



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

NOV 14 1997

James Zils, Treasurer  
Allstate Insurance Company  
Political Action Committee  
2775 Sanders Road, Ste. A4  
Northbrook, IL 60062

Identification Number: C00040253

Reference: Mid-Year Report (1/1/97-6/30/97)

Dear Mr. Zils:

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:

-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.

-Schedule A supporting Line 11(a)(i) discloses contributions received through a payroll deduction plan. Generally, a committee's report must identify each contribution from an individual which in the aggregate exceeds \$200 during the calendar year. (2 U.S.C. §434(b)) For your information, instead of separate itemization, a committee using a payroll deduction plan may disclose the aggregate amount of contributions received from the contributor through the payroll deduction plan during the reporting period; the identification of the individual where the contribution exceeds \$200 in the aggregate during the calendar year; and a statement of the amount deducted per pay period. 11 CFR §104.8(b)

-For your information, each category on the Detailed Summary Page for which your committee discloses activity must have a separate schedule. Please note this for future filings.

-Your report includes computer produced formats of Schedules C and D. 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)

-Your report includes a computer produced format(s) of Schedule B 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.

-Your report contains a Schedule C and Schedule D for Line 17 and Line 21(b) of the Detailed Summary Page, respectively. These lines are properly itemized on Schedules A and B, respectively. Please refer to the instructions contained on the forms to determine the proper use of schedules when preparing your next filing.

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. My local number is (202) 219-3580.

Sincerely,



Neil Evans  
Reports Analyst  
Reports Analysis Division

# PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate schedule for each category on the District Statement Page	PAGE	OF
Contributions from Individuals				
Any information concerning such receipts and disbursements may not be used or sold by any person for the purpose of obtaining contributions or for commercial purposes. Please print using the name and address of any political committee to which contributions were made.				
NAME OF COMMITTEE (In Full) National Organization PAC 000000001				
1. Full Name, Mailing Address and ZIP Code		Name of Donor	Date received (M, Y, YR)	Amount of Cash Received (See Form)
Anne Sullivan 21 1/2th Street City, State ZIP		National Organization, Inc.	payroll deduction	\$72.00
Occupation		Branch Manager		(\$12 biweekly)
Receipt for: <input type="checkbox"/> Party <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		Appropriate Year-to-Date >	228.00	
2. Full Name, Mailing Address and ZIP Code		Name of Donor	Date received (M, Y, YR)	Amount of Cash Received (See Form)
Rodney Jones 881 Hainbury Road City, State ZIP		National Organization, Inc.	payroll deduction	\$120.00
Occupation		Vice President		(\$20 biweekly)
Receipt for: <input type="checkbox"/> Party <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		Appropriate Year-to-Date >	350.00	

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an 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 \$12 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 contributions as "unitemized contributions" in its April and July quarterly reports. By June 30, the closing date for the July report, the manager's aggregate contributions are \$195 — still below the \$200 itemization threshold. By September 30 — the closing date for the October quarterly report — the manager's contributions reach \$228. Therefore, the committee itemizes the total contributions received from the manager during the third quarter (\$120), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

# In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See Chapter 2 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 right.

# Appreciated Goods

When a committee receives an in-kind contribution whose value may

# IN-KIND CONTRIBUTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate schedule for each category on the District Statement Page	PAGE	OF
Contributions from Individuals				
Any information concerning such receipts and disbursements may not be used or sold by any person for the purpose of obtaining contributions or for commercial purposes. Please print using the name and address of any political committee to which contributions were made.				
NAME OF COMMITTEE (In Full) National Organization PAC 000000001				
1. Full Name, Mailing Address and ZIP Code		Name of Donor	Date received (M, Y, YR)	Amount of Cash Received (See Form)
Marvin L. Kreppe 4 River Road City, State ZIP		National Organization, Inc.	8/18/92	\$3,998.00
Occupation		Chairman		(IN-KIND) (RAFFLE PRIZE)
Receipt for: <input type="checkbox"/> Party <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		Appropriate Year-to-Date >	3,998.00	

SCHEDULE B ITEMIZED DISBURSEMENTS		Use separate schedule for each category on the District Statement Page	PAGE	OF
Operating Expenditures/Other Federal				
Any information concerning such receipts and disbursements may not be used or sold by any person for the purpose of obtaining contributions or for commercial purposes. Please print using the name and address of any political committee to which contributions were made.				
NAME OF COMMITTEE (In Full) National Organization PAC 000000001				
1. Full Name, Mailing Address and ZIP Code		Purpose of Disbursement	Date received (M, Y, YR)	Amount of Cash Disbursement (See Form)
Marvin L. Kreppe 4 River Road City, State ZIP		Raffle prize	8/18/92	\$3,998.00
Disbursement for: <input type="checkbox"/> Party <input type="checkbox"/> General <input type="checkbox"/> Other (specify)				(IN-KIND CONTRIBUTION)

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

