



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

David Minberg, Treasurer
Harris County Democratic Party
811 Westhewer, Suite 103
Houston, TX 77077

FEB 12 1997

Identification Number: C00161067

Reference: 30 Day Post-General Report (10/17/96-11/20/96)

Dear Mr. Minberg:

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 Schedule H2 discloses the ratio for LD1 activities to be 0% federal and 100% non-federal; by definition this is not a shared expense. Please delete this entry from Schedule H2. Any disbursement on Schedule H4 related to LD1 activities should be reported on Schedule B for Line 21(b) of the Detailed Summary Page. Please amend your report to clarify this discrepancy.

-Please clarify all expenditures made for ADVERTISING on Schedule H4. If a portion or all of these expenditures were made on behalf of specifically identified federal candidates, this amount should be disclosed on Schedule B, E, or F supporting Line 23, 24 or 25 and include the amount, name, address and office sought by each candidate. 11 CFR §104.3(b)

-All reports must bear an original signature of the treasurer or designated agent. Filing a photocopy of your report does not fulfill this requirement. Please file a report bearing an appropriate original signature. 2 U.S.C. §434(a)(1) and 11 CFR §104.14

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Contributions from political action committees should be properly disclosed on a separate

Schedule A, supporting Line 11(c) of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Transfers from party committees should be properly disclosed on a separate Schedule A, supporting Line 12 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Contributions to party committees should be properly disclosed on a separate Schedule B, supporting Line 22 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-For your information, each category on the Detailed Summary Page for which your committee discloses activity must have a separate schedule. Please note this for future filings.

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,



Neil Evans
Reports Analyst
Reports Analysis Division

