



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Thomas W. Ford, Treasurer
Lincoln Club of Northern California
3000 Sand Hill Road, Bldg. 1, Ste. 290
Menlo Park, CA 94025

JUL 8 1998

Identification Number: C00148882

Reference: April Quarterly Report (1/1/98-3/31/98)

Dear Mr. Ford:

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:

-Please provide a Schedule H3 to support the entry reported on Line 18 of the Detailed Summary Page. All transfers received from a committee's non-federal account for joint activity must be itemized on Schedule H3 regardless of the amount transferred. 2 U.S.C. §434(b)(3)(D)

-Your report includes a computer produced format(s) of FEC Form 3X-the Summary and Detailed Summary Pages and Schedules A, B and H4 which is different from the format approved by the Commission previously. Please submit a separate sample format with a cover letter requesting approval of the new format. For future filings, please use only FEC approved formats.

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) 694-1130.

Sincerely,

Jennifer K. Wall
Reports Analyst
Reports Analysis Division

