



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

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Jeffrey B. Trammell, Treasurer
Hill & Knowlton Incorporated
Political Action Committee (HILLPAC)
901 31st Street, NW
Washington, DC 20007

JUL 20 1994

Identification Number: C00183087

Reference: Year End Report (7/1/93-12/31/93)

Dear Mr. Trammell:

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 a negative ending cash balance of \$-404.80. This suggests that you have either overdrawn your account, made a mathematical error, or incurred a debt. If your committee has incurred a debt or obligation, please show a zero balance on Line 8 of the Summary Page and reflect the amount and the nature of the debt on Schedule D and Line 10. 2 U.S.C. §434(b)(8)

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$2,210.00 in Contributions from Individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$490.00. Please amend your report to clarify the discrepancy.

-Please provide the total for Line 11(a)(iii), Column A of the Detailed Summary Page.

-For your information, all contributions received that aggregate \$200 or less per individual for the calendar year should be reported on Line 11(a)(ii). Contributions received aggregating over \$200 per individual for the calendar year should be reported on Line 11(a)(i) and itemized on Schedule A.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal

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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,



J.P. Andre
Reports Analyst
Reports Analysis Division

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