

**JOHN KABITZKE, TREASURER**  
621 EAST NINTH STREET  
DES MOINES, IA 50309  
515-282-8105



Tom Hintermister  
Assistant Staff Director  
Audit Division  
Federal Election Commission  
Washington, DC 20463

Re: Letter Regarding Findings of the Audit Division

Attached you will find the Republican Party of Iowa's (RPIA) response to your letter dated July 29, 2013 in regards to the recommendations and findings of audit staff. Specifically this letter addresses Finding 1 related to Recordkeeping for Employees and Finding 2 related to Failure to Itemize Debts & Obligations.

**Finding 1. Recordkeeping for Employees**

Your letter states

*"... The Audit staff recommends that RPIA implement a plan to maintain monthly payroll logs to track the percentage of time each employee spends on federal election activity."*

In accordance with the Audit staff's recommendations, RPIA has implemented a plan to keep a monthly log of all work performed by staff for federal election activity. This monthly log will be kept and completed by the Executive Director of the RPIA and shared with the Treasurer of the RPIA on or before the last day of the month. Upon discussion and agreement by both the Executive Director and Treasurer that the log has been kept properly and satisfies the requirements as recommended by the Audit Division, the log shall be saved as both an electronic and paper copy in a secure location. Should the need arise to reference these logs; they shall be readily available as needed.

In line with the Audit Division's recommendation, this system shall be implemented in August, with the first official log being kept, approved and saved on or before August 31, 2013. The RPIA believes that by implementing this plan as recommended by the Audit division, the RPIA has satisfied the action being recommended.

**Finding 2. Failure to Itemize Debts & Obligations**

Your letter states:

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*"... The Audit staff recommends that, absent documentation demonstrating that these expenditures did not require reporting on Schedule D (Debts and Obligations), RPIA amend its disclosure reports to disclose these debts."*

In accordance with the Audit staff's recommendations, RPIA has addressed this issue by working with its attorneys, accountants and compliance team to amend its disclosure reports and will have them filed by the end of today to properly address this issue.

The RPIA believes that by addressing the two findings in this manner, RPIA has appropriately answered the recommendations offered by the Audit Division.

Sincerely,

A handwritten signature in cursive script, appearing to read "John P. Kabitzke".

John Kabitzke  
Treasurer