



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-2

Steve Billy, Treasurer
Operating Engineers Local 12 Voluntary
Legislative Fund
150 East Corson Street
Pasadena, CA 91103

Identification Number: C00219568

SEP 25 2002

Reference: August Monthly Report (7/1/02-7/31/02)

Dear Mr. Billy:

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:

-Schedule D of your report has failed to include certain information. Commission Regulations require the full name and mailing address of each creditor, the outstanding balance at the beginning and end of the reporting period, the amount incurred during the period, the payment made during the period, and the nature or purpose of each debt. Additionally, all debts must be reported continuously until extinguished or settled. Please amend your report by providing the nature or purpose of each debt. 11 CFR §104.11

A 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. Electronic filers must file amendments (to include statements, designation and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Julie Perry
Campaign Finance Analyst
Reports Analysis Division

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