



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

NOV 30 1994

Joseph P. Dwyer, Treasurer  
Asplundh Tree Expert Co. Political  
Action Committee (ATE PAC)  
Blair Mill Road  
Willow Grove, PA 19090

Identification Number: C00177741

Reference: 12 Day Pre-General Report (9/30/94-11/2/94)

Dear Mr. Dwyer:

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:

-It has come to the attention of the Federal Election Commission that the reports you have filed during the current election cycle do not reflect the appropriate coverage dates for quarterly filing status. Please be advised of the filing dates and coverage periods for the 1993-1994 election cycle.

Report Type	Coverage Dates	Due Date
Mid-Year	1/1/93-6/30/93	July 31, 1993
Year End	7/1/93-12/31/93	January 31, 1994
April Quarterly	1/1/94-3/31/94	April 15, 1994
July Quarterly	4/1/94-6/30/94	July 15, 1994
October Quarterly	7/1/94-9/30/94	October 15, 1994
12 Day Pre-General	10/1/94-10/19/94	October 27, 1994
30 Day Post-General	10/20/94-11/28/94	December 8, 1994
Year End	11/29/94-12/31/94	January 31, 1995

-Please provide a Schedule B to support the entry reported on Line 23 of the Detailed Summary Page. Each contribution made to a federal candidate or committee must be itemized on Schedule B regardless of the amount contributed. 11 CFR §104.3(b)(3)(v)

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

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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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