FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

J. Gordon Stephens Jr., Treasurer
Burson-Marsteller Political Action
Committee
1850 M Street NW, Suite 900
Washington, DC 20036

SEP 14 1994

Identification Number: C00201863

Reference: July Quarterly Report (4/1/94-6/30/94)

Dear Mr. Stephens:

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 amend Schedule B supporting Line 23 by providing the full name, address, office sought including state and 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)

-Your report discloses activity that falls outside the reporting period. Please amend this report by including only the financial transactions that occurred between 4/1/94 and 6/30/94. Any activity occurring outside this reporting period should be included in the appropriate report(s). 2 U.S.C. §434(b)

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of $9,561.91 in itemized individual contributions. The sum of the entries itemized on Schedule A, however, indicates the total to be $9,601.91. Please amend your report to clarify the discrepancy.

-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.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal