



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

John Hamilton, Treasurer
Operating Engineers Local 324
National Political Activities Committee
37450 Schoolcraft Road, Ste. 110
Livonia, MI 48150

MAR 28 1997

Identification Number: C00093989

Reference: Year End Report (11/26/96-12/31/96)

Dear Mr. Hamilton:

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:

-If an SSF receives a refund of a contribution it has made, it must report the refund in one of two ways, depending on the following circumstances. If a check to a candidate committee or other political committee is not deposited (e.g., if it is returned uncashed or is lost), report the amount as a negative entry on a Schedule B for Line 23 or 29, including the date the return was received and the category of the negative entry (e.g., check returned). If the recipient committee deposits the contribution and then refunds it with its own check, itemize the refund, regardless of amount, on a Schedule A for Line 16, including the date the return was received as well as a reference to the original report in which the contribution was disclosed. Please note this for future filings.

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,

A handwritten signature in cursive script, appearing to read "Melissa Hurd", is written over the typed name.

Melissa Hurd
Reports Analyst

