



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Laurence F. Lane, Treasurer  
Genesis Health Ventures Inc. Political  
Action Committee  
101 East State Street  
Kennett Square, PA 19348

APR 19 2000

Identification Number: C00292094

Reference: Year End Report (7/1/99-12/31/99)

Dear Mr. Lane:

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 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 1999. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

-The beginning cash balance of this report should equal the ending balance of your Amended Mid-Year Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$53,797.87 in contributions from individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$49,301.40. Please amend your report to clarify the discrepancy.

-2 U.S.C. §434(b)(3) requires itemization of contributions from individuals and persons other than political committees, where the aggregate total from the contributor exceeds \$200 in a calendar year. In addition, 11 CFR §104.3(a)(2)(i)(B) requires a committee to report the total amount of unitemized contributions (see Line 11(a)(ii) of the Detailed Summary Page). If a committee wishes to disclose contributions regardless of the amount contributed, the committee must separate (on separate receipt

schedules) those contributors requiring itemization from those who are not required to be itemized. 11 CFR §104.3(a)(4)(i) For future filings, please submit your reports in this order.

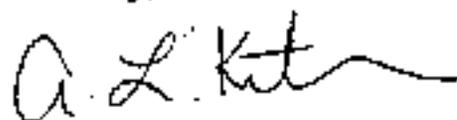
-Schedule A supporting Line 11(a)(i) discloses contributions received through what appears to be a payroll deduction plan. Generally, a committee's report must identify each contribution from an individual which in the aggregate exceeds \$200 during the calendar year. (2 U.S.C. §434(b)) For your information, instead of separate itemization, a committee using a payroll deduction plan may disclose the aggregate amount of contributions received from the contributor through the payroll deduction plan during the reporting period; the identification of the individual where the contribution exceeds \$200 in the aggregate during the calendar year; and a statement of the amount deducted per pay period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

-Please amend Schedule B supporting Line 23 by providing the state, congressional district, if applicable, and election designation for each contribution made to a federal candidate or political committee. 11 CFR §104.3(b)(3)(ii) and (v)

-Schedule B supporting Line 23 discloses contributions to federal candidates for which no election designation has been provided. Please note that if no designation is included in your report, the contributions will be attributed to the next upcoming election for the recipient candidate. Thus, for future reporting purposes, it is in your committee's interest to designate the appropriate election in order to avoid the appearance of excessive contributions made to federal candidates by your committee.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Antoinette Kitchen  
Reports Analyst  
Reports Analysis Division

# PAYROLL DEDUCTIONS

SCHEDULE A		ITEMIZED RECEIPTS		USE THESE SPACES TO LIST EMPLOYER'S OR DONOR'S PAYROLL DEDUCTIONS	PAGE	OF
Contributions from Individuals					FOR LINE NUMBER	11(a)(2)
Any information copied from your Records and Statements may not be sold or used by any person for the purpose of soliciting contributions or for any other purpose. Under this word the name and address of any person's committee to which contributions from such committee.						
NAME OF COMMITTEE OR FUND National Organization PAC 000000001						
A. Full name, mailing address and ZIP Code		Name of Employer	Date received (Mo., Year)	Amount of Each Receipt (Per Month)		
Anne SULLIVAN 21 18th Street City, State ZIP		National Organization, Inc.	payroll deduction	\$90.00		
<input type="checkbox"/> Cash receipt <input type="checkbox"/> Payroll <input type="checkbox"/> Debit		Occupant Branch Manager	Approximate Year-to-Date	\$85.00	(\$15 biweekly)	
Rodney JONES 881 Hainsbury Road City, State ZIP		National Organization, Inc.	payroll deduction	\$120.00		
<input type="checkbox"/> Cash receipt <input type="checkbox"/> Payroll <input type="checkbox"/> Debit		Occupant Vice President	Approximate Year-to-Date	\$80.00	(\$20 biweekly)	

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

## Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor, 104.6(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's BSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

