The PAC System

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PAC Receipts

One of the fundamental challenges of managing a PAC is raising money. All PAC money is raised through contributions by employees of the company, or by donations from other PAC's. Typically, presentations are prepared and taken on a traveling tour of a company's job sites. Enthusiasm for the company's cause must be engendered in order for employees to pledge money to a PAC.

Naturally, the PAC's manager will want to make it as convenient as possible for employees to contribute. Normally, some sort of a card is distributed at the PAC's marketing presentations which, when filled out and returned by an employee, represent a pledge to contribute to the PAC.

Three types of employee contributions are usually allowed. The first is simply a check tendered to the PAC for a specific amount. The cash offered is expected to be distributed as the PAC sees fit. In addition, most PAC's will allow an employee to request that a contribution be deducted from their salary over time in order to reduce the immediate burden of the contribution. This payroll deduction method will often constitute the majority of a PAC's contributions. Lastly, many PAC's will allow employees to earmark a contribution for a specific candidate. The PAC then assumes the burden of processing the contribution on the employee's behalf. While this may or may not be a contribution in keeping with the PAC's cash distribution policy, it is hoped that supporting this type of contribution will arouse enthusiasm for the PAC, perhaps leading to non-earmarked participation.

PAC's may also receive donations from other PAC's. Also, since a PAC should always have excess cash on hand, some amount of interest income on the invested surplus may be expected.

Letters are usually written to contributors thanking them for their participation. A ledger which groups contributors by their salary, location, company, state, or date of contribution are often of interest. A report must also be filed with the Federal Election Commission (the "FEC") which details contributions received each reporting period.

Disbursements to Candidates

A second basic function of a PAC is to distribute the income it has received. The income received as earmarked contributions must be distributed as designated by the donor. Beyond this, the committee decides to whom PAC contributions will be made. Because there are federal regulations concerning the amounts a candidate may receive from any particular PAC, it is essential that contributions be carefully monitored.

A PAC will be interested, in retrospect, to see to whom it has made contributions. Relevant information includes from which state each candidate was from, and for what office each candidate was pursuing. Possibilities include the U.S. House of Representatives, the U.S. Senate, the U.S. Presidency, a seat on a State Assembly, a State Senate seat, or perhaps a position as a State Official (e.g. Governor). Because PAC interest income is taxable, a small number of disbursements will also be made to the IRS.

The manner in which disbursements and receipts are reported upon is similar. Because a PAC will want to announce a contribution to a candidate, letters must be produced for each check written. A ledger must be kept of all disbursements, and a form must be filled out and sent to the Federal Election Commission regarding PAC disbursement activity.

The PAC System Software Conventions

When using the PAC System, a number of operations are common to all areas of program usage. These might be summarized as those which relate to menus, windows, and text handling

When the PAC System is operational, a menu bar appears across the top of the screen (see figure 1). In order to select a menu item, one may either press and release the "Alt" key and press the first letter of the menu name, or use the mouse to point to the menu name and pressing and holding the left button. Once a menu has been opened in this fashion, an individual item

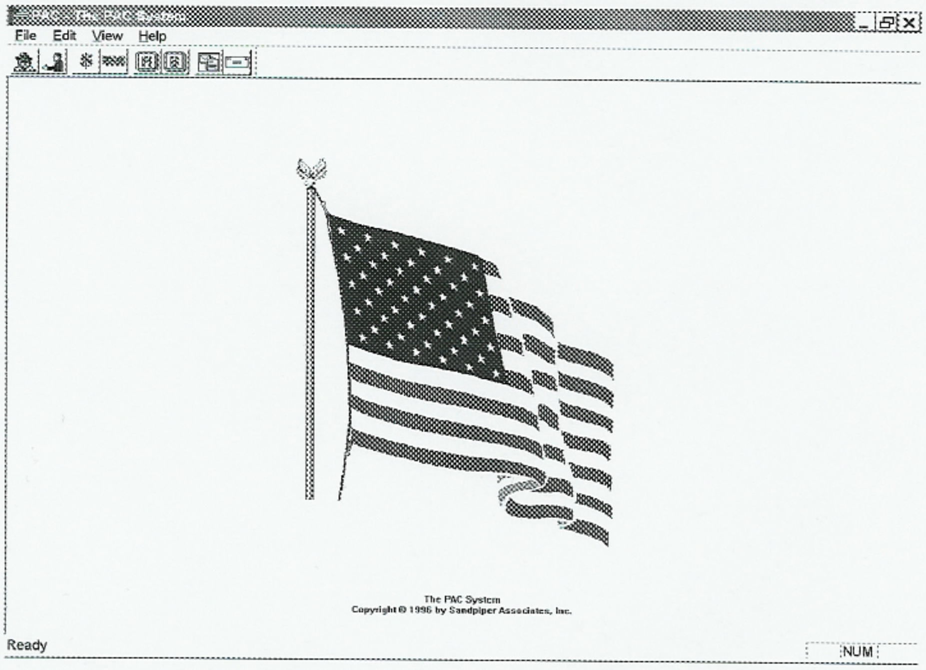

Figure 1, The PAC System Menu Bar

may be selected by again either pressing the first letter of the sub- menu's item's name or by dragging the mouse (with the left button pressed and held) to the desired item and releasing the left button.

A "toolbar" also appears on the main screen. The various small pictures on the toolbar are synonyms for different menu choices. Holding the mouse over a button on the toolbar for a moment causes a "tool tip" to appear, which describes that buttons function. By moving the mouse over each button in turn, one may glean the function of the toolbar's buttons.

Once either a menu choice is made or its toolbar synonym is pressed, the opening screen clears and a new presentation appears. The PAC System is separated into six areas. There are two areas for data entry (one for employees and one for candidates), one each for Schedules "A" and "B", one for the Receipts Ledger and one for the Disbursements Ledger, and another pair for Receipt and Disbursement Mail.

