



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Matthew R. Schneider, Treasurer  
Galvey, Schubert & Tarter Political  
Action Committee  
1000 Potomac St., NW 5<sup>th</sup> Floor  
Washington, DC 20007

Identification Number: C00177550

FEB 16 2000

Reference: October Quarterly Report (7/1/99-9/30/99)

Dear Mr. Schneider:

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:

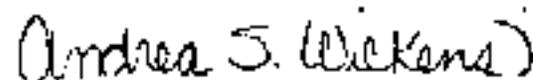
- Line 11(a)(1) of the Detailed Summary Page of your report discloses a total of \$5,805 in contributions from individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$2,900. Please amend your report to clarify the discrepancy.
- Please provide the totals for Lines 19 and 20, Columns A and B of the Detailed Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.
- Schedule B supporting Line 23 discloses contributions to federal candidates for which no election designation has been provided. Please note that if no designation is included in your report, the contributions will be attributed to the next upcoming election for the recipient candidate. Thus, for future reporting purposes, it is in your committee's interest to designate the appropriate election in order to avoid the appearance of excessive contributions made to federal candidates by your committee.
- Your report disclosed a category of financial activity that has been

reflected on the wrong line of the Detailed Summary Page. Contributions to non-federal candidates/committees should be properly disclosed on a separate Schedule B (if applicable), supporting Line 29 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

Your report includes computer produced formats of the Summary and Detailed Summary Pages and Schedules A and B. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used.  
11 CFR §104.2(d)

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) 694-1130.

Sincerely,



Andrea S. Wilkens  
Reports Analyst  
Reports Analysis Division

