

Keep Our Majority

Hon. Samuel K. Skinner, General Chairman
Hon. J. Dennis Hastert, Honorary Chairman

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P.O. Box 864
Washington, DC 20044-0864
MAY 22 A 11:35

May 22, 2000

Ms. Andrea Wilkens
Federal Election Commission
999 E Street NW
Washington, DC 20463

Re: FEC ID C00307405

Dear Ms. Wilkens,

This is in response to your question concerning administrative expenses associated with the political committee.

PAC administration is under contract with Deloitte and Touche, and the committee pays a monthly fee for these services which is based on billing rates that take into consideration overhead expenses such as rent, utilities, and supplies. The committee employs a fundraiser and support staff whose fees include associated administrative or overhead costs of operation. Printing, telephone bills and other expenses are paid directly by the committee and reflected in the overall operating expenses.

If you have any additional questions, please don't hesitate to contact me.

Sincerely,



Jane G. Mattoon
Treasurer



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Jane G. Mattoon, Treasurer
Keep Our Majority Political
Action Committee
P.O. Box 864
Washington, DC 20044

MAY 10 2000

Identification Number: C00307405

Reference: February Monthly Report (1/1/00-1/31/00)

Dear Ms. Mattoon:

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

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.

Clarification regarding administrative expenses should be disclosed during

each two year election cycle beginning with the first report filed in the non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If these services have been provided by volunteers, please confirm this in writing.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Andrea S. Wilkens

Andrea S. Wilkens
Senior Reports Analyst
Reports Analysis Division

2025 RELEASE UNDER E.O. 14176

Federal Election Commission

**ENVELOPE REPLACEMENT PAGE
FOR INCOMING DOCUMENTS**

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