



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

BQ-2

Lisa B. Nelson, Treasurer  
COPAC, Incorporated  
440 First Street, NW #400  
Washington, DC 20001

DEC 26 1995

Identification Number: C00251801

Reference: February Monthly (1/1/95-1/31/95), March Monthly (2/1/95-2/28/95), April Monthly (3/1/95-3/31/95), May Monthly (4/1/95-4/30/95), June Monthly (5/1/95-5/31/95), July Monthly (6/1/95-6/30/95) August Monthly (7/1/95-7/31/95), September Monthly Report (8/1/95-8/31/95) and October Monthly Report (9/1/95-9/30/95) Reports

Dear Ms. Nelson:

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 does not include a Schedule H1 to disclose the ratio for the allocation of administrative and generic voter drive costs. This ratio is determined at the beginning of each two-year election cycle. All shared administrative and generic voter drive costs incurred during the two-year cycle must be allocated according to this ratio, unless the federal account elects to pay a higher percentage of its cost. 11 CFR §106.5(b)(2), (d)(1), (d)(2) and 11 CFR §104.10(b)(1)(ii)(B) and 106.6(c)

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,

Edward D. Ryan  
Reports Analyst  
Reports Analysis Division

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