



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-5

MAY 18 1995

Patricia Montague, Treasurer
Democratic Women's Forum of
San Francisco
60 Clifford Terrace
San Francisco, CA 94117

Identification Number: C00164459

Reference: Year End Report (1/1/94-12/31/94)

Dear Ms. Montague:

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:

-It has come to the attention of the Federal Election Commission that the reports you filed during the 1993-1994 election cycle do not reflect the appropriate coverage dates for quarterly filing status. Overlapping coverage dates create difficulties in accounting for cash flow from one report to another. Please be advised of the filing dates and coverage periods for 1995.

<u>Report Type</u>	<u>Coverage Dates</u>	<u>Due Date</u>
Mid-Year	01/1/95-6/30/95	7/31/95
Year End	7/1/95-12/31/95	1/31/96

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,

Jan McBride
Reports Analyst
Reports Analysis Division

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