Once an area of the program is chosen, the menu changes to match the choices appropriate for that area. Now, the choice of a menu option most often results in a window being opened across the screen (see figure 2). The previous screen remains as it was, except that it is at least partially covered by the new window. Once the window is cleared, the screen will be returned to its previous state. A number of windows may be layered in this way. The object of such a presentation is to provide a reminder of what steps have been taken in the immediate past. Most windows are cleared by choosing either "Ok" or "Cancel". This can be done by using the mouse to point to the desired button, and then clicking the left button once. Note that in all cases, the "Enter" key is synonymous with the "Ok" button, and that the "Escape" or "Esc" button is synonymous with the "Cancel" button. This means that once a window is filled in, one might simply press "Enter" to continue along.

Within a window, there is often some amount of text which must be handled. The "Tab" key will move the focus (the "cursor") of the keyboard from one area of text input ("field") to another. Note that as the cursor moves from one field to another, the text within the field changes color.

When a group of text is in "reverse video" (illustrated as white on black rather than the contrary), it is marked for deletion. This means that typing any new text at this point will completely remove the old text from the field. This is often most convenient, as one usually intends to replace an entire field at a time.

For those cases where only a portion of the field requires correction, one may simply use the left and right arrow keys to maneuver to the area to be replaced. The selection of any arrow keys immediately unmarks all text within the field, so that the typing of new text will displace any old text to the right. One might also use the mouse, rather than any arrow keys, to identify the exact point at which new text is to be entered. The first use of the mouse will also unmark text. By pressing and holding the left button of the mouse, however, and then dragging it across text, all or a portion of a field may be marked. The same effect can be achieved with the keyboard by pressing and holding the "Shift" key as either the left or right arrow keys are pressed.

Windows also may contain multiple choice controls (also see figure 2). It is usually easiest to select one of these options using the mouse. It is also possible to tab to the box of choices and to then use the arrow keys to move the currently selected option up and down with the arrow keys.

Every program running under either the Windows 95 or Windows NT has a special menu located in the upper left hand corner. This menu includes the option to "Minimize" (shrink into an icon) or to close the program all together. In order to switch between programs, one may use the mouse to point and click between program symbols (or "icons"), or hold the "Alt" key and press the "Tab" key (see figure 19).

Treating Data with the PAC System

Finding and Editing Records

Data entry and editing are handled from the "View" menu. Both receipts and disbursements are edited in a similar fashion. In all cases, a particular record is located by an identifying name.

If one chooses to either "View" "Employees" or "Candidates" the system pauses for a moment as it gathers a complete list of the appropriate type. The first record in the list appears in the background, but a dialogue box window appears in the foreground with the compiled list. A number of choices for navigating the list of records are available at this point. (see figure 3). Space is provided for entering the last and first names, as well as some other qualifying information.

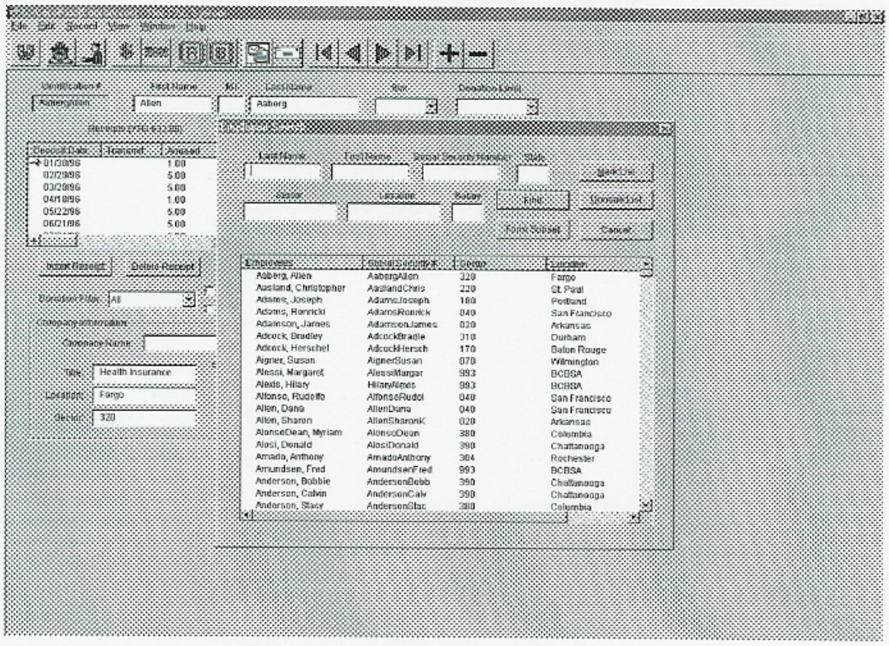

Figure 2, Searching for a Record

When perusing a long list of duplicate records, a "scroll bar" is placed to the right of the list of names. This symbol consists of two arrows at the top and bottom of an elevator. By pressing the mouse on either the up or down arrow, the list of duplicates is scrolled up or down one name at a time. In this case, the up and down arrow keys on the keyboard may be substituted for the use of the mouse.

To scroll though the list more quickly, the mouse may be clicked on the scroll bar elevator. A marker appears on the elevator which represents the degree to which the list has been scrolled through. Since one begins at the top of the list, the marker is placed at the top of the elevator. As one scrolls downward, the marker is moved, and space appears above it should one later wish to scroll back upward. In this case, the "PgUp" and "PgDn" keys may be substituted for the mouse's click on the upper and lower portions of the scroll bar, respectively.

When searching for information, one might choose to save typing by only entering the last name, and then by browsing through the list of matches to identify the actual record desired. If one were to enter only "R" for the last name, a list of all donors whose last names begin with the letter "R" would be displayed. In fact, if one were to fail to enter any name at all, a list of all of the records of the type selected from the "Data" menu would be offered.

