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Prairie Leadership Committee
420 C Street N.E.
Washington, DC 20002

September 25, 2001

Ms. Andrea S. Needles
Senior Reports Analyst
Reports Analysis Division
Federal Election Commission
999 E Street N.W.
Washington, DC 20463

Re: FEC ID No. C00351049; 1999 Year End Report

Dear Ms. Needles,

This is in response to your letter dated September 7, 2001 concerning the Year-End Report (11/4/99 - 12/31/99) of the above referenced Committee.

You have asked about the Committee's administrative expenses. The Prairie Leadership Committee is a small committee that has few administrative expenses. Currently, it has no rented office space and relies primarily on its paid staff and volunteers to administer the Committee's limited activities. All of the expenses incurred to operate the Committee have been reported as operating expenditures on the Committee's FEC reports.

We hope that this information addresses your questions. If you need further information, please do not hesitate to contact the Committee.

Sincerely,



Chad Schuldt
Prairie Leadership Committee



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Pam Terrell, Treasurer
Prairie Leadership Committee
420 C Street, N.E.
Washington, DC 20002

Identification Number: C00351049

SEP 7 2001

Reference: Year End Report (11/4/99-12/31/99)

Dear Ms. Terrell:

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 report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B, supporting Line(s) 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If these services have been provided by volunteers, please confirm this in writing.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Andrea S. Needles

Andrea S. Needles
Senior Reports Analyst
Reports Analysis Division

Federal Election Commission

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