



FEDERAL ELECTION COMMISSION
WASHINGTON, D. C. 20463

RQ-5

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

JUN 27 2002

Identification Number: C00148031

Reference: Year End Report (7/1/01-12/31/01)

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:

-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.

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

A handwritten signature in cursive script that reads "Jim Krebs".

Jim Krebs
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A (FEC Form 702)		Use separate schedule(s) for each category of the Donor's quarterly report		FOR LINE NUMBER (PAGE 1 OF 1)	
ITEMIZED RECEIPTS				Schedule only use:	
				10	11
				12	13
				14	15
Any information reported here on this Report and Statements may not be used for the purpose of seeking contributions or for other purposes, other than using the name and address of any political committee to solicit contributions from such contributors.					
NAME OF CONTRIBUTOR (in full):					
Critical Reason, Inc. PAC					
Full name (last, first, middle initial):					
A. Kurt Vismannal					
Mailing Address:					
25 Cortiques Ave.					
City State Zip Code:					
Kennesaw GA 30145					
FEC ID number of reporting individual political committee:					
C					
Amount of each periodic contribution:					
(\$15 biweekly) ^D					
Name of Employer:					
Critical Reason, Inc.					
Occupation:					
Executive Officer					
Amount For:					
<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):					
Amount: \$85.00					

^AAdding Memo Text/Explanation: When using FEOFI's 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 FEOFI 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."

^DWhen using FEOFI's 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.B(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.)

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