



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20464

RQ-2

Richard Huck, Treasurer  
Stanley Works Political  
Action Committee  
1000 Stanley Drive  
New Britain, CT 06053

FEB 28 1996

Identification Number: C00060087

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

Dear Mr. Huck:

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:

-Please provide the total(s) for Line 6(d), Columns A and B of the Summary Page.

-Be advised that you have used an incorrect committee identification number on the Summary Page of your report(s). Please file all future reports and correspondence using your correct identification number, C00060087, to avoid potential errors in entering your reports onto the public record.

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$270 in itemized individual contributions. The sum of the entries itemized on Schedule A, however, indicates the total to be \$370. Please amend your report to clarify the discrepancy.

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

254

# PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate worksheets for each category of the Detailed Summary Page	PAGE	OF
Contributions from Individuals			FOR LINE NUMBER	11(a)(1)
Any information copied from such Reports and Worksheets may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.				
NAME OF COMMITTEE (in Full)		National Organization PAC 00000001		
A. Full Name, Mailing Address and ZIP Code		Name of Employer	Date Rec'd (M, Y, YR)	Amount of Cash Received (Per Period)
Anne Sullivan 21 10th Street City, State ZIP		National Organization, Inc.	payroll deduction	\$72.00
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> Other (specify):		Occupation	Aggregate Year-to-Date >=	Amount of Cash Received (Per Period)
		Branch Manager	\$228.00	(\$12 biweekly)
B. Full Name, Mailing Address and ZIP Code		Name of Employer	Date Rec'd (M, Y, YR)	Amount of Cash Received (Per Period)
Rodney Jones 881 Highbury Road City, State ZIP		National Organization, Inc.	payroll deduction	\$120.00
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> Other (specify):		Occupation	Aggregate Year-to-Date >=	Amount of Cash Received (Per Period)
		Vice President	\$480.00	(\$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. 104.8(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$12 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's contributions as "unitemized contributions" in its April and July quarterly reports. By June 30, the closing date for the July report, the manager's aggregate contributions are \$195 — still below the \$200 itemization threshold. By September 30 — the closing date for the October quarterly report — the manager's contributions reach \$228. Therefore, the committee itemizes the total contributions received from the manager during the third quarter (\$120), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

# In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See Chapter 2 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.

# Appreciated Goods

When a committee receives an in-kind contribution whose value may

# IN-KIND CONTRIBUTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate worksheets for each category of the Detailed Summary Page	PAGE	OF
Contributions from Individuals			FOR LINE NUMBER	11(a)(1)
Any information copied from such Reports and Worksheets may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.				
NAME OF COMMITTEE (in Full)		National Organization PAC 00000001		
A. Full Name, Mailing Address and ZIP Code		Name of Employer	Date Rec'd (M, Y, YR)	Amount of Cash Received (Per Period)
Martin L. Evans 4 River Road City, State ZIP		National Organization, Inc.	6/19/98	\$3,999.00
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> Other (specify):		Occupation	Aggregate Year-to-Date >=	Amount of Cash Received (Per Period)
		Chairman	\$3,999.00	(IN-KIND) RAFFLE PRIZE

SCHEDULE B ITEMIZED DISBURSEMENTS		Use separate worksheets for each category of the Detailed Summary Page	PAGE	OF
Operating Expenditures/Other Federal			FOR LINE NUMBER	21(b)
Any receipts or copies from such Reports and Worksheets may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.				
NAME OF COMMITTEE (in Full)		National Organization PAC 00000001		
A. Full Name, Mailing Address and ZIP Code		Name of Disbursement	Date Rec'd (M, Y, YR)	Amount of Cash Disbursement (Per Period)
Martin L. Evans 4 River Road City, State ZIP		Raffle prize	6/19/98	\$3,999.00
Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> Other (specify):		Disbursement of:	Aggregate Year-to-Date >=	Amount of Cash Disbursement (Per Period)
				(IN-KIND CONTRIBUTION)

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

9 6 0 3 0 3 2 3 1 7 6

.....

7 6 9 1 0 2 0 8 9 6