FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

J. Gordon Stephens Jr., Treasurer
Burson-Marsteller Political Action
Committee
1850 M Street NW, Suite 900
Washington, DC 20036

SEP 14 1994

Identification Number: C00201863

Reference: July Quarterly Report (4/1/94-6/30/94)

Dear Mr. Stephens:

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:

-Please amend Schedule B supporting Line 23 by providing the full name, address, office sought including state and congressional district, if applicable and election designation for each contribution made to a federal candidate or political committee. 11 CFR §§104.3(b)(3)(ii) and (v)

-Your report discloses activity that falls outside the reporting period. Please amend this report by including only the financial transactions that occurred between 4/1/94 and 6/30/94. Any activity occurring outside this reporting period should be included in the appropriate report(s). 2 U.S.C. §434(b)

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of $9,561.91 in itemized individual contributions. The sum of the entries itemized on Schedule A, however, indicates the total to be $9,601.91. Please amend your report to clarify the discrepancy.

-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.

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) 219-3580.

Sincerely,

Neil Evans
Reports Analyst
Reports Analysis Division

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