



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Gary L. Vest, Treasurer  
Caterpillar Tractor Co. Committee  
For Effective Government  
100 N. E. Adams Street  
Peoria, IL 61629

MAY 20 1998

Identification Number: C00148031

Reference: Amended Mid-Year Report (1/1/97-6/30/97) dated 4/15/98

Dear Mr. Vest:

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:

-Schedule A of your report discloses an aggregate year-to-date total(s) for a contribution(s) received from several individuals which appears to be incorrect. Please amend your report to provide the correct aggregate year-to-date total(s).

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the total amount deducted during the reporting period for each contributor. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

-It appears that your committee is only disclosing the occupation for each contributor on Schedule A of your report. Please be advised that you must also provide the name of employer for each contributor. Please amend your report by supplying the omitted information or providing an explanation of your efforts in this regard. 11 CFR §§104.3(a)(4)(i) and 104.7

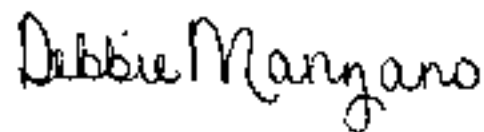
-Your report includes computer produced formats of the Summary and Detailed Summary Pages. Computer produced formats may only be used

upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

-Your report includes a computer produced format(s) of Schedules A and B which is different from the format approved by the Commission previously. Please submit a separate sample format with a cover letter requesting approval of the new format. For future filings, please use only FEC approved formats.

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) 694-1130.

Sincerely,



Debbie Manzano  
Senior Reports Analyst  
Reports Analysis Division

# PAYROLL DEDUCTIONS

**SCHEDULE A**      **ITEMIZED RECEIPTS**

**Contributions from Individuals**

Any information covered from Loan Reports and Statements may not be used by any person for the purpose of soliciting contributions or for campaign purposes other than using the name and address of any political committee to solicit contributions from such persons.

**NAME OF COMMITTEE (in Full)**  
National Organization PAC    00000001

A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date Rec'd (M, D, YR)	Amount of Each Payment (Per Period)
Anna Sullivan 21 18th Street City, State ZIP	National Organization, Inc. Branch Manager	payroll deduction	\$90.00 (\$18 biweekly)
Rodney Jones 881 Hainsbury Road City, State ZIP	National Organization, Inc. Vice President	payroll deduction	\$120.00 (\$20 biweekly)
		360.00	

# Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.B(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

# IN-KIND CONTRIBUTIONS

**SCHEDULE A**      **ITEMIZED RECEIPTS**

**Contributions from Individuals**

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**NAME OF COMMITTEE (in Full)**  
National Organization PAC    00000001

A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date Rec'd (M, D, YR)	Amount of Each Payment (Per Period)
Martin L. Kress 4 River Road City, State ZIP	National Organization, Inc. Chairman	8/18/94	\$3,999.00 (IN-KIND CONTRIBUTION)
		3,999.00	

# In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page 6 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.

**SCHEDULE B**      **ITEMIZED DISBURSEMENTS**

**Operating Expenditures/Other Federal**

Any information covered from Loan Reports and Statements may not be used by any person for the purpose of soliciting contributions or for campaign purposes other than using the name and address of any political committee to solicit contributions from such persons.

**NAME OF COMMITTEE (in Full)**  
National Organization PAC    00000001

A. Full Name, Mailing Address and ZIP Code	Name of Beneficiary	Date Rec'd (M, D, YR)	Amount of Each Payment (Per Period)
Martin L. Kress 4 River Road City, State ZIP	affle prize	8/18/94	\$3,999.00 (IN-KIND CONTRIBUTION)

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

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