



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

JUL 30 1997

Kathleen Trongo, Treasurer
Genessee County Democratic Party -
Federal Account
1318 W. Court Street
Flint, MI 48503

Identification Number: C00299339

Reference: 30 Day Post-General Report (10/1/96-11/25/96)

Dear Ms. Trongo:

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 discloses no payments for administrative expenses. Each committee utilizing separate federal and non-federal accounts is required to allocate any administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD derived from FEC Schedule H1. A Schedule H1 must be filed with the first FEC FORM 3X submitted each year. 11 CFR §106.5(d)

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please provide the necessary information regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

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-On Schedule H2, you have failed to include percentage breakdowns for your federal and non-federal accounts for the Election Day - GOTV effort. Please amend your report to include these percentages. 11 CFR §104.10(a)(1)

-On Schedule H2, you have failed to check the ratio type box (i.e., NEW, REVISED, SAME AS PREVIOUSLY REPORTED). Please amend your report to correct this omission. 11 CFR §104.10(a)(1)

-On Schedule H2, you have failed to check the Type of Activity box for the activity/event Election Day - GOTV effort. Please amend your report to correct this omission. 11 CFR §104.10(a)(1)

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have not included the full name and/or mailing address for the vendor(s) listed. Please amend your report accordingly.

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to check the appropriate CATEGORY box for the payment(s) made to Election Day - GOTV effort. Please amend your report to disclose the appropriate category.


-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to include the total EVENT YEAR-TO-DATE amount for a payment(s) to Election Day - GOTV effort. Please amend your report to include the missing EVENT YEAR-TO-DATE total(s).

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule H4 of your report to clarify the following description(s): GOTV. For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

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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,



Scott Francis
Reports Analyst
Reports Analysis Division

