



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Gary L. Vest, Treasurer
Caterpillar Employees Political Action
Committee
100 N E Adams Street
Peoria, IL 61629

MAY 1 5 2002

Identification Number: C00148031

Reference: Amended Year End Report (11/28/00-12/31/00), dated 1/2/02

Dear Mr. Vest:

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:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 2000. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

-The beginning cash balance of this report should equal the ending balance of your 2000 30 Day Post General Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-The totals listed on Lines 6(d), 7, 11(a)(iii), 11(d), 19, 20, 23, 28(a), 28(d), 29, 30, and 31, Column B of the Summary and Detailed Summary Page(s) appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

-Your calculations for Lines 6(d) and 8, Column B, appear to be incorrect.

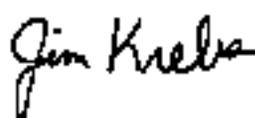
FEC calculations disclose these amounts to be \$258,010.70 and \$30,381.70, respectively. Please provide the corrected totals on the Summary Page.

-It appears that the figures you have disclosed on Lines 15 and 16, Column B of the Detailed Summary Page have been inadvertently recorded on the incorrect lines. Please amend your report to disclose your figures on the correct lines of the Detailed Summary Page.

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount deducted per pay period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

A 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. Electronic filers must file amendments (to include statements, designation and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Jim Krebs
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A (FEC Form 3X)		Use separate schedule(s) for each category of the donor's primary party		FOR LINE NUMBER: PAGE 1 OF 1	
ITEMIZED RECEIPTS				11a 11b 11c 11d 11e 11f	
Any information copied from such Reports and Schedule(s) may not be used by any person for the purpose of soliciting contributions or for any other purposes, other than using the names and addresses of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE OR FUND					
Critical Reason Inc. PAC					
Full Name Last, First, Middle Initial					
A. Name: Inman, Daniel					
Mailing Address					
B. 12345 Main St.					
City		State	Zip Code		
Knoxville		VA	25555		
FED ID number of participating		C			
Notice: political committee					
Name of Employer		Occupation			
Critical Reason Inc.		Executive Officer			
Receipt For:		Aggregate Year-to-Date Y			
<input type="checkbox"/> Primary <input type="checkbox"/> General		285.00			
<input type="checkbox"/> Other (specify Y)					
		Date of Receipt		payroll deduction*	
		MM / DD / YYYY			
		Amount of Each Receipt This Month		90.00	
		(\$18 biweekly) ^a			

Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, type "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor, 104.8(b).

EXAMPLE: During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(1) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

*Adding Extra Text/Explanation: When using FRCFile electronic filing software, this information can be entered using the "memo text" window. To make a "memo text" entry, select the "View" menu on the FRCFile toolbar. Select "All Transactions." Single click (highlight) the transaction to which the "memo text" will be attached. Then select the "Edit" menu on the toolbar and select "memo text."

^aWhen using FRCFile electronic filing software, enter this information in the "description" field.

