



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

June 6, 2002

Gary L. Vest, Treasurer  
Caterpillar Employees Political Action  
Committee  
100 N E Adams Street  
Peoria, IL 61629

Identification Number: C00148031

Reference: Amended Year End Report (11/28/00-12/31/00), dated 1/2/02

Dear Mr. Vest:

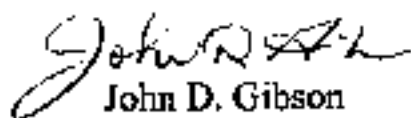
This letter is to inform you that as of June 5, 2002 the Commission has not received your response to our request for additional information, dated May 15, 2002. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

Due to recent events, the United States Postal Service is experiencing delays in the processing and delivery of mail for the Washington D.C. area. Consequently, the Federal Election Commission is not in receipt of all incoming mail. The Commission recommends that you resubmit your response to this notice and consider using alternate delivery services such as overnight delivery or delivery by courier. If feasible, your response can also be hand-delivered. You can verify the Commission's receipt of any documents submitted by your committee on the FEC website at [www.FEC.gov](http://www.FEC.gov).

An adequate response must be received at the Commission by June 26, 2002. 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 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.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you have any questions regarding this matter, please contact Jim Krebs on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division), our local number is (202) 694-1130.

Sincerely,



John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Gary L. Vest, Treasurer  
Caterpillar Employees Political Action  
Committee  
100 N E Adams Street  
Peoria, IL 61629

MAY 15 2002

Identification Number: C00148031

Reference: Amended Year End Report (11/28/00-12/31/00), dated 1/2/02

Dear Mr. Vest:

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:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 2000. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

-The beginning cash balance of this report should equal the ending balance of your 2000 30 Day Post General Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-The totals listed on Lines 6(d), 7, 11(a)(iii), 11(d), 19, 20, 23, 28(a), 28(d), 29, 30, and 31, Column B of the Summary and Detailed Summary Page(s) appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

-Your calculations for Lines 6(d) and 8, Column B, appear to be incorrect.

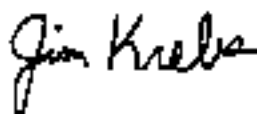
FEC calculations disclose these amounts to be \$258,010.70 and \$30,381.70, respectively. Please provide the corrected totals on the Summary Page.

-It appears that the figures you have disclosed on Lines 15 and 16, Column B of the Detailed Summary Page have been inadvertently recorded on the incorrect lines. Please amend your report to disclose your figures on the correct lines of the Detailed Summary Page.

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount deducted per pay period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

A 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. Electronic filers must file amendments (to include statements, designation and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Jim Krebs  
Reports Analyst  
Reports Analysis Division

# PAYROLL DEDUCTIONS

SCHEDULE A (FEC Form 3X)		FOR LINE NUMBER: 11(a)(ii)	
ITEMIZED RECEIPTS		Use separate schedule for each category of the Deduction Summary Page	
<small>Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of making contributions or for campaign purposes, unless they comply with the rules and address of any SOURCE CONTINUE to accept contributions from such sources.</small>			
NAME OF COMMITTEE (or Full Name)			
Critical Reason Inc. PAC			
Full Name (Last, First, Middle Initial)		Date of Receipt	
A. Name: Unitemized		payroll deduction	
Mailing Address		MM/YY	
2000 ... Ave.		MM/YY	
City		MM/YY	
Springfield		MM/YY	
State		MM/YY	
VA		MM/YY	
Zip Code		MM/YY	
22332		MM/YY	
FEC ID number of contributing interest political committee		Amount of Each Receipt (if a Period)	
C		\$90.00	
Name of Employer		(\$15 biweekly) <sup>a</sup>	
Critical Reason Inc.			
Occupation			
Executive Officer			
Receipt For		Approximate Year-to-Date Total	
<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		\$285.00	

<sup>a</sup>Adding Extra Text/Explanation: When using FECFile electronic filing software, this information can be entered using the "memo text" window. To make a "memo text" entry, select the "View" menu on the FECFile toolbar. Select "All Transactions." Single click (highlight) the transaction to which the "memo text" will be attached. Then select the "Edit" menu on the toolbar and select "memo text."

<sup>b</sup>When using FECFile electronic filing software, enter this information in the "description" field.

# Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, type "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.8(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report. By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report. By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

