



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Jeffrey B. Trammell, Treasurer  
Hill & Knowlton Incorporated Political  
Action Committee (HILLFAC)  
901 31st Street NW  
Washington, DC 20007

AUG 12 1994

Identification Number: C00183087

Reference: Amended July Quarterly Report (4/1/94-6/30/94) dated  
8/1/94

Dear Mr. Trammell:

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:

-2 U.S.C. §434(b)(3) requires itemization of contributions from individuals and persons other than political committees, where the aggregate total from the contributor exceeds \$200 in a calendar year. In addition, 11 CFR §104.3(a)(2)(i)(B) requires a committee to report the total amount of unitemized contributions (see Line 11(a)(ii) of the Detailed Summary Page). If a committee wishes to disclose contributions regardless of the amount contributed, the committee must separate (on separate receipt schedules) those contributors requiring itemization from those who are not required to be itemized. 11 CFR §104.3(a)(4)(i) For future filings, please submit your reports in this order.

Any amendment or clarification should be filed with the Federal Election Commission. 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,

J.P. Andros  
Reports Analyst  
Reports Analysis Division

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