



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

February 22, 1996

Phillip R. Chisholm, Treasurer
Small Business Committee
1901 North Fort Myer Drive, Suite 1200
Arlington, VA 22209

Identification Number: C00035204

Reference: December Monthly Report (11/1/95-11/30/95)

Dear Mr. Chisholm:

This letter is to inform you that as of February 21, 1996, the Commission has not received your response to our request for additional information, dated January 31, 1996. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the 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 regarding this matter, please contact Amy Reynolds on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in dark ink, appearing to read "John D. Gibson", is written over the typed name.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

BQ-2

Phillip R. Chisholm, Treasurer, **JAN 31 1996**
Small Business Committee
1901 N. Fort Myer Drive, Ste. 1200
Arlington, VA 22209

Identification Number: C00035204

Reference: December Monthly Report (11/1/95-11/30/95)

Dear Mr. Chisholm:

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 \$16,250 in contributions to federal candidates and committees. The sum of the entries itemized on Schedule B, however, indicates the total to be \$17,380.59. Note that any disbursements resulting in in-kind contributions to federal candidates should be reflected on Line 23, not on Line 21(b). Please amend your report to clarify the discrepancy.

-On Schedule B of your report, you disclose a \$500 contribution to ARMPAC with an address that indicates that the funds were received by a federal candidate. Please amend your report to clarify the recipient of the contribution.

In addition, please provide further clarification of the in-kind contribution benefiting Mike Forbes which appears to have been made to your connected organization, including what service the PMAA provided and the date on which the activity took place. Note that a committee must prepay its connected organization for the use of facilities, etc. resulting in in-kind contributions; or, it must place funds in escrow for the connected organization to draw on to pay for future in-kind contributions made by the committee.

In amending your report and for future reporting purposes, please refer to the attached examples in order to properly itemize contributions to federal candidates.

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,



Amy Suzanne Reynolds
Reports Analyst
Reports Analysis Division

Line 16. Refunds of Contributions

Itemize refunds of contributions made by the SSF on a Schedule A regardless of their amount. See Section 5 for more information on how to report them. Enter the total on Line 16.

Line 17. Other Receipts

This category includes interest and dividends earned on investments. Itemize these receipts on a Schedule A once the committee receives more than \$200 from the same source during a calendar year. Enter the total under this category on Line 17. See Section 6 for more information on interest and dividends.

Line 18. Transfers from Nonfederal Account for Joint Activity

If the committee maintains a nonfederal account for state and local election activities and pays its own administrative expenses, the federal account (the SSF) may accept a transfer of funds from the nonfederal account for the sole purpose of covering its share of a joint federal and nonfederal expense. 106.6(e)(1)(D). Report the total amount transferred from the nonfederal account during the period (i.e., the total from Schedule H3) on Line 18.

Other rules concerning these transfers are explained in Appendix A.

4. Itemized Disbursements: Schedule B

When to Itemize Disbursements

Regardless of Amount

Several types of disbursements must be itemized regardless of amount:

- Transfers to affiliated SSFs;
- Contributions to candidates and political committees;
- Loan repayments; and
- Loans made by the SSF.

Note that refunds of contributions (Line 26 on the Detailed Summary Page) must be itemized on Schedule B only if the incoming contribution had to be itemized on Schedule A, as explained earlier in this chapter.

CONTRIBUTIONS TO CANDIDATES

SCHEDULE B ITEMIZED DISBURSEMENTS		PAGE 1 OF 1	
Contributions to Federal Candidates		FOR LINE NUMBER 25	
Any information reported here must be reported on the candidate's report for the purpose of verifying contributions to the candidate's campaign, other than using the name and address of any political committee to which contributions were made.			
NAME OF COMMITTEE (in full) National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code Holiday Plaza Hotel 1100 Burlington Avenue City, State ZIP	Purpose of Disbursement reception for Bill Jones House candidate, 11th District Disbursement to: ☐ Party ☒ Other	Date made, day, month 7/18/94	Amount of Cash Disbursement (in full) \$879.70
B. Full Name, Mailing Address and ZIP Code Chitama for State Senate 8470 Bushmore Street City, State ZIP		Purpose of Disbursement Stan Buryke, House candidate, 11th District Disbursement to: ☐ Party ☒ Other	Date made, day, month 7/18/94
C. Full Name, Mailing Address and ZIP Code Taylor for Congress 11 Main Street City, State ZIP		Purpose of Disbursement Mavis Taylor, House candidate, 2nd District Disbursement to: ☐ Party ☒ Other	Date made, day, month 8/1/94

See page 8 for information on how to determine the value of an in-kind contribution.

Itemize contributions to federal candidates regardless of amount.

See page 11 for information on making post-election contributions to retire a candidate's debts.

Other Disbursements: \$200 Threshold
A disbursement that does not fall under one of the categories listed above (such as a donation to a nonfederal candidate) must be itemized if it exceeds \$200 when aggregated with other disbursements made to the same payee during the calendar year.

How to Itemize Disbursements

Categorizing Disbursements

Before beginning to itemize the committee's disbursements, separate them into the different categories listed on the Detailed Summary Page ("Opening Expenditures," "Contributions to Federal Candidates," etc.; an illustration of a completed Detailed Summary Page appears on page 37). The disbursements in each category must be itemized on a separate Schedule B designated for that category.

Indicate the type of disbursement itemized on a particular Schedule B by entering the corresponding line number from the Detailed Summary Page in the upper right corner of the schedule. The appropriate category of disbursement may also be written at the top of each page.

Some categories may require several pages. The total for each category should be entered on the bottom line of the last page for that category.

Itemized Information
Itemized disbursement information includes:

- Name of payee;
- Address of payee;
- Purpose of disbursement (a brief but specific description of why the disbursement was made—see Schedule B instructions and 104.3(b)(3)(X)(B));
- Date of payment; and
- Amount.

Additional Information on Candidates
Further information is required when itemizing a contribution to a candidate committee on Schedule B. Include the candidate's name and the office sought (including the state and, if applicable, Congressional district). When itemizing a contribution or loan to a candidate committee, specify the election for which the payment was made by checking the appropriate category in the election designation box. 104.3(b)(3)(v). See illustrations above.

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