



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

FEB - 5 1997

Edward J. McElroy, Treasurer  
American Federation of Teachers  
Committee On Political Education  
555 New Jersey Avenue, NW  
Washington, DC 20001

Identification Number: C00028860

Reference: 12 Day Pre-General Report (10/1/96-10/16/96)

Dear Mr. McElroy:

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:

-Schedule B of your report (pertinent portion(s) attached) discloses a contribution(s) which appears to exceed the limits set forth in the Act. 2 U.S.C. §441a(a) precludes a multicandidate committee from making a contribution to a candidate for federal office in excess of \$5,000 per election.

If the contribution(s) in question was incompletely or incorrectly disclosed, you should amend your original report with clarifying information. If you have made an excessive contribution, you should notify the recipient and request a refund of the amount in excess of \$5,000 and/or notify the recipient in writing of your redesignation of the contribution. In the best interest of your committee, all refunds and redesignations should be made within sixty days of the treasurer's receipt of the contribution(s).

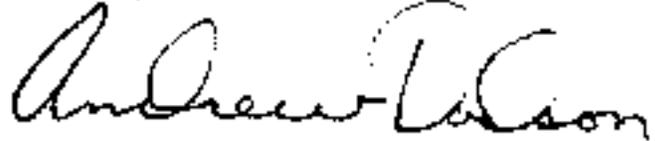
Please inform the Commission of your corrective action immediately in writing and provide a photocopy of the refund request sent to the contributor. In addition, any refunds should be disclosed on Schedule A supporting Line 16 of the report covering the period during which they are received. Any redesignations should be disclosed as memo entries on

Schedule B supporting Line 23 of the report covering the period during which the redesignation is made. 11 CFR §110.2(b)

Although the Commission may take further legal action regarding the excessive contribution(s), your prompt action in obtaining a refund and/or redesignating the contribution(s) will be taken into consideration.

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,



Andrew J. Dodson  
Senior Reports Analyst  
Reports Analysis Division

SCHEDULE B

ITEMIZED DISBURSEMENTS

Use separate schedule(s)  
for each category of the  
Detailed Summary Page

PAGE \_\_\_\_ OF \_\_\_\_

FOR LINE NUMBER  
23

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

## NAME OF COMMITTEE (In Full)

AMERICAN FEDERATION OF TEACHERS COMMITTEE ON POLITICAL EDUCATION

FULL NAME, MAILING ADDRESS AND ZIP CODE	PURPOSE OF DISBURSEMENT	DATE (MONTH, day, year)	AMOUNT OF EACH Disbursement this period
JAY JOHNSON FOR CONGRESS PO BOX 8053 GREEN BAY, WI 54308	JOHNSON, JAY CONTRIBUTION US HOUSE CDIST 8, WI - 1996 Disbursement for: Primary <input checked="" type="checkbox"/> General Other (specify)	10/04/96	5,000.00

FULL NAME, MAILING ADDRESS AND ZIP CODE	PURPOSE OF DISBURSEMENT	DATE (MONTH, day, year)	AMOUNT OF EACH Disbursement this period
JIM DAVIS FOR CONGRESS COMMITTEE 900 SOUTH 72ND STREET OMAHA, NE 68114	DAVIS, JIM CONTRIBUTION US HOUSE CDIST 11, NE - 1996 Disbursement for: Primary <input checked="" type="checkbox"/> General Other (specify)	10/04/96 10/09/96	1,000.00 5,000.00

FULL NAME, MAILING ADDRESS AND ZIP CODE	PURPOSE OF DISBURSEMENT	DATE (MONTH, day, year)	AMOUNT OF EACH Disbursement this period
JOHN MCHUGH FOR CONGRESS COMMITTEE PO BOX 6161 WATERLOO, NY 13601	MCHUGH, JOHN CONTRIBUTION US HOUSE CDIST 24, NY - 1996 Disbursement for: Primary <input checked="" type="checkbox"/> General Other (specify)	10/07/96	2,500.00

FULL NAME, MAILING ADDRESS AND ZIP CODE	PURPOSE OF DISBURSEMENT	DATE (MONTH, day, year)	AMOUNT OF EACH Disbursement this period
JOHN POULAND FOR CONGRESS COMMITTEE 6335 PROSPECT DALLAS, TX 75214	POULAND, JOHN CONTRIBUTION US HOUSE CDIST 5, TX - 1996 Disbursement for: Primary <input type="checkbox"/> General Other (specify) SPECIAL	10/07/96	2,500.00

FULL NAME, MAILING ADDRESS AND ZIP CODE	PURPOSE OF DISBURSEMENT	DATE (MONTH, day, year)	AMOUNT OF EACH Disbursement this period
JUDY HANCOCK FOR CONGRESS COMMITTEE INC. PO BOX 7307 SILVEREE MISSION, KS 66207-0307	HANCOCK, JUDY CONTRIBUTION US HOUSE CDIST 3, KS - 1996 Disbursement for: Primary <input checked="" type="checkbox"/> General Other (specify)	10/04/96	2,500.00

FULL NAME, MAILING ADDRESS AND ZIP CODE	PURPOSE OF DISBURSEMENT	DATE (MONTH, day, year)	AMOUNT OF EACH Disbursement this period
JULIA CARSON FOR CONGRESS COMMITTEE 54 MONUMENT CIRCLE #600 INDIANAPOLIS, IN 46204	CARSON, JULIA CONTRIBUTION US HOUSE CDIST 10, IN - 1996 Disbursement for: Primary <input checked="" type="checkbox"/> General Other (specify)	10/04/96	4,000.00

SUB TOTAL of Disbursements This Page (optional).....> \$22500.00

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial records. This includes comparing current performance with historical data and industry benchmarks. The document also discusses the importance of regular audits to verify the accuracy of the records and to detect any potential fraud or errors. It provides a step-by-step guide for conducting these audits, from the selection of samples to the final reporting of findings.

The final part of the document addresses the communication of the results of the financial analysis. It emphasizes the need for clear and concise reporting to management and other stakeholders. The document provides a template for these reports, including sections for executive summaries, detailed data analysis, and recommendations for future actions. It also discusses the importance of transparency and accountability in the reporting process, and provides guidelines for how to handle any questions or concerns that may arise.