



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20543

RQ-2

FEB 23 1994

Robert D. Church, Treasurer  
Capitol Foundation Camp. Cmte.  
P.O. Box 60  
Jackson, MS 39205

Identification Number: C00084368

Reference: 12 Day Pre-Special Report (1/1/93-3/10/93)

Dear Mr. Church:

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 no 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. See 11 CFR §106.5(d)

(By checking the appropriate boxes on the Method of Allocation Schedule H1, committees calculate a federal allocation percentage based on the ratio of federal offices expected on the ballot to total federal and non-federal offices expected on the ballot in the next general election. The Schedule H1 must be filed with the first FEC FORM 3X submitted each year.)

In addition, Schedules H3 and H4 must be filed to properly allocate administrative costs between accounts on reports filed during the year. Please refer to 11 CFR §§106.5 and 104.10(b)(1).

-Your report(s) was not signed by the treasurer or designated agent listed on your Statement of Organization. Please amend your report(s) by providing the signature of an individual that is authorized to sign the report(s). 2 U.S.C. §434(a)(1) and 11 CFR §104.14(a) and (d)

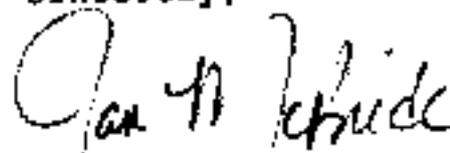
-Your report does not include a Schedule H1 to allocate administrative and generic voter drive costs. This ratio is determined at the beginning of each two-year election cycle. All shared administrative and generic

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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,



Jan McBride  
Reports Analyst  
Reports Analysis Division

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