As more information about the record being searched for is provided, the list of records from which to choose is dynamically reduced. For instance, if one had a list of employees from a particular location within the company, the list could immediately be pruned to that group by entering the company name in the proper field. Then, the list would immediately shrink to the list of that location only.

If a single record is identified in this manner, it is then a simple matter to choose the "Find" button and edit that single record. Also, once a group of records is isolated, two options for scrolling through the complete detail of that record set are available. One may press "Find" to place oneself at the selected record, with "Page Down" and "Page Up" scrolling through the entire unqualified list in alphabetical order.

If one were to press "Form Subset", however, one would still begin editing the single highlighted record in the group (or the first one if none were highlighted), but now, scrolling operations navigate through only those records which appeared on the qualified search subset. In this manner, one may cue up a subset of records (by location, for instance), and until a new search is performed, it will appear as if that location is the only one in the computer. This may facilitate more rapid data entry where information appears in subset lists from company subsidiaries.

Recall that when editing any record, one may either click "Ok" or press "Enter" to save any changes made. Clicking "Cancel" or pressing "Esc" will also exit editing, but any changes made will be discarded. This is useful when an error has been made while entering data, but one is not sure of the previous state of the record. Also recall that to jump between fields of a record, one uses the "Tab" key. The mouse may be used to choose multiple choice items or to check boxes, or the arrow keys may be used to jump between selections once one has tabbed over to the proper area. Text may be entered wherever a receptacle is offered, assuming one has first tabbed to the appropriate area. Again, the mouse may be used to immediately tab to a particular area, or to mark text. Also recall that holding the shift key while pressing the left or right arrow keys will also mark text.

Entering New Records

It is positively indispensable to PAC data management that a unique key number (or a unique proxy for such a number) be assigned to each data record. In the case of receipts, the employee's social security number serves this purpose well (as one normally requires a social security number to correctly process a payroll deduction anyway). For disbursements, the candidate's FEC identification number may be used, as this usually available as well.

It is this unique key that identifies the records to the system. In order to insert a new record, then, one must first choose to set up a key This is done by first choosing "Insert Record" from the "Record" menu (or by pressing the "+" toolbar button). Assuming one has chosen to "View" "Employees" from the opening screen, then, the "Identification #" turns white, allowing data entry. The only time this key may be edited is when the record is entered as new. If a key were to change, the record must be deleted and entered anew.

One may optionally enter any other information to a new record, but unless a unique is key has been provided, the PAC system will not save the

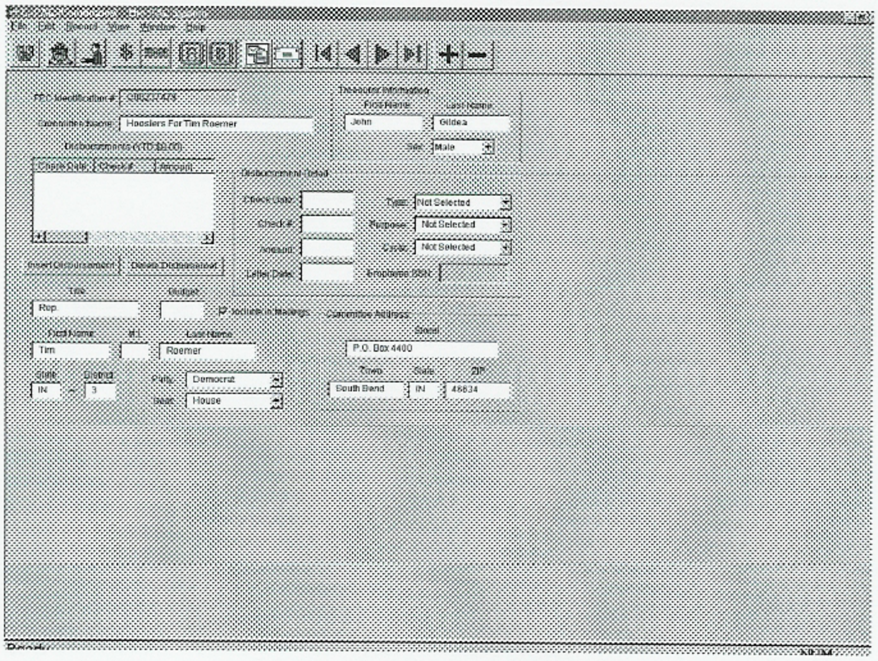

Figure 3, A Sample Record

record. If a duplicate key is entered, the system will say so when the attempting to leave the record for some other part of the system.

In fact, it is this process of navigating off a newly entered record which will save the entry and begin another task (of course the next task may be to immediately enter another new record. There is no "save" feature to the Pac System; data is implicitly saved as one moves about the views. However, if one is looking at a set of record changes and wishes to "undo" the changes, one may press "Esc"to do so.

Explanation of the Fields Offered for Data Entry

Employee Records

Identification # - Usually the Social Security Number of the Employee. As it is not the responsibility of the PAC to withhold any part of a donation on the IRS's behalf, this number is not required to administrate a PAC. Whatever is used for this key, each identification must be unique, and can be entered when the record is new. At all other times, this field is gray and cannot be changed (one may delete a record and enter a new one, of course). There is no software engineering issue with this design; rather these procedures are designed to insure that duplicate records are not entered and that data is not lost. In the five versions of the PAC System which have been active for over ten years now, we have discovered that this is strictly necessary!

