



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Kevin R. Dewine, Treasurer
Dayton Power and Light Company
Employees' Fund for Responsible Citizenship
P.O. Box 8825
Dayton, OH 45401

SEP 18 1998

Identification Number: C00102947

Reference: Year End Report (1/1/97-12/31/97)

Dear Mr. Dewine:

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:

-For your information, all contributions received that aggregate \$200 or less per individual for the calendar year should be reported on Line 11(a)(ii). Contributions received aggregating over \$200 per individual for the calendar year should be reported on Line 11(a)(i) and itemized on Schedule A.

-Your report includes computer produced formats of 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)

-For your information, each category on the Detailed Summary Page for which your committee discloses activity must have a separate schedule. Please note this for future filings.

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) 694-1130.

Sincerely,

A handwritten signature in black ink that reads "Andrea Wilkens". The signature is written in a cursive style with a large, sweeping flourish at the end.

Andrea Wilkens
Reports Analyst
Reports Analysis Division

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