FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

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John F. Scruggs, Treasurer
Burson-Marsteller Political
Action Committee
1455 Pennsylvania Avenue
Suite 950
Washington, DC 20004

MAR 20 1996

Identification Number: C00201863

Reference: Year End Report (7/1/95-12/31/95)

Dear Mr. Scruggs:

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 disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Payroll deductions received from individuals which aggregate to be greater than $200 per year should be properly disclosed on a Schedule A, supporting Line 11(a)(i) of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-On Schedule A supporting Line 11(a)(i) of the Detailed Summary Page, your report disclosed contributions from individuals that omit the dates of receipt. Please amend your report by supplying the information. 11 CFR §104.3(a)(4)(i)

-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.

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page.

Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

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) 219-3580.

Sincerely,

Neil Evans
Reports Analyst
Reports Analysis Division

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