



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Jeffrey B. Trammell, Treasurer  
Hill & Knowlton Incorporated  
Political Action Committee (HILLPAC)  
901 31st Street N.W.  
Washington, DC 20007

MAR 27 1996

Identification Number: C00183087

Reference: Year End Report (7/1/95-12/31/95)

Dear Mr. Trammell:

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 calculations for Line 8, Columns A and B appear to be incorrect. FEC calculations disclose this amount(s) to be \$6,684.78 and \$7,472.78 respectively. Please provide the corrected total(s) on the Summary Page.

-Your calculations for Line 8 appear to be incorrect. Cash-on-hand at the close of the current reporting period should always equal the closing calendar year-to-date cash-on-hand amount. Please provide the corrected total on the Summary Page.

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$10,729.84 in itemized contributions from individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$10,454.44. Please amend your report to clarify the discrepancy.

-Line 23 of the Detailed Summary Page of your report discloses a total of \$10,500 in contributions to federal candidates/committees. The sum of the entries itemized on Schedule B, however, indicates the total to be \$10,000. Please amend your report to clarify the discrepancy.

-For your information, all contributions received that aggregate \$200 or less per individual for the calendar year should be reported on Line 11(a)(ii).

*Celebrating the Commission's 20th Anniversary*

YESTERDAY, TODAY AND TOMORROW  
DEDICATED TO KEEPING THE PUBLIC INFORMED

Contributions received aggregating over \$200 per individual for the calendar year should be reported on Line 11(a)(i) and itemized on Schedule A.

-For your information each line category on the Detailed Summary Page requiring itemization should be supported by its own separate Schedule A's or Schedule B's as appropriate.

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,



Reports Analyst  
Reports Analysis Division

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