



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Wendy L. Lacey, Treasurer
Professionals Political Action Committee
(P-PAC) (HDR INC. ET AL)
8404 Indian Hills Drive
Omaha, NE 68114

AUG 17 2001

Identification Number: C00103903

Reference: Amended October Quarterly (7/1/00-9/30/00), received 12/28/00,
12 Day Pre-General (10/1/00-10/18/00), 30 Day Post-General
(10/19/00-11/27/00) and Year End (11/28/00-12/31/00) Reports

Dear Ms. Lacey:

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 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 and the frequency of each payroll deduction. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Scott Walker
Reports Analyst
Report Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A **ITEMIZED RECEIPTS**

Contributions from Individuals

Any information copied from such Reports and Statements may not be used for any other purpose, other than using the name and address of any political committee.

NAME OF COMMITTEE (on File)
National Organization PAC 000000001

A. Full Name, Mailing Address and ZIP Code

Anne Sullivan
81 15th Street
City, State ZIP

Received by: Other (Specify) Party Service Agent

B. Full Name, Mailing Address and ZIP Code

Rodney Jones
881 Hainsbury Road
City, State ZIP

Received by: Other (Specify) Party Service Agent

NAME OF CONTRIBUTOR
Rodney Jones
Vice President

PAGE	OF
FOR LINE NUMBER	11(a)(ii)
None or for additional	
Amount of Each Receipt for Period	
690.00	
(\$16	biweekly)
Amount of Each Receipt for Period	
\$180.00	
(\$80	biweekly)

Itemize payroll deductions only after they have exceeded the \$200 threshold for each individual.

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, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.B(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 (\$80 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) 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), 16 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 (\$80), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

IN-KIND CONTRIBUTIONS

SCHEDULE A **ITEMIZED RECEIPTS**

Contributions from Individuals

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NAME OF COMMITTEE (on File)
National Organization PAC 000000001

A. Full Name, Mailing Address and ZIP Code

Martin L. Kress
4 River Road
City, State ZIP

Received by: Other (Specify) Party Service Agent

PAGE	OF
FOR LINE NUMBER	11(a)(ii)
None or for additional	
Amount of Each Receipt for Period	
\$3,899.00	
(IN-KIND)	RAFFLE
\$225	

SCHEDULE B **ITEMIZED DISBURSEMENTS**

Operating Expenditures/Other Federal

Any information copied from such Reports and Statements may not be used for any other purpose, other than using the name and address of any political committee or joint committee.

NAME OF COMMITTEE (on File)
National Organization PAC 000000001

A. Full Name, Mailing Address and ZIP Code

Martin L. Kress
4 River Road
City, State ZIP

PAGE	OF
FOR LINE NUMBER	21(b)
None or for additional	
Amount of Each Disbursement for Period	
\$3,899.00	
(CONTRIBUTION)	

Itemize in-kind contributions on both Schedules A & B in the same amount.

In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page 8 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at left.

