



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

R. James Huber, Treasurer
National Association of Chain Drug
Stores, Inc. Political Action Committee
P.O. Box 1417-D49
Alexandria, VA 22313

OCT 30 1998

Identification Number: C00022368

Reference: October Quarterly Report (7/1/98-9/30/98)

Dear Mr. Huber:

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 A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount deducted each pay period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

Lucy J. Denny
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use source schedule for each category of the Detailed Summary Page	PAGE OF
Contributions from Individuals			FPC LINE NUMBER 11(a)(2)
Any information copied from Form 1041, Reports and Disbursements may not be used by any person for the purpose of making contributions or for campaign purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (in Full) National Organization PAC 00000001			
A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt for Period
ASIDE SULLIVAN 21 16th Street City, State ZIP	National Organization, Inc.	payroll deduction	\$80.00
Receipt for: <input type="checkbox"/> One-Receipt <input type="checkbox"/> Proxy <input type="checkbox"/> Other	Occupation Branch Manager	Aggregate Year-to-Date >	(\$15 biweekly)
B. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt for Period
ROONEY JAMES 881 Mainbury Road City, State ZIP	National Organization, Inc.	payroll deduction	\$120.00
Receipt for: <input type="checkbox"/> One-Receipt <input type="checkbox"/> Proxy <input type="checkbox"/> Other	Occupation Vice President	Aggregate Year-to-Date >	(\$20 biweekly)

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.8(b).

EXAMPLE: During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

IN-KIND CONTRIBUTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use source schedule for each category of the Detailed Summary Page	PAGE OF
Contributions from Individuals			FPC LINE NUMBER 11(a)(2)
Any information copied from Form 1041, Reports and Disbursements may not be used by any person for the purpose of making contributions or for campaign purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (in Full) National Organization PAC 00000001			
A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt for Period
Martin L. Kress 4 River Road City, State ZIP	National Organization, Inc.	8/19/84	\$2,986.00 (IN-KIND) (RAFFLE PRIZE)
Receipt for: <input type="checkbox"/> One-Receipt <input type="checkbox"/> Proxy <input type="checkbox"/> Other	Occupation Chairman	Aggregate Year-to-Date >	\$,896.00

SCHEDULE B ITEMIZED DISBURSEMENTS		Use source schedule for each category of the Detailed Summary Page	PAGE OF
Operating Expenditures/Other Federal			FPC LINE NUMBER 21(b)
Any information copied from Form 1041, Reports and Disbursements may not be used by any person for the purpose of making contributions or for campaign purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (in Full) National Organization PAC 00000001			
A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement for Period
Martin L. Kress 4 River Road City, State ZIP	raffle prize	8/19/84 (IN-KIND)	\$3,986.00 (CONTRIBUTION)
	Disbursement on: <input type="checkbox"/> Proxy <input type="checkbox"/> Other		

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page B for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at left.

