



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20543

RQ-3

March 10, 1994

William H. Schweitzer, Treasurer  
Baker & Hostetler Political Action Committee  
3200 National City Center  
Cleveland, OH 44114

Identification Number: C00174227

Reference: April Monthly (3/1/93-3/31/93), June Monthly  
(5/1/93-5/31/93), July Monthly (6/1/93-6/30/93),  
August Monthly (7/1/93-7/31/93) and November Monthly  
(10/1/93-10/31/93) Reports

Dear Mr. Schweitzer:

This letter is to inform you that as of March 9, 1994, the Commission has not received your response to our requests for additional information dated February 16, 1994. Those notices requested information essential to full public disclosure of your federal election financial activity and to ensure compliance with provisions of the Federal Election Campaign Act (the Act). Copies of our original requests are 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 related to this matter, please contact Jennifer K. Wall on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosures

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FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20543

EQ-2

FEB 16 1994

William H. Schweitzer, Treasurer  
Baker & Hostetler Political  
Action Committee  
3200 National City Center  
Cleveland, OH 44114

Identification Number: C00174227

Reference: June Monthly (5/1/93-5/31/93), July Monthly (6/1/93-6/30/93), August Monthly (7/1/93-7/31/93) and November Monthly (10/1/93-10/31/93) Reports

Dear Mr. Schweitzer:

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 of the Detailed Summary Page. (2 U.S.C. §434(b)(5)) 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 (60) days or more. 11 CFR §104.11

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) If your political committee is sponsored by an organization such as a partnership, some of the day to day costs of operating the committee may be paid for by the sponsoring organization. These contributions must be reported as in-kind contributions by the committee and are subject to a \$5,000 limit per calendar year. CFR 11 §110.1(c)

PLEASE NOTE: Should your committee have a non-federal account(s), these administrative expenses MUST be disclosed on Lines 18, 21(a)(i) and 21(a)(ii) of the

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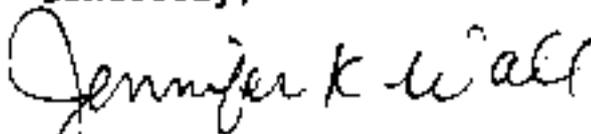
Detailed Summary Page and Schedules B2, B3 and B4 (and possibly Schedule B1 if it has not previously been filed). (See 11 CFR §106.6(b)(2)(i)).

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.

Please provide clarification 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. Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year.

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) 219-3580.

Sincerely,



Jennifer K. Wall  
Reports Analyst  
Reports Analysis Division

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