



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

September 25, 1997

Betty K. Wood, Treasurer
New York State Green Party
P.O. Box 153
Blodgett Mills, NY 13738

Identification Number: C00318907

Reference: July Quarterly (5/28/96-6/30/96), October Quarterly (7/1/96-9/30/96), 30 Day Post-General (10/1/96-11/25/96) and Year End (11/26/96-12/31/96)

Dear Ms. Wood:

This letter is to inform you that as of September 24, 1997, the Commission has not received your response to our requests for additional information dated September 3, 1997. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Andrea S. Wilkens on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in black ink that reads "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION
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RQ-2

SEP 3 1997

Betty K. Wood, Treasurer
New York State Green Party
P.O. Box 153
Blodgett Mills, NY 13738

Identification Number: C00318907

Reference: October Quarterly Report (7/1/96-9/30/96)

Dear Ms. Wood:

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:

-Please provide the totals for Lines 20 and 31, Columns A and B of the Detailed Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.

-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