



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-S

NOV 7 1997

Terilea Wielenga, Treasurer
Allergan Inc. Political Action
Committee for Employees
2525 Dupont Drive
Irvine, CA 92715

Identification Number: C00292102

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

Dear Ms. Wielenga:

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 and the frequency of each deduction. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

-Be advised that you have used an incorrect committee identification number on the Summary Page of your report(s). Please file all future reports and correspondence using your correct identification number, C00292102, to avoid potential errors in entering your reports onto the public record.

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,

A handwritten signature in black ink that reads "Melissa Hurd".

Melissa Hurd
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A

ITEMIZED RECEIPTS

Contributions from Individuals

Use separate schedule
for each category of the
Deductible Remuneration Page
**FOR LINE NUMBER
11(a)(i)**

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes other than using the name and address of any political committee to which contributions from such committee

NAME OF COMMITTEE (In Full)

National Organization PAC C000000001

a. Full Name, Mailing Address, and ZIP Code

Anne Sullivan
81 1/2th Street
City, State ZIP

Name of Donor
Date received
by employer
Amount of Each
Deduction Per Period

National
Organization, Inc.
payroll deduction \$80.00

Branch Manager
Age group: > 3
Date received: 8/19/94
Amount of Each
Deduction Per Period

\$15.00 biweekly

b. Full Name, Mailing Address and ZIP Code

Rodney Jones
881 Hainsbury Road
City, State ZIP

Name of Donor
Date received
by employer
Amount of Each
Deduction Per Period

National
Organization, Inc.
payroll deduction \$120.00

Chairman
Age group: > 3
Date received: 8/19/94
Amount of Each
Deduction Per Period

\$20.00 biweekly

c. Full Name, Mailing Address and ZIP Code

Other receipt

Name of Donor
Date received
by employer
Amount of Each
Deduction Per Period

Vice President
Age group: > 3
Date received: 8/19/94
Amount of Each
Deduction Per Period

\$20.00 biweekly

service payroll deductions only after they have exceeded \$200 per calendar year from an individual.

IN-KIND CONTRIBUTIONS

SCHEDULE A

ITEMIZED RECEIPTS

Contributions from Individuals

Use separate schedule
for each category of the
Deductible Remuneration Page
**FOR LINE NUMBER
11(a)(i)**

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes other than using the name and address of any political committee to which contributions from such committee

NAME OF COMMITTEE (In Full)

National Organization PAC C000000001

a. Full Name, Mailing Address and ZIP Code

Martin L. Kress
4 River Road
City, State ZIP

Name of Donor
Date received
by employer
Amount of Each
Deduction Per Period

National
Organization, Inc.
8/19/94 \$3,000.00

Manager
Chairwoman
Age group: > 3
Date received: 8/19/94
Amount of Each
Deduction Per Period

\$3,000.00

SCHEDULE B

ITEMIZED EXPENDITURES

Operating Expenditures/Other Federal

Use separate schedule
for each category of the
Deductible Remuneration Page
**FOR LINE NUMBER
21(b)**

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes other than using the name and address of any political committee to which contributions from such committee

NAME OF COMMITTEE (In Full)

National Organization PAC C000000001

a. Full Name, Mailing Address and ZIP Code

Martin L. Kress
4 River Road
City, State ZIP

Purpose of Disbursement
Date received
by employer
Amount of Each
Deduction Per Period

Refugee project
8/19/94 \$3,000.00

REVENUE
CASH RECEIVED
REFUGEE PROJECT

Handle in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

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, write "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)(i) 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 (\$80), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page 8 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.

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