



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20461

RQ-2

Jay Brim, Treasurer
Travis County Democratic Party
505-B West Lynn
Austin, TX 78703

MAR 23 1994

Identification Number: C00257519

Reference: Mid-Year Report (1/1/93-6/30/93)

Dear Mr. Brim:

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:

-The beginning cash balance of this report should equal the ending balance of your April 15 Quarterly report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-Your calculations for Lines 6(d) through 8 appear to be incorrect. FEC calculations disclose this amount to be \$717.34. Please provide the corrected total(s) on the Summary Page.

-Please provide the total for Line 20, Columns A and B of the Detailed Summary Page.

-Your report discloses limited payments for administrative expenses. Each committee utilizing separate federal and non-federal accounts is required to allocate administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD on Schedule H1. See 11 CFR §106.5(d)

(When completing the appropriate boxes on the Method of Allocation Schedule H1, committees calculate a federal allocation percentage based on the ratio of federal offices expected on the ballot to total federal and non-federal offices expected on the ballot in the next general election. The Schedule H1 must be filed with the first FEC FORM 3X submitted each year.)

In addition, Schedules H3 and H4 must be filed to properly allocate administrative costs between accounts

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on reports filed during the year. Please refer to 11 CFR §§106.5 and 104.10(b)(1).

-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.

-Line 21b of the Detailed Summary Page of your report discloses a total of \$19,242.81 in column A. The sum of the entries itemized on Schedule B, however, indicate the total to be \$10,071.54. Please amend your report to clarify this discrepancy. In addition, please explain the negative disbursements on this Schedule B.

-Your report disclosed a line number total that has been reflected on the wrong line of the Detailed Summary Page. Transfers from Affiliated/Other Party Committees should be properly disclosed on Schedule A, supporting Line 12 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Your report disclosed a line number total that has been reflected on the wrong line of the Detailed Summary Page. Contributions from other Political Committees should be properly disclosed on Schedule A, supporting Line 11(c) of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Your committee has filed a report that contains financial activity already disclosed on another report. Please amend this report by including only the financial transactions that occurred between 4/1/93 and 6/30/93.

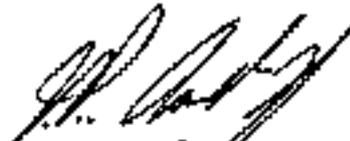
-This report includes computer produced formats of financial activity. Computer produced formats may only be used with the approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. (11 CFR §104.2(d))

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal

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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,



J.P. Andra
Reports Analyst
Reports Analysis Division

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