



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-3

February 27, 2003

John Hamilton, Treasurer
Operating Engineers Local 324 National
Political Activities Committee
37450 Schoolcraft Road, Suite 110
Livonia, MI 48150

Identification Number: C00093989

Reference: Year End Report (11/26/02-12/31/02)

Dear Mr. Hamilton:

On February 5, 2003 you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

Please be advised that if a committee files an amendment to a report that was filed electronically, it shall also submit the amendment in an electronic format. 11 CFR §104.18(f) Your paper filing dated February 18, 2003 will not be considered an amended report. To amend your report, you must submit it in an electronic format.

An adequate response must be received at the Commission by March 19, 2003. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

If you should have any questions related to this matter, please contact Jane Parks on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

A handwritten signature in dark ink, appearing to read "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John Hamilton, Treasurer
Operating Engineers Local 324 National Political
Activities Committee
37450 Schoolcraft Road Suite 110
Livonia, MI 48150

FEB 15 2003

Identification Number: C00093989

Reference: Year End Report (11/26/02-12/31/02)

Dear Mr. Hamilton:

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:

-Line 11(a)(ii) of the Detailed Summary Page discloses \$294136.50 in unitemized receipts from individuals/persons other than political committees during the reporting period. Please clarify whether this figure includes any receipts from a single source that aggregate greater than \$200 in the calendar year. If this is the case, please amend your report(s) by itemizing the receipts on Schedule A supporting Line 11(a)(i). 2 U.S.C. §434(b)(2)(A) and (3)(A)

-Please provide a Schedule C to support the loan repayment of \$50261.81 as reported on Line 26 of the Detailed Summary Page. Loans and debts must be continuously reported until they are either repaid or settled. 11 CFR §104.3(d)

When reporting loans and/or lines of credit in the future, please refer to the following explanation and to the instructions on the back of Schedules C and C-1 for further information. Loans and lines of credit received from lending institutions must be originally reported on both Schedules C and

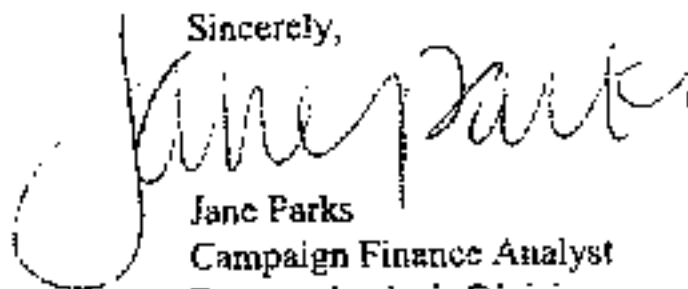
C-1. The Committee must continuously report the status of the loan on Schedule C, and should file a new Schedule C-1 if the loan or line of credit is restructured or if a draw on the line of credit is made. For lines of credit, the original amount on Schedule C will change when additional amounts are drawn from the total credit set aside for the Committee by the lending institution to reflect the total amount of obligation which the Committee is currently required to pay.

In addition, when a loan is received or when a draw is made on a line of credit, the Committee must report this receipt on a Schedule A supporting Line 13 of the Detailed Summary Page to enter the amount into the Committee's receipts. Likewise, when a payment is made, the payments on the principal must be disclosed on Schedule B supporting Line 26. Any payments on interest should be reported separately on the appropriate disbursement schedule.

-Schedule B supporting Line 26 discloses a repayment of a loan to Bank One Michigan. However, it appears that this loan was not previously reported by your committee. Please amend the appropriate report(s) and disclose the receipt of the loan on Schedule A supporting Line 13 of the Detailed Summary Page, as well as a Schedules C and C1 to disclose the terms of the loan.

A response or 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. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. 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,



Jane Parks
Campaign Finance Analyst
Reports Analysis Division

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Abstract: **Abstract:**