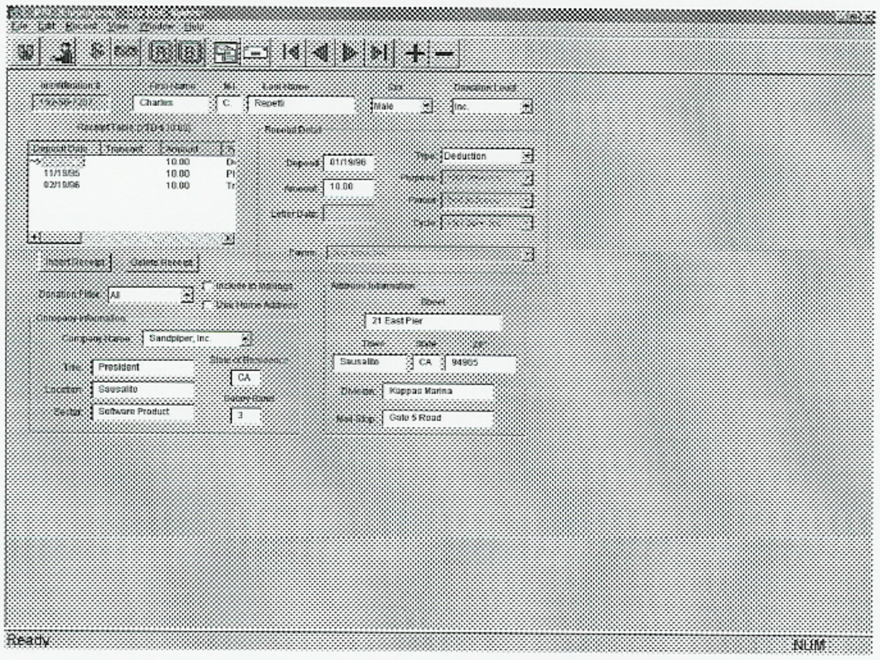

Figure 4, An Employee Record

First, Middle Initial, and Last Name - It is required that each donation have a unique first and last name associated with it. This is necessary in order for the PAC system to be able to match receipt and address records. In the case of two identical first, middle initial, and last names, one might type the middle initial within the same field as the first name, thus distinguishing between the two. The Social Security Number might then be used to determine which is which, when necessary.

Sex - The gender of the employee is used only to be sure that mail generated by the system is headed with the correct salutation (e.g. "Dear Mr. Smith:").

Donation Level ("Inc.", "Dec.", "Same", "New", or "Can.") - When a deduction is entered or changed, it must fit into one of these categories. When receipt ledgers are produced, these labels are tallied, providing an indication of PAC activity. These labels are not required for FEC reporting purposes.

Donation Filter ("All", "Deduction", "Pledge", "Regular", "Earmarked")- This filter allows the Receipt Table (see below) to be limited in its display scope. When "All" is selected, the filter has no effect, and all receipt activity for this employee is reflected in the Receipt Table. If one of the other choices are selected, the types of receipt activity enumerated in the Receipt Table will be limited to those of the supplied type. New insertions in the table will be of the specified type. The filter is "sticky" in that it retains any value given to it until it is reset, even between different runs of the program.

Include in Mailings - When aggregate mailings are made, the selection of the employees to include can be individually made with this check box. Normally, one uses the search box to isolate and mark a group of employees for inclusion in a mailing (the selections "Mark" and "Unmark" perform this task in the Search Box). Different groups can be selected successively, and the final selected set is the union of any record which was selected one or more times up to that point.

Use Home Address - When mailings are performed, either an internal mailing address or a home address are potentially available for use. This selection toggles between the two. The aggregate selection process described above does not affect this checkbox.

The "Receipt Table" and "Receipt Detail"

Lines are added and removed from the Receipt Table with the "Insert Receipt" and "Delete Receipt" buttons. When a particular receipt is highlighted, a red arrow appears beside it. This is a cue that the information for this line item is expanded upon in the fields listed in the box labeled "Receipt Detail". Once an Employee has been entered, one may enter any amount of receipt activity for that person.

Pledge Date/Deposit - The actual use of these fields does depend somewhat on the type of receipt being treated. In the case of a regular (non-earmarked) receipt, the amount of the check tendered is entered for "Amount", while the deposit date is usually used as the date. It is probably not a good idea to use the check date here, as this date serves as the indication of the receipt date for the purposes of FEC reporting. If a check has been in transit for some time, the long float apparent from the difference between the check and the actual deposit date will erroneously indicate to the FEC that the check was not properly processed at the time when it was first received. A Pledge or any associated deductions are dated with this field as well (see above).

Amount - The Amount of the Receipt, or the size of the Pledge on a per-deduction basis. Again, please note that a pledge is not a receipt, so its amount does not appear as a part of any total or Year-to-Date amount in any report, save for receipt projections in the Payroll Cash Book. As stated, however, at least one Pledge for any Payroll Deduction Activity is required to produce a correct Schedule A.

Letter Date - This should not normally be filled in. When one chooses to "View" "Receipt Mail" from the menu, the system takes a blank letter date to mean that a letter is due for the contribution this receipt represents. Once a letter is printed, the system will place the current date in this field. It follows, then, that removing a letter date from a record will cause a new letter to be pending for that receipt.

Type ("Deduction", "Pledge", "Regular", "Earmarked", or "Transfer") - A check receipt would be given a line in the Receipt table of type "Regular", with the check deposit date and amount. A contribution earmarked for a particular candidate would be entered in a similar fashion, with the type set to "Earmarked" and the payee entered into the supplied field. This name is used on the FEC report, but a contribution to the designated candidate or organization is not automatically logged. At the time that a check is prepared for the earmarked entity, a new disbursement must then be logged. Earmarked receipts appear on their own FEC schedule.

A Pledge to allow a payroll deduction would be entered for any future deduction activity. This is perhaps the most burdensome type of receipt to administrate. Typically a monthly check arrives from each "Location" which represents the total payroll deductions for that location. A list is also provided which contains the names and amounts of the deductions within that location for the current period. Each of these contributions must be logged separately. When the pledge is first announced, usually by a card form the donor, a new Receipt Table line is entered. Note that all groups of payroll deductions **must** have a "Pledge" with a correct "Period" selected in order for a correct FEC Schedule A to be produced. Should the planned deduction activity change, another pledge with the date of the change as the Pledge Date and with the complete information about the new level of activity will insure that Schedule A is filled out correctly. Note that a Pledge does not actually reflect any particular cash receipt. It is used to produce language which completely specifies any possible deduction activity in the allowed space, and also serves to produce projected receipts in the Payroll Cash Book.

