FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Jeffrey B. Trammell, Treasurer
Hill & Knowlton Incorporated Political
Action Committee (HILLPAC)
901 31st Street, NW
Washington, DC 20007

SEP 16 1994

Identification Number: C00183087

Reference: Amended Mid-Year Report (1/1/93-6/30/93) dated 8/1/94

Dear Mr. Trammell:

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)(i) of the Detailed Summary Page of your report discloses a total of $3,295.00 in contributions from individuals (itemized). The sum of the entries itemized on Schedule A, however, indicates the total to be $4,104.00. Please amend your report to clarify the discrepancy.

-2 U.S.C. §434(b)(3) requires itemization of contributions from individuals and persons other than political committees, where the aggregate total from the contributor exceeds $200 in a calendar year. In addition, 11 CFR §104.3(a)(2)(i)(B) requires a committee to report the total amount of unitemized contributions (see Line 11(a)(ii) of the Detailed Summary Page). If a committee wishes to disclose contributions regardless of the amount contributed, the committee must separate (on separate receipt schedules) those contributors requiring itemization from those who are not required to be itemized. 11 CFR §104.3(a)(4)(i) For future filings, please submit your reports in this order.

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,

J.P. Andre
Reports Analyst
Reports Analysis Division

251