



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

October 19, 1995

Raul Romero, Treasurer  
S&B Engineers, Inc. F.A.C.  
7825 Park Place Blvd.  
Houston, TX 77087

Identification Number: C00236083

Reference: Mid-Year Report (1/1/95-6/30/95)

Dear Mr. Romero:

This letter is to inform you that as of October 18, 1995, the Commission has not received your response to our request for additional information, dated September 27, 1995. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy 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 Neil Evans 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

Enclosure

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RQ-2

Raul Romero, Treasurer  
S E B Engineers, Inc. P.A.C.  
7825 Park Place Blvd.  
Houston, TX 77087

SEP 27 1995

Identification Number: C00236083

Reference: Mid-Year Report (1/1/95-6/30/95)

Dear Mr. Romero:

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:

-Please provide the totals for Lines 20 and 31, Columns A and B, of the Detailed Summary Page.

-Please provide a Schedule A to support the entry disclosed on Line 11(b) of the Detailed Summary Page. All contributions from political committees must be itemized on Schedule A regardless of the amount. 2 U.S.C. §434(b)(3)(B)

-Schedule B of your report (pertinent portion(s) attached) discloses a contribution(s) which appears to exceed the limits set forth in the Act. 2 U.S.C. §441a(a) precludes a political committee, other than a multicandidate committee, from making a contribution to a candidate for federal office in excess of \$1,000 per election. Please refer to the Campaign Guide for information on how a committee qualifies for multicandidate status.

If the contribution(s) in question was incompletely or incorrectly disclosed, you should amend your original report with clarifying information. If you have made an excessive contribution, you should notify the recipient and request a refund of the amount in excess of \$1,000 and/or notify the recipient in writing of your redesignation of the contribution. In the best interest of your committee, all refunds and redesignations should be made within sixty days of the treasurer's receipt of the contribution(s).

Please inform the Commission of your corrective action immediately in writing and provide a photocopy of the

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refund request sent to the contributor. In addition, any refunds should be disclosed on Schedule A supporting Line 16 of the report covering the period during which they are received. Any redesignations should be disclosed as memo entries on Schedule B supporting Line 23 of the report covering the period during which the redesignation is made. 11 CFR §110.1(b)

Although the Commission may take further legal action regarding the excessive contribution(s), your prompt action in obtaining a refund and/or redesignating the contribution(s) will be taken into consideration.

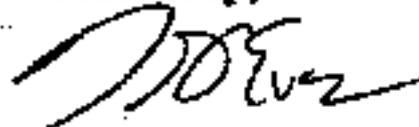
-Schedule D of your report has failed to include certain information. Commission Regulations require the full name and mailing address of each creditor, the outstanding balance at the beginning and end of the reporting period, the amount incurred during the period, the payment made during the period, and the nature or purpose of each debt. Additionally, all debts must be reported continuously until extinguished or settled. Please amend your report by providing the amount of debt owed to the S & B F.A.C. State Contributions Acct., determined by the Commission to be \$7,400 for 1993-1994 activity, in the amount incurred this period column of the Schedule D. 11 CFR §104.11

-Your report discloses a payment on Schedule D to S & B P.A.C. State Contributions Acct., which has not been recorded on Schedule B. Debt payments must be reflected on Schedule B as well as on Schedule D. Please amend your report to clarify this discrepancy. 2 U.S.C. §434(b)(5)(D)

-Please provide the total for Line 10, Column A of the Summary Page.

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



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