



new mexico conservation voters alliance

p.o. box 40497, albuquerque, n.m. 87106

Jul 26 1994
JUL 26 1994

Mr. Neil Evans
Reports Analyst
Reports Analysis Division
Federal Election Commission
Washington, D.C. 20463

Identification Number: CO0162453

Reference: Mid-Year (L/1/93-6/30/93), Year End (7/1/93-12/31/93) and April Quarterly (1/1/94-3/31/94) Reports

Dear Mr. Evans:

This letter is in response to the FEC letters dated June 22, 1994 and July 14, 1994 to the New Mexico Conservation Voters Alliance, as well as to a telephone conversation I had with yourself today. The FEC is interested in more details about our organization's administrative disbursements and reporting. As has been the case in the past, you have been very helpful to us in figuring out how to respond to various FEC requests.

Just a reminder, our organization is a non-connected political action committee and all the money collected and disbursed is recorded quarterly on our FEC forms.

We wish to advise you that our organization does not have an office, so we do not pay rent or any utilities. The office files are kept in my home, our computer database records and are kept in another member's home, and the bookkeeping records are kept in the home of our bookkeeper. For long distance calls we do pay another organization for use the their phone from time to time, as well as reimburse individuals who use their phone at home for our organizational purposes, and individuals donate their time and phone for calls as well. We do not have office equipment that we own or maintain. We do not have any regular salaried employees, though we hire a legislative lobbyist for one to two months a year during the session, and part time help with various short term tasks, which expenses are reported on our FEC forms.

For those expenses to persons or entities (such as the Post Office, xerox and printing companies, etc.) which exceed \$200 in a quarter or the full year, they are reported in detail in Schedule B. As far as in-kind services, several people donate their computer's use and time for our mailing labels and lists. My home telephone number and answering machine in the contact

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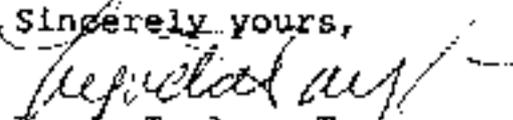
phone number for the organization that I donate.

As far as personnell, during the state legislative session (mentioned briefly above), we hire a lobbyist to monitor, report on and lobby legislators during the one or two month session. We also hire a phone tree person during the legislature and throughout the year on an as-needed basis, and on election years we sometimes hire for one to two months a part time person to help train and organize our membership during elections. They work out of their homes or the office of the candidate we have endorsed.

I will have our accountant send a copy of this letter in with our next quarterly report just for the records.

If you have any questions regarding the contents of this letter, please do not hesitate to contact me at 505-471-1454 or 505-262-1862.

Sincerely yours,


Lynda Taylor, Treasurer

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FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Richard Woodul, Treasurer
New Mexico Conservation Voters
Alliance
P.O. Box 40497
Albuquerque, NM 87196

JUN 22 1994

Identification Number: C00162453

Reference: Mid-Year (1/1/93-6/30/93), Year End (7/1/93-
12/31/93) and April Quarterly (1/1/94-3/31/94)
Reports

Dear Mr. Woodul:

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:

-Your report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule B, supporting Line 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle

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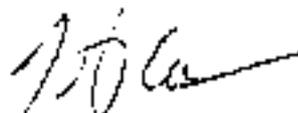
beginning with the first report filed in the non-election year. Please provide the necessary information regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

-Line 21(a) should only be used to report the federal and non-federal shares of allocable activities. If your committee has only one account, the total operating expenditures (administrative expenses) should be reported on Line 21(b). Please amend your report to confirm the nature of your expenditures and to provide the total on the appropriate line.

-Your report(s) was not signed by the treasurer or designated agent listed on your Statement of Organization. Please amend your report(s) by providing the signature of an individual that is authorized to sign the report(s). 2 U.S.C. §434(a)(1) and 11 CFR §104.14(a) and (d) If a new treasurer has been appointed, please file an amended Statement of Organization (FORM 1) or a letter to reflect this change.

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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**Federal Election Commission
 ENVELOPE REPLACEMENT PAGE
 FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

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DATE OF RECEIPT

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Postmark Illegible

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 and Registration

DATE OF RECEIPT

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DATE OF RECEIPT

Other (Specify):

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and/or DATE OF RECEIPT

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PREPARED

7-26-94

DATE PREPARED

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