where users can review these reports, the form is incorrectly displayed. This is the case today, 11/17/2003, as it has been since I have been working with the electronic filing system at FEC. If the site displayed the year of the beginning balance, it would show that I had indicated 2002 as the year of the balance, and our totals would show to be accurately calculated. This also would help bring to light our error of using this accumulated balance instead of properly providing calendar year-to-date figures. Please note that our reporting was complete and accurate to the best of our knowledge. The error has been corrected, and this and subsequent reports affected by it have been amended.

Your second request indicates that Line 6a represents cash on hand January 1, 2003. As we have discussed above, the form does not display the year, and this fact contributed to our oversight. We have corrected the totals and amended the reports.

With regard to description of disbursements on Schedule B, we have corrected the incomplete description to properly disclose the purpose of the disbursement. We try to review all descriptions of the purpose of our expenditures we disclose. While we are aware of the acceptable descriptions, we occasionally miss an improperly entered record. The report has been amended.

I trust this response answers your inquiry. However, if you need further clarification please do not hesitate to contact me.

Sincerely,

Pat Huyck

Director of Accounting