If the space bar is pressed when the focus is on the Receipt Table, the current date is entered into the "Date" field of a new Deduction. If this date is wrong, and the operator corrects it, the next time the space bar is clicked on this or any other Receipt Table, the edited date is inserted.

Note that The PAC System is specially designed to allow the inclusion of data from other computer systems. Tables may be dynamically joined through our "Open Database Connectivity" feature, or data may be loaded from diskette. Contact Sandpiper Associates for more information about using this time saving feature in fulfilling your reporting duties.

Purpose ("Primary", "General", or "Other") - The selection of one of these categories is reflected on the FEC report. If text is typed into this field, "Other" is chosen for the Schedule A item, and the text appears beside the check box.

Purpose ("Primary", "General", or "Other" - The type of election for which the receipt is collected.

Period ("Weekly", "Bi-Weekly", or "Monthly") - This applies to "Pledge" information only, and specifies the frequency of the payroll deduction activity. This text is reproduced along with the amount on Schedule A. Changes in pledge level are appended in such a manner that the FEC may reconstruct the deduction schedule from the supplied information even though there is not space for all the details on the required form.

Cycle ("In-Cycle" or "Out-of-Cycle") - Specifies the cycle of this election.

Payee - For Earmarked Receipts, this is the Candidate to whom the contribution is intended.

Company Information

Company Name - This appears on the FEC Schedule, and usually does not vary between employees.

Title - This will be available for use in letters addressed to the donor, and for letters to candidates announcing earmarked contributions from a particular donor. It is also used in the FEC schedules to identify the occupation of the employee.

Location - It is expected that employees may be grouped by their place of work within the corporation. The payroll centers which will tender any deductions should be associated on a one to one basis with a location. Often, solicitation drives make use of the participation level by location in order to determine in detail the effectiveness of their efforts without violating employee confidentiality. The name of a corporate subsidiary or other large grouping should not be used here, but should be included as the employee's "Sector" name.

Sector - The sector name is of importance only in producing receipts ledgers for internal reporting on PAC activity. Usually the name of the subsidiary or operating company for which a person is employed is used here. One may print a ledger for a single sector at a time. The sector should also include a unique group of locations. That is, each location must be entirely subordinate to a particular sector. Ledgers may be produced which list each sector separately. The sectors on these listings may be further divided, on separate ledgers, either alphabetically by the last name of the contributor, by location, or by salary grade.

State of Residence - Both the FEC forms and the receipt ledgers can be sorted by state. In the case of the FEC forms, state filing requirements may be met by this procedure. In the case of the ledgers, it can, in conjunction with the disbursement ledgers, be determined how PAC capital is being distributed between states.

Salary Band - This number is used to rank the salaries of the various donors. It would probably not be meaningful to rank donors by individual salaries, so it becomes the PAC administrator's responsibility to assign all salaries within an arbitrary range to a particular grade. Of course, salary information is very sensitive, and limiting the number of groupings assigned hedges against the embarrassment caused should confidential PAC reports accidentally be distributed. It is important for the PAC administrator to keep in mind that it is also considered a breach of employee confidentiality if the names of PAC contributors are distributed.

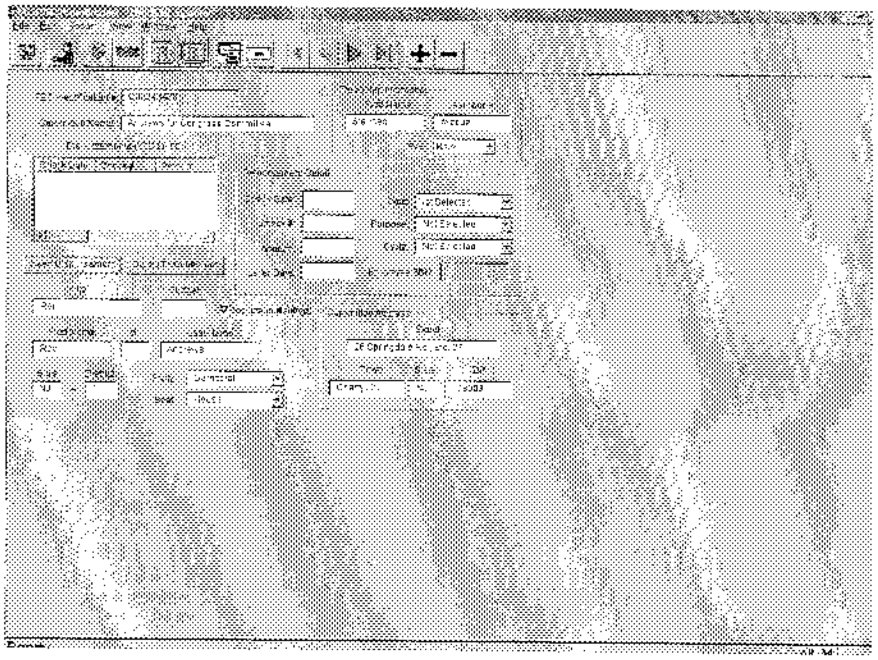

Figure 5, A Disbursement Record

Address Information

Home Address (Street, City, State and ZIP for home address, Mail Stop and Division for business address) - These are provided for use on the FEC form, and are usually required. Because a person need only be reported to the FEC once their total contributions for the current year exceed a certain threshold, each donor's address will not necessarily be required for every FEC filing. In practice, however, one of the most upsetting problems for a PAC administrator is to have a number of donors suddenly cross the reporting threshold, thus appearing on an FEC report without addresses. This creates an unanticipated demand for a number of addresses before the FEC's reporting deadline. The donor's home address is also made available for use in both letters to the donor, and for a separate letter announcing an earmarked contribution from the donor to a candidate.

