FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

MAR 18 1998

Robert A. Skelly, Treasurer
Raytheon Company Political
Action Committee
141 Spring Street
Lexington, MA 02173

Identification Number: C00097568

Reference: Year End Report (7/1/97-12/31/97)

Dear Mr. Skelly:

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:

-Conduits for earmarked contributions must forward earmarked contributions within 10 days of receiving them. However, the earmarked contributions disclosed on your report are not disclosed on a Schedule B for earmarked contributions. Please clarify this discrepancy.

-Your reports disclose that your committee has acted as a conduit for earmarked contributions. Proper reporting of earmarked contributions requires that your committee provide on Schedule A, contributor information (name, address and, if applicable, occupation and employer), date of receipt, contribution amount, and designated candidate. Schedule B must include, the name of the designated candidate, (preferably including office sought, name and address of the candidate committee, and election designation, if any) amount of contribution, date the contribution was forwarded, a notation as to how the contribution was forwarded (cash, contributor check, or committee check) and a statement that the conduit's

limit was also affected, if applicable. If the earmarked contributions are transmitted by committee check, they must be disclosed on Schedules A and B, supporting lines 11(a)(i) and 23 of the Detailed Summary Page, respectively. If the earmarked contributions are transmitted by contributor check, they must be itemized on Schedules A and B as memo entries. Please amend your reports to reflect the proper method(s) for disclosure of earmarked contributions.

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) 694-1130.

Sincerely,

Neil Evans
Reports Analyst
Reports Analysis Division