



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

William Pitsenberger, Treasurer
Carepac of Kansas Blue Cross &
Blue Shield
1133 SW Topeka Blvd.
Topeka, KS 66629

JUL 19 1995

Identification Number: C00197202

Reference: October Quarterly (7/1/94-9/30/94), 30 Day Post-
General Election (10/1/94-11/28/94) and Year End
(11/29/94-12/31/94) Reports

Dear Mr. Pitsenberger:

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 totals listed on Lines 11(a)(i) and 11(a)(ii), Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. When an individual's aggregate exceeds the \$200 threshold, the amount should not be deducted from the Column B figure for Line 11(a)(ii). Please amend your report accordingly.

-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 per period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

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

Celebrating the Commission's 20th Anniversary

YESTERDAY, TODAY AND TOMORROW
DEDICATED TO KEEPING THE PUBLIC INFORMED

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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,



Edward D. Ryan
Reports Analyst
Reports Analysis Division

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PAYROLL DEDUCTIONS

SCHEDULE A		ITEMIZED RECEIPTS		Use separate columns for each category of the Receipt Summary Page	PAGE	OF
Contributions from Individuals				FOR LINE NUMBER	13(a)(3)	
NAME OF COMMITTEE (or PAC)						
National Organization PAC 00000001						
A. Full Name, Mailing Address and ZIP Code		Name of Employer		Date received (Mo, year)	Amount of Each Receipt (or Total)	
Anne Sullivan 21 15th Street City, State ZIP		National Organization, Inc.		payroll deduction	\$80.00	
Receipt for _____		Position		Applicable Year-to-Date	(\$15 biweekly)	
B. Full Name, Mailing Address and ZIP Code		Name of Employer		Date received (Mo, year)	Amount of Each Receipt (or Total)	
Rodney Jones 681 Samsbury Road City, State ZIP		National Organization, Inc.		payroll deduction	\$180.00	
Receipt for _____		Position		Applicable Year-to-Date	(\$30 biweekly)	

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. 104.8(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), 18 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 (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

IN-KIND CONTRIBUTIONS

SCHEDULE A		ITEMIZED RECEIPTS		Use separate columns for each category of the Receipt Summary Page	PAGE	OF
Contributions from Individuals				FOR LINE NUMBER	13(a)(3)	
NAME OF COMMITTEE (or PAC)						
National Organization PAC 00000001						
A. Full Name, Mailing Address and ZIP Code		Name of Employer		Date received (Mo, year)	Amount of Each Receipt (or Total)	
Martin L. Evans 4 River Road City, State ZIP		National Organization, Inc.		8/18/94	\$2,995.00	
Receipt for _____		Position		Applicable Year-to-Date	(\$500 biweekly)	

SCHEDULE B		ITEMIZED DISBURSEMENTS		Use separate columns for each category of the Receipt Summary Page	PAGE	OF
Operating Expenditures/Other Federal				FOR LINE NUMBER	13(b)	
NAME OF COMMITTEE (or PAC)						
National Organization PAC 00000001						
A. Full Name, Mailing Address and ZIP Code		Purpose of Disbursement		Date received (Mo, year)	Amount of Each Disbursement (or Total)	
Martin L. Evans 4 River Road City, State ZIP		raffle prize		8/18/94	\$2,995.00	
Receipt for _____		Disbursement to _____		Disbursement Date	(\$500 biweekly)	

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

Contributions from
Individuals/Persons
Other Than Political
Committees, p. 18

Payroll Deduction,
pp. 11 and 19

Aggregation, p. 19

Emarked
Contributions,
pp. 45 and 57

Total This Period,
see highlighted
instructions on
facing page.

SCHEDULE A

ITEMIZED RECEIPTS

(Contributions from Individuals/
Persons Other Than Political Committees)

DATE SUBMITTED 7/16/84
THIS RECEIPT IS VALID FOR USE BY MEMBERS OF THE DISTRICT
SUMMARY PAGE

Any information obtained from such records or documents may not be used or made by the District for the purpose of enforcing contributions or for electoral purposes, either directly or indirectly, or for the purpose of any political committee or other organization from such information.			
Name of Contributor (in Full)			
National Organization Political Action Committee 00000001			
A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Payment This Period
Celeste Elifant 8546 Palm Court City, State 00000	National Organization	twice-monthly payroll deduction	\$60.00 (\$30 per pay period)
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) not applicable	Occupation executive assistant Aggregate Year-to-Date - \$480.00		
GENOVESE FAN 1277 Oxford Street City, State 00000	National Organization	twice-monthly payroll deduction	\$50.00 (\$15 per pay period)
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation editor Aggregate Year-to-Date - \$240.00		
Francis Nopkinson 7340 Ellsworth Avenue City, State 00000	National Organization	8/7/84	\$15.00
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation McCONNERY Aggregate Year-to-Date - \$210.00		
J.S. MILL 77 Stealing Street City, State 00000	National Organization	8/14/84	\$125.00
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation economist Aggregate Year-to-Date - \$225.00		
Justin Winter 660 Miami Road City, State 00000	National Organization	8/18/84	\$250.00 emarked for Garfield Katz
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation auditor Aggregate Year-to-Date - \$		
F. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Payment This Period
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation	Aggregate Year-to-Date - \$	
G. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Payment This Period
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation	Aggregate Year-to-Date - \$	
SUBTOTAL of Payments This Page (insert)			
TOTAL This Period (see page 18 for instructions)			\$500.00

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