



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

April 1, 1999

Milly C. Stranges, Treasurer  
Hill & Knowlton Incorporated Political Action  
Committee  
600 New Hampshire Ave., NW  
Washington, DC 20037

Identification Number: C00183087

Reference: Year End Report (11/24/98-12/31/98)

Dear Ms. Stranges:

This letter is to inform you that as of March 31, 1999, the Commission has not received your response to our request for additional information, dated March 3, 1999. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Lucy J. Denny on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "John D. Gibson".

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Milly C. Stranges, Treasurer  
Hill & Knowlton Incorporated Political Action  
Committee  
600 New Hampshire Ave., NW  
Washington, DC 20037

MAR - 3 1999

Identification Number: C00183087

Reference: Year End Report (11/24/98-12/31/98)

Dear Ms. Stranges:

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 beginning cash balance of this report should equal the ending balance of your 30 Day Post-General Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-The totals listed on Line 6(c), 7, 11(a)(i), 11(a)(ii), 11(a)(iii), 11(d), 19, 23 and 30 Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B total. Please amend your report and any subsequent reports that may be affected by this correction.

-Be advised that you have used an incorrect committee identification number on the Summary Page of your report(s). Please file all future reports and correspondence using your correct identification number, C00183087, to avoid potential errors in entering your reports onto the public record.

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) 694-1130.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lucy J. Denny".

Lucy J. Denny  
Reports Analyst  
Reports Analysis Division

