

RECEIVED
FEDERAL ELECTION COMMISSION
NOV 28 1 28 PM '97

TO PROTECT OUR HERITAGE PAC
2421 W. Pratt
Chicago, IL 60645

November 23, 1997

Andrea Wilkens
Reports Analyst
Reports Analysis Division
Federal Election Commission
999 E. Street, NW
Washington, DC 20463

Re: Report 1/01/97 - 6/30/97
FEC Identification Number C00135541

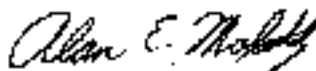
Dear Ms. Wilkens:

We received your attached letter dated November 7, 1997 asking for clarification of our administrative expenses.

Our PAC is a small political action committee with only volunteers and thus no salaries. We do not rent space (or have the related utilities expenses) other than renting a post office box at the above address, which is a mailing service address which forwards our mail on to us. We have reflected that annual payment and the related mailing expense in our administrative costs. We do not have a telephone number. Thus administratively we generally only incur printing and mailing costs, and at times costs related to holding member meetings, all of which are reflected in our periodic reports to the Federal Election Commission. We therefore believe no changes are necessary to our previously filed reports. We will continue to evaluate our operations and will report any expenses incurred, or services provided in kind, that should be reported on our reports to the FEC.

If you have any questions or need any additional information, please contact the undersigned. Thank you.

Sincerely,



Alan E. Molotsky

Treasurer

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FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

NOV 7 1997

Alan E. Molotsky, Treasurer
To Protect Our Heritage Political
Action Committee
2421 W. Pratt
Chicago, IL 60645

Identification Number: C00135541

Reference: Mid-Year Report (1/1/97-6/30/97)

Dear Mr. Molotsky:

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 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 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. My local number is (202) 219-3580.

Sincerely,

Andrea Wilkens

Andrea Wilkens
Reports Analyst
Reports Analysis Division

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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