Disbursement Records (see figure 6)

Each time a check is made out for a candidate or organization, a record of the transaction must be entered. Often times, more than one check is sent to a candidate or organization during a single year. The quickest manner in which to dispense of this problem is use the "Copy" feature described above to first replicate a previous disbursement, and then to simply update the record's information to jibe with the current disbursement.

FEC Identification # - As with Employee Records, a unique key must be entered when the record is new, and may not be subsequently changed. The FEC's own identifier serves well for this, although any unique value may be used.

Committee Name - Every candidate or organization must have a committee name registered with the FEC. This is the name under which the PAC's beneficiary will report its receipts. The committee name is required for the FEC report, and may also be included in disbursement letters.

Treasurer Information ("First Name", "Last Name", "Sex") - The treasurer is normally the person to whom a contribution is announced. Thus the recipient's treasurer's sex is required to produce a polite salutation on a disbursement letter. One must take care not to confuse this treasurer's name with that of one's own PAC's treasurer's name.

Title - This is made available for use in producing letters to announce a contribution. Otherwise, it is not used.

Budget - The amount allocated for this candidate. A warning is produced if the total of all contributions exceeds this amount.

Name ("First Name", "M.I.", "Last Name") - If there is not a name associated with a particular disbursement, some derivative of the committee name should be entered as the last name. If more than one disbursement is made to a single person, the same name must be used for each record bearing one of the group of amounts.

State - This is used on both the disbursement ledgers and the FEC reports in all cases except where "President", "Federal PAC", or "IRS" are indicated.

District - This is only relevant for members of the U.S. House of Representatives (the "House"). If appropriate, the district is repeated on both the disbursement ledgers and the FEC reports.

Party ("Republican", "Democrat", "Other") - The indication of the recipients party is abbreviated and included along with other candidate information on the disbursement ledgers.

Seat ("House", "Senate", "President", "State PAC", "Federal PAC", "State Senate", "State Assembly", "State Official", "IRS", and "Other") - These are the possible kinds of recipients the PAC might contribute to. If "House" is selected, the district and state are combined on the FEC report under "Purpose", and the disbursements ledgers will include the "Party", "State", and "District". If the Senate is indicated, the same information will appear, but without a district. All others, except disbursements to the IRS, a presidential candidate or a Federal PAC, are reproduced with the name of the state only. The choice of "IRS" results in the disbursement being included on a separate schedule. This information is required to divide the disbursements across the different line items on the Summary Page. Different Schedule B's are produced for each required line item on the Summary Page.

Include in Mailings - This check box may be selected in aggregate from the Search screen. Individual selections can be made with this checkbox (see "Include in Mailings" for Employees for more details.

Disbursement Detail

Date - Unlike receipts, the actual date of the check is used here.

Check # - A disbursements ledger listed by this number may be produced. If a check is out of sequence, an asterisk is placed next to it and a footnote is placed at the bottom of the page. The PAC's checks can be carefully monitored in this way.

Amount - Simply the amount of the disbursement.

Letter Date - This field performs identically to the field by the same name located on the receipt records. It is not normally filled in by an operator, unless the intent is to suppress the printing of a letter for that disbursement. As mentioned before, when the option to produce letters is exercised, those records without a letter date are offered for printing. Once a letter is produced, the system places the current date upon the record.

Type ("Non-Earmarked", "Earmarked", or "Transfer") - A donation which corresponds to a contribution a donor designates for a particular purpose is "Earmarked". Similarly, a transfer to an affiliated committee should be labeled as such and will appear on its own FEC schedule. All others are considered "Non-Earmarked".

Purpose ("Primary", "General", or "Other") - As with receipts, if "Other" is required, any text value may be entered into this field. This verbiage is reproduced on the FEC report.

Cycle ("In-Cycle" or "Out-of-Cycle") - The type of Election Cycle.

Committee Address

Mailing Address ("Street", "City", "State", and "ZIP") - This is the address to which letters should be sent, and the address which will appear on the FEC schedules. It is a requirement for all disbursements.

FEC Reporting

The Federal Election Commission requires that Political Action Committees file forms disclosing information concerning their contributors. The PAC system is designed to aid in this task. The schedules are viewed from the same menu as the Employee and Candidate views, and also have toolbar buttons to facilitate a faster context switch. These Schedules are listings of the receipts and disbursements, respectively, of the committee. Sample schedules A and B are included at the back of this manual.

The FEC also requires that a cover sheet, form 3X, be filled out. The Schedule A's and B's substantiate different line items on this cover sheet. A sample form 3X in Microsoft Excel format is available in the install directory. Most of the items entered on form 3X are not suitable for automation, so it expected that the PAC administrator will fill the cover sheet with the various totals from the schedules and with additional information taken directly from other sources. The update of the spreadsheet is not automatic because a mistake in the synchronization of the correct spreadsheet with the state of the database at any given time might lead to inaccuracies. Through the use of a manual checkbook, as well as a manual form 3X, and with careful attention to detail, a complete and accurate report can be produced.

While the FEC's reports are considered public and the complete list of the PAC's payee's are public information, remember that the list of donors to the PAC is confidential within the company from which they originate.

