



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

JAN 22 2003

Identification Number: C00096989

Reference: 12 Day Pre-General Report (10/1/02-10/16/02)

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:

-Your report discloses a loan receipt on Schedule A from Bank One, Michigan, which has not been recorded on Schedule C. Loans and loan repayments received must be reflected on Schedule C as well as on Schedule A. Please amend your report to clarify this discrepancy. 2 U.S.C. §434(b)(3)(E) and (5)(D)

-Your report discloses a loan from a lending institution; however, you have not submitted a Schedule C-1 (copy attached) and a copy of the loan agreement. As an electronic filer, you must submit the Schedule C-1 electronically without the original signature from the lending institution. In addition, you must mail a copy of the loan agreement and a separate copy of the Schedule C-1 that contains the original signature from the lending institution. Please submit the missing documents. (11 CFR §§104.3(d)(2) and 104.18(h))

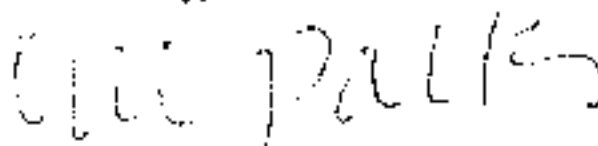
-When reporting loans and/or lines of credit in the future, please refer to the following explanation and to the instructions on the back of Schedules C and C-1 for further information. Loans and lines of credit received from lending institutions must be originally reported on both Schedules C and C-1.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

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

Form C-1 (FEC Form 3X)

AND LINES OF CREDIT FROM LENDING INSTITUTIONS

Commission, Washington, D.C. 20543

COMMITTEE (in Full)

Supplementary for
information found on
Page _____ of Schedule C

FEC IDENTIFICATION NUMBER

C

INSTITUTION (LENDER)

Amount of Loan

Interest Rate (APR)

%

Date Incurred or Established

Date Due

State Zip Code

Has the loan been restructured? ☐ No ☐ Yes

If yes, date originally incurred

of credit,

of this Draw:

Total
Outstanding
Balance:

Are other parties secondarily liable for the debt incurred?

☐ No ☐ Yes (Endorsers and guarantors must be reported on Schedule C)

Any of the following pledged as collateral for the loan: real estate, personal property, goods, negotiable instruments, certificates of deposit, chattel papers, accounts receivable, cash on deposit, or other similar traditional collateral?

☐ Yes If yes, specify:

What is the value of this collateral?

Does the lender have a perfected security interest in it? ☐ No ☐ Yes

Any future contributions or future receipts of interest income, pledged as collateral for the loan? ☐ No ☐ Yes If yes, specify:

What is the estimated value?

Depository account must be established pursuant to 11 CFR 100.7(b)(1)(i)(B) and 100.8(b)(12)(i)(B).

Date account established:

Location of account:

Address:

City, State, Zip:

Is either of the types of collateral described above was pledged for this loan, or if the amount pledged does not equal or exceed the loan amount, state the basis upon which this loan was made and the basis on which it assures repayment.

COMMITTEE TREASURER

Print Name

Signature

DATE

Attach a signed copy of the loan agreement.

TO BE SIGNED BY THE LENDING INSTITUTION:

To the best of this institution's knowledge, the terms of the loan and other information regarding the extension of the loan are accurate as stated above.

The loan was made on terms and conditions (including interest rate) no more favorable at the time than those imposed for similar extensions of credit to other borrowers of comparable credit worthiness.

This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set for the at 11 CFR 100.7(b)(11) and 100.8(b)(12) in making this loan.

LENDER REPRESENTATIVE

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Signature

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