



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

April 11, 1996

Alan B. Spitzer, Treasurer
Hoffman-La Roche, Inc.
Good Government Committee
340 Kingsland Street
Nutley, NJ 07110

Identification Number: C00072769

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

Dear Mr. Spitzer:

This letter is to inform you that as of April 10, 1996, the Commission has not received your response to our request for additional information, dated March 20, 1996. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions related to this matter, please contact Neil Evans on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

Alan B. Spitzer, Treasurer
Hoffman-La Roche Inc.
Good Government Committee
340 Kingsland Street
Nutley, NJ 07110

MAR 20 1996

Identification Number: C00072769

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

Dear Mr. Spitzer:

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 23 of the Detailed Summary Page of your report discloses a total of \$18,250 in contributions to federal candidates/committees. The sum of the entries itemized on Schedule B, however, indicates the total to be \$14,250. Please amend your report to clarify the discrepancy.

-Schedule A supporting Line 11(a)(1) discloses contributions received through 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.B(b)

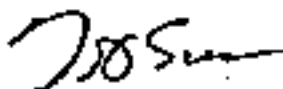
-Your report includes computer produced formats of the Detailed Summary Page. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

Celebrating the Commission's 20th Anniversary

YESTERDAY, TODAY AND TOMORROW
DEDICATED TO KEEPING THE PUBLIC INFORMED

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

96030394331

PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		Line itemized separately on each receipt or on Donor Summary Page	Page	OF
Contributions from Individuals				
Any information reported with each Receipt and Donor Summary may not be used to offset any other person on the purposes of obtaining contributions or for personal purposes other than using the name and address of any political committee to obtain contributions from such sources.				
NAME OF COMMITTEE (in Full) National Organization PAC 000000002				
A. Full Name, Mailing Address and ZIP Code		Name of Employer	Date, month day, year	Amount of Cash Receipt (in Full)
John Sullivan 51 15th Street City, State ZIP		National Organization, Inc.	payroll deduction	\$75.00
Receipt for _____		Signature Branch Manager	Aggregate Year-to-Date \$225.00	(\$12 biweekly)
B. Full Name, Mailing Address and ZIP Code		Name of Employer	Date, month day, year	Amount of Cash Receipt (in Full)
Rodney Jones 551 Mainbury Road City, State ZIP		National Organization, Inc.	payroll deduction	\$180.00
Receipt for _____		Signature Vice President	Aggregate Year-to-Date \$560.00	(\$30 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 paycheck 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, 104.3(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 \$180 — still below the \$200 itemization threshold. By September 30 — the closing date for the October quarterly report — the manager's contributions reach \$225. Therefore, the committee itemizes the total contributions received from the manager during the third quarter (\$225), 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		Line itemized separately on each receipt or on Donor Summary Page	Page	OF
Contributions from Individuals				
Any information reported with each Receipt and Donor Summary may not be used to offset any other person on the purposes of obtaining contributions or for personal purposes other than using the name and address of any political committee to obtain contributions from such sources.				
NAME OF COMMITTEE (in Full) National Organization PAC 000000002				
A. Full Name, Mailing Address and ZIP Code		Name of Employer	Date, month day, year	Amount of Cash Receipt (in Full)
Martin L. Kress 4 River Road City, State ZIP		National Organization, Inc.	8/10/92	\$5,000.00
Receipt for _____		Signature Chairman	Aggregate Year-to-Date \$5,000.00	(\$5,000.00 (IN-KIND) (RAFFLE PRIZE))

SCHEDULE B ITEMIZED DEDUCTIONS		Line itemized separately on each receipt or on Donor Summary Page	Page	OF
Operating Expenditures/Other Federal				
Any expenditure reported with each Receipt and Donor Summary may not be used to offset any other person on the purposes of obtaining contributions or for personal purposes other than using the name and address of any political committee to obtain contributions from such sources.				
NAME OF COMMITTEE (in Full) National Organization PAC 000000002				
A. Full Name, Mailing Address and ZIP Code		Name of Donor	Date, month day, year	Amount of Cash Receipt (in Full)
Martin L. Kress 4 River Road City, State ZIP		National Organization, Inc.	8/10/92	\$5,000.00
Receipt for _____		Signature Chairman	Aggregate Year-to-Date \$5,000.00	(\$5,000.00 (IN-KIND CONTRIBUTION))

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

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