FEC Schedule A's ("Earmarked Regular Receipts", "Non-Earmarked Regular Receipts", "Non-Earmarked Payroll Receipts", "Transfers In")

Choosing the "Parameters" option from the "Edit" menu when viewing a Schedule presents a window which allows the following options to be specified (see figure 7):

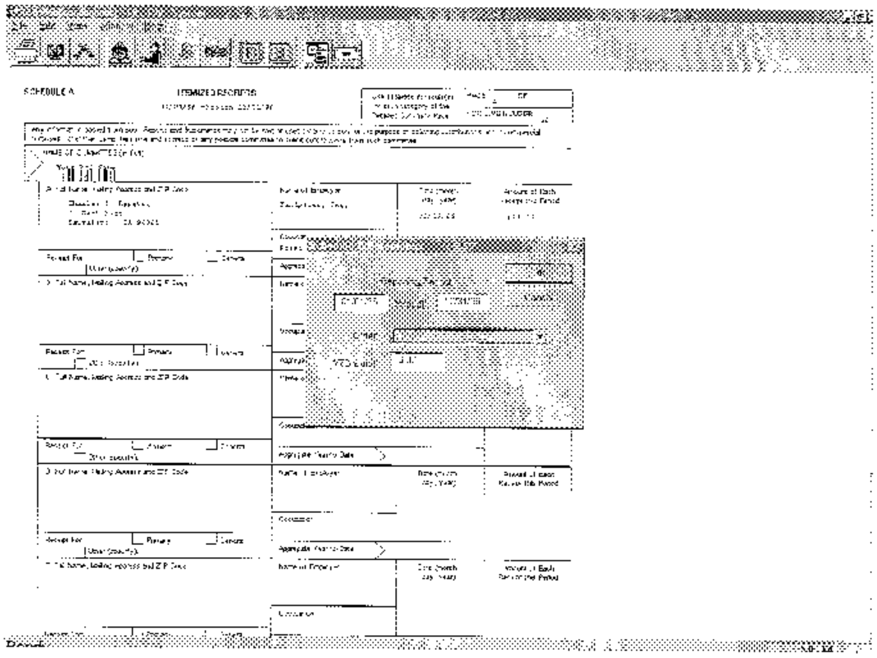

Figure 6, The FEC Schedule A Parameters Window

Reporting Period - Only a contributor who has tendered a donation within these date boundaries is considered for inclusion on a schedule.

Order ("All Employees by Last Name", "All Employees, by State of Residence", "Payroll Only, by Name", "Regular Only, by Name", "Transfers Only, by Name") - The receipt list will usually be listed by the employee name, but a change of reporting threshold and the separation of the report by state will provide the information to comply with most state filing requirements.

YTD Cutoff - The FEC does not require all contributions to be reported upon, only those above a certain amount. Note that because it is the aggregate year-to-date which must exceed this amount, each new reporting period holds the possibility of a each donor's payroll deductions crossing over the reporting threshold. Any type of contribution, earmarked, regular, or payroll, is calculated as a part of the aggregate.

The FEC schedule A's contain the name and address of the donor, the employer (always listed as the "PAC Name" from the "Parameters" sub-menu, available from the "Edit" menu when Viewing Receipt Mail, see figure 8), the donor's occupation (from the employee address record, under "Title", see figure 7), the purpose of the disbursement, the aggregate (the total dollars pledged by that donor to the PAC during the current year), and the date and amount of the contribution.

In the case of Payroll receipts, the total amount received during the reporting period is stated, as well as the amount normally deducted per pay period. This amounts to a full disclosure of the year's deductions, assuming there has not been a variation in deduction amount. If there has been a change, the deductions for the period are fully substantiated by the previous amount deducted, along with the date of the change, and the new amount. These items are all taken from the window which contains the details of a donor's payroll deduction activity (see figure 5).

FEC Schedule B's ("Earmarked Disbursements", "Non-Earmarked Disbursements", "Transfers to Affiliates", "Disbursements to the IRS")

Printing the disbursement forms requires the specification of the same options required for receipts forms, excepting the reporting threshold. This parameter is not required, as all disbursements must be disclosed to the FEC.

The items placed on schedule B include the committee name and address, whether the disbursement is for a Primary or General Election, the purpose of the disbursement (including the candidates name, the seat, and the state and district where appropriate), and the date and amount of the disbursement.

Cash Receipts Ledgers

The PAC System is designed to produce a set of ledgers for internal auditing. It is expected that these ledgers will be used to verify data entry, and to keep a printed record of the PAC's accounts. The two activities centered around the ledgers are, then, comparing the information they contain to the pledge cards received to be sure the pledges were recorded properly, and comparing the dollar figures the ledgers contain to actual bank account balances to be sure the the cash being tendered to the PAC accurately reflects the pledges the PAC has received. Two sample receipts ledgers are provided at the back of this manual. The following "Parameters" (from the "Edit" menu.) are relevant (see figure 8):

