



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

Dave Roberts, Treasurer
Arlington Democratic Joint
Campaign
4620 Lee Highway
Suite 208
Arlington, VA 22207

FEB 15 1995

Identification Number: C00297226

Reference: October Quarterly Report (7/1/94-9/30/94)

Dear Mr. Roberts:

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:

-Your report discloses limited payments for administrative expenses. Each committee utilizing separate federal and non-federal accounts is required to allocate any administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD derived from FEC Schedule H1. A Schedule H1 must be filed with the first FEC FORM 3X submitted each year. 11 CFR §106.5(d)

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please provide the necessary information regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

-Please clarify all expenditures made for advertising on Schedule B, Line 21(b). If a portion or all of these expenditures were made on behalf of specifically identified federal candidates, this amount should be

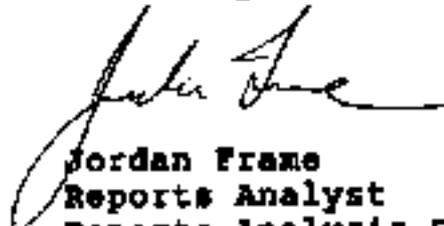
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disclosed on Schedules B or F supporting Lines 23 or 25 and include the amount, name, address and office sought by each candidate. 11 CFR §104.3(b)

-Your report includes computer produced formats of Schedules A and B. Computer produced formats may only be used upon prior 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 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,



Jordan Frame
Reports Analyst
Reports Analysis Division

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