



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

September 17, 1998

William Christopher Green, Treasurer
Cuyahoga County Democratic Party
1466 St. Clair Avenue, NE
Cleveland, OH 44114

Identification Number: C00238147

Reference: April Quarterly (1/1/98-3/31/98) and July Quarterly (4/1/98-6/30/98)
Reports

Dear Mr. Green:

This letter is to inform you that as of September 16, 1998, the Commission has not received your response to our requests for additional information dated August 26, 1998. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies 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 regarding this matter, please contact Ken Davis on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

William Christopher Green, Treasurer
Cuyahoga County Democratic Party
1466 St. Clair Avenue, NE
Cleveland, OH 44114

AUG 26 1998

Identification Number: C00238147

Reference: April Quarterly Report (1/1/98-3/31/98)

Dear Mr. Green:

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. Each committee utilizing separate federal and non-federal accounts is required to allocate any administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD derived from FEC Schedule H1. A Schedule H1 must be filed with the first FEC FORM 3X submitted each year. 11 CFR §106.5(d)

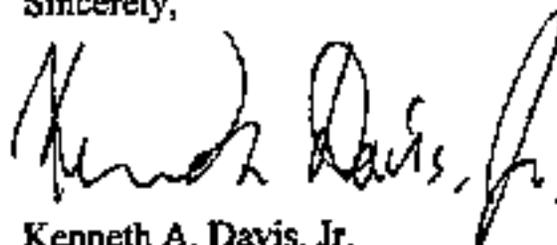
Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions 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 provide the necessary information regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

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) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth A. Davis, Jr." with a stylized flourish at the end.

Kenneth A. Davis, Jr.
Reports Analyst
Reports Analysis Division