

WILLIAM W. BATOFF
SUITE 1510 PACKARD BUILDING
111 SOUTH 35th STREET
PHILADELPHIA, PA 19102
215-5686051

RECEIVED
FEDERAL ELECTION
COMMISSION
MAIL ROOM
SEP 25 10 02 AM '95

September 19, 1995

Federal Election Commission
Washington, D.C. 20463

Attention: Andrew J. Dodson
Senior Report Analyst
Reports Analysis Division

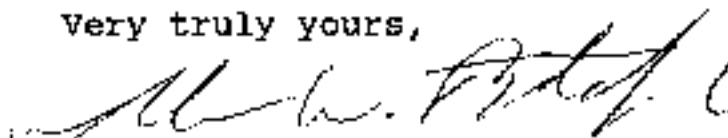
ID#: C00142653
RE: Mid-Year Report
(1-1-95/6-30-95)

Dear Mr. Dodson:

In response to your correspondence of September 8, 1995 regarding no payments from our political committee for administrative expenses, please refer to our previous correspondence of October 1994, paragraph number three. I have enclosed a copy for your convenience. In that correspondence I fully explained our administrative situation. This should answer your inquiry to full satisfaction.

I would like to reiterate that our committee is a small one and for that reason does not warrant any real execution of labor.

Very truly yours,



William W. Batoff
Treasurer

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FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-5

William W. Batoff, Treasurer
Alerted Democratic Majority
Packard Bldg. 15th & Chestnut #1520
Philadelphia, PA 19102

909 - 8 005

Identification Number: C00142653

Reference: Mid-Year Report (1/1/95-6/30/95)

Dear Mr. Batoff:

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 no 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 B, supporting Line 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 provide the necessary information

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regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

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) 219-3580.

Sincerely,



Andrew J. Dodson
Senior Reports Analyst
Reports Analysis Division

219

250339:84744

WILLIAM W. BATOFF

NOTE: (1)0 TALKING BUREAU
111 SOUTH 15th STREET
PHILADELPHIA, PA. 19102
215 568-5051

October 10, 1994

Federal Election Commission
Washington, DC 20463

Attention: Andrew J. Dodson
Senior Report Analyst
Reports Analysis Division

Dear Mr. Dodson:

As per our telephone conversation I am responding to your letter concerning our quarterly report of March 31, 1994 through June 30, 1994. The impermissible funds that you refer to were a simple error on the part of the Alerted Democratic Majority's volunteer bookkeeper, Patricia Guller, wherein a check earmarked for the state account was inadvertently and accidentally placed in the federal account. When I discovered this error I immediately telephoned you on July 13, 1994, whereas you advised us how to amend this error. We did so and confirmed this by correspondence to you on July 14, 1994.

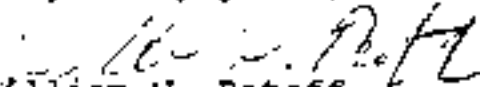
In reference to paragraph two of your correspondence, I am enclosing an amended report to rectify errors on lines 11(b), 11(c) and 23, column B of the detailed summary page.

In reference to your third paragraph the Alerted Democratic Majority has minimal administrative expenses. It is a small committee. We do not make mailings. We do not have a telephone and we do not maintain an office. Patricia Guller who does the clerical work and files the reports, does so on a volunteer basis. My time is also without compensation and on a volunteer basis. Our only expense other than taxes is postage. That postage is limited mainly to the filing of reports, and in that area I believe we are in violation. Your letter prompted me to go over our records and I have found that contrary to my instructions, Patricia Guller has not reimbursed the entities that have a contractual relationship with Federal Express. Although this is an administrative error, I am totally responsible and will bear full responsibility.

PAGE TWO

The amount of money to be reimbursed is \$209.64 which constitutes 41.92 per year for Federal Express costs incurred by remitting our reports to the Federal Election Commission. To rectify this matter we will be reimbursing the entity that has a contractual agreement with Federal Express.

Very truly yours,


William W. Batoff

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**Federal Election Commission
ENVELOPE REPLACEMENT PAGE
FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

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9-26-95

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and Registration

DATE OF RECEIPT

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Records

DATE OF RECEIPT

Other (Specify):

POSTMARKED

and/or DATE OF RECEIPT

JMH
PREPARER

9-26-95
DATE PREPARED

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