



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Stewart R. Winstein, Treasurer
Illinois Democratic Party
489 Merchandise Mart
Chicago, IL 60654

DEC 21 1994

Identification Number: C00167015

Reference: October Quarterly Report (7/1/94-9/30/94)

Dear Mr. Winstein:

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:

-The identification of each contributor, including the person's occupation and name of employer, must be provided if the person has contributed in excess of \$200 in the aggregate during the calendar year. Please amend Schedule A supporting Line 11(a)(i) for each entry lacking a contributor's occupation and name of employer.

Note: If your committee has made attempts, either by a written request or by an oral request documented in writing to obtain this information from each contributor, your committee may have exercised "best efforts." Under revised 11 CFR 104.7(b), such effort shall consist of an initial clear and conspicuous request for the name, mailing address, occupation, and name of employer of each individual who has contributed over \$200 in the calendar year which informs the contributor that the reporting of such information is required by law. If necessary, your committee must make a written follow-up request or an oral follow-up request documented in writing, within thirty days with no additional solicitation. Subsequently, the committee should report any changes provided by the contributor or any additional information which is in the committee's records. If you believe that your committee satisfies the "best efforts" provision, you should provide a copy of your solicitation or an explanation of the method(s) used to obtain contribution information. Clarification regarding "best efforts" should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. 11 CFR §104.3(a)(4)(i)

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-On Schedule A supporting Line 18 you disclose transfers from your non-federal account which appear to be identical to the transfers disclosed on Schedule H3. Be advised that transfers from your non-federal account should only be disclosed on Schedule H3 supporting Line 18. Please amend your report to clarify this discrepancy.

-Your report on Schedule H1 discloses the federal allocation ratio to be 14%. Federal Election Commission calculations determine the percentage to be 12.5%. Please amend your report to correct this discrepancy.

-Your committee has filed a report that contains financial activity already disclosed on another report. Overlapping coverage dates create difficulties in accounting for cash flow from one report to another. Please amend this report by including only the financial transactions that occurred between 7/1/94 and 9/30/94. U.S.C. §434(b)

-Your calculations for Administrative/Voter Drive and DPI Spring Fundraiser 1994 EVENT YEAR-TO-DATE totals are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year within the category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct Administrative/Voter Drive and DPI Spring Fundraiser 1994 EVENT YEAR-TO-DATE totals.

-On Schedule H2, you have checked the direct candidate support box for the County Literature activity; however, on Schedule H4, disbursements for County Literature are marked as administrative/voter drive. For the public Record, please clarify whether this event did in fact encompass more than one type of activity. If the activity or event should have been classified differently, please amend your report accordingly.

-Please amend your report by providing the address for each disbursement itemized on Schedule H4 supporting Line 21(a).

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-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to use the appropriate category designations consisting of administrative/voter drive, fundraising, exempt, and direct candidate support. Please amend your report to clarify the following categories: State Fair, Coordinated Campaign, DPI Spring Fundraiser 1994, State Convention, and Campaign Workshop 94.

-Schedule H1 indicates that the federal allocation for administrative and generic voter drive costs is 12.5%. However, Commission calculations for some disbursements listed on Schedule H4 disclose the federal share to be 0%. Please clarify this discrepancy and transfer any excessive amount back to the non-federal account, if appropriate.

-Payments made to credit card companies must identify the original vendors from which you have purchased an item or service if your payments to these vendors have exceeded \$200 this year. Please amend your report by providing the date, amount, and purpose of such payments as required by 11 CFR §104.9(b).

-Your report includes computer produced formats of A and H4. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

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,



Neil Evans
Reports Analyst
Reports Analysis Division

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