



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

October 30, 1997

Mina Clark, Treasurer
Travis County Democratic Party
P.O. Box 68423
Austin, TX 78768

Identification Number: C00257519

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

Dear Ms. Clark:

This letter is to inform you that as of October 29, 1997, the Commission has not received your response to our request for additional information, dated October 8, 1997. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Neil Evans on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in cursive script that reads "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



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RQ-2

OCT 8 1997

Mina Clark, Treasurer
Travis County Democratic Party
P.O. Box 68423
Austin, TX 78768

Identification Number: C00257519

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

Dear Ms. Clark:

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:

-Your report does not include a Schedule H1 to disclose the ratio for the allocation of administrative and generic voter drive costs. This ratio is determined at the beginning of each two-year election cycle. All shared administrative and generic voter drive costs incurred during the two-year cycle must be allocated according to this ratio, unless the federal account elects to pay a higher percentage of its cost. 11 CFR §106.5(b)(2), (d)(1), (d)(2) and 11 CFR §§104.10(b)(1)(ii)(B) and 106.6(c)

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,

Neil Evans
Reports Analyst
Reports Analysis Division

