

FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RO-5

Marie A. Twite, Treasurer First Congressional District Democratic Committee 4165 Truckey Road Alpena, MI 49707

JUL 28 1995

Identification Number: C00024455

Reference: 30 Day Post-General (10/1/94-11/28/94) and Year End

(11/29/94-12/31/94) Reports

Dear Ms. Twite:

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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 Rl. A Schedule Hl 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 CPR \$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 emend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

Celebrating the Commission's 20th Amiversary

YESTERDAY, TODAY AND TOMORROW DEDICATED TO KEEPING THE PUBLIC INFORMED 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,

Andrew J. Dodson

Senior Reports Analyst Reports Analysis Division

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