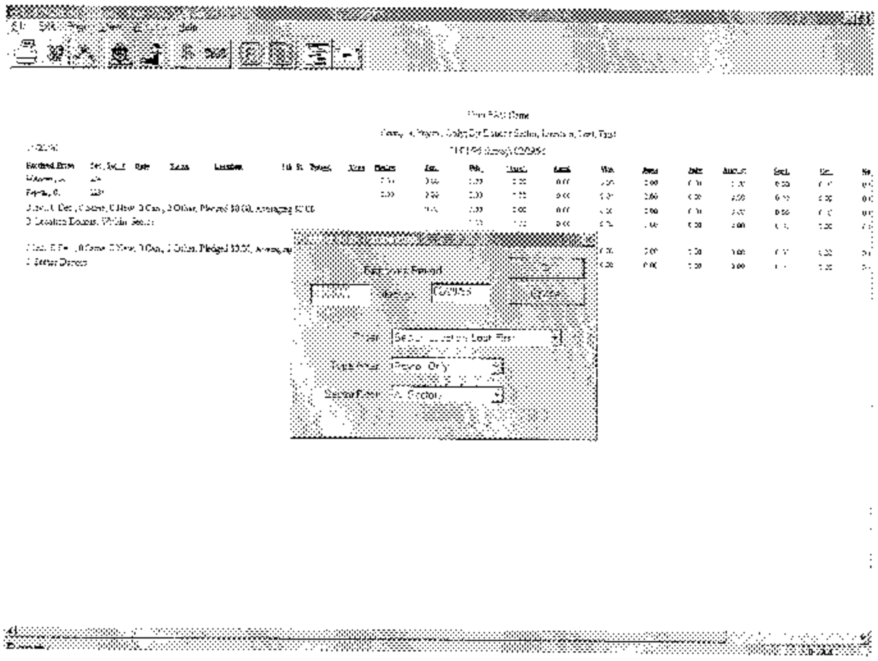

Figure 7, The Receipts Ledger Window

Required Parameters

Reporting Period - In the case of non-payroll receipts, the contribution is included on the ledger only if the date of deposit is within the dates specified. With payroll receipts, however, all donations are included on the ledger. Within a payroll deduction schedule, however, only those months whose deposit date falls within the dates specified will be shown. All others will be printed as zero. This can be misleading, as the contribution is zero only within the context of the stated reporting period.

Using this approach, the aggregate figures which appear on the ledger will be correct for the current reporting period. For example, the question "how much money did the PAC receive during July, August and September" can be answered without performing any manual calculation. A report based upon these dates would have zeros below July, August, and September (whether or not any payroll contributions where actually received during these months), and would be added across for each division supplied by the "Receipt Book Order" chosen.

The Receipt Ledger Order - The receipts books may be ordered in a number of different ways. Each serves a different purpose, which is detailed below.

Last Name - Often times, a question concerning an individual contribution arises. Given a donor's name, and no further information, this ledger can be used as a directory to immediately locate the donor in question.

Sector of Donor, then Last Name - Because "sectors" correspond to separate business areas, an alphabetical listing of donors divided this way can be useful. When treating a group known to belong a particular sector, one's focus can be turned to a particular section of this ledger.

Sector, then Location, then Last Name - Perhaps the most used ledger, this order will not only separate the company's businesses, but will also separate the payroll centers within them. The list of monthly deductions received from a payroll center can be logged, this report can be printed (perhaps by the appropriate sector only), and the figures can be then be verified against the payroll center's documentation.

Sector, then Salary Grade, then Last Name - Occasionally, for statistical purposes, it may be required to internally report upon the character of the donations being received by the PAC. Using this ledger, participation levels within the separate operating companies based upon salary can be published. Because employees of different salary levels do not typically congregate together, this information can be used to determine if the solicitation effort might be most profitably concentrated upon a particular tier of the corporate hierarchy.

Salary Grade, then Sector, then Last Name - In some cases, the character associated with a particular salary grade cuts across operating company boundaries. This is particularly true of the higher paid groups. The appropriateness of redirecting solicitation with reference to these broader groups can be evaluated using this ledger.

Date of Receipt - This ledger is most useful when limited to cash (i.e. non-payroll) receipts. If a one time cash contribution needs to be located, and the only information about it available is its date of receipt, this report can be indispensable.

Donor's State, then Last Name - The state of origin for a contribution can become essential information if any level of contribution to state elections is undertaken by the PAC. This ledger allows the donors from different states to be separated, yielding the total dollar amount collected from any given state. It is occasionally a PAC's goal to achieve some type of parity between the amounts received from and contributed to the separate states.

Including Different Groups of Receipts

Type Filter ("All", "Regular Only", "Payroll Only") - In order to answer the question "What are the PAC's year-to-date receipts" one would be best off simply printing a ledger which contains all types of receipts, without deduction schedules. The payroll deductions are added up for the current reporting period, and the total is included. These figures, when combined with the regular receipts, provide the total receipts within the given period. These totals should match the PAC's bank statements.

At times, one might be interested seeing only records of cash receipts. At other times, the payroll contribution records will also be required. Of course, it makes no sense to print deduction schedules for regular receipts, so this combination of options is not allowed. Thus one must print payroll receipts on their own ledger in order to produce the deduction schedules.

Sector Filter - When proof reading individual groups, it is sometimes only required to have a single sector at one's disposal. This option is made available to decrease the time required to print a ledger under these circumstances. A single sector ledger might be ordered by last name, location, or salary grade. When this option is checked, a window opens which allows the name of the single sector to be typed in. The list is then scanned for the first record tagged with this sector, printing begins, and stops when the first record which is not tagged with this sector is encountered. Because it makes no sense to print a ledger containing a single sector if the "Receipt Book Order" selected is not already set to a ledger ordered by sector, this option is not always available.

Cash Disbursements Ledgers

This ledger serves many of the same purposes as the receipts ledgers. Of course, any applications relating to payroll deductions do not apply, and an additional feature relating specifically to disbursement budgeting is provided. Two sample disbursements ledgers appears at the back of this manual. Choosing "Disbursements Ledger" from the "Confidential Reports" menu presents the following parameters:

Ledger Order

"Last", "First"- The list of individual disbursements is provided, alphabetically, by the payee's name.

"Check Number" - This is used to print an individual check ledger for the PAC. As mentioned before, if two check numbers appear out of order on this ledger, an asterisk is placed next to the disorderly disbursement and a footnote is placed at the bottom of the page.

"Reporting Period" - The check date of a disbursement must fall within the dates posted in order to appear upon the ledger. If the ledger presents aggregates rather than individual amounts, the amount which appears for a candidate will be the total of all contributions to the candidate from the beginning of the current year up to and including the "End Date". However, even if a candidate has a positive aggregate, but has not received any money between the two dates posted, no disbursement will be reported. Note that the first of the year, for purposes of calculating the aggregate, is taken from the computer's clock. When attempting to publish reports for some other year than the present one. one must be absolutely certain to set the computer system's clock back to that year. More information concerning the computer system's clock is available from the section entitled "The Presentation Manager Control Panel".

The Letter Parameters Screen

The "Parameters" screen, from the "Edit" menu, is used to specify the file names for use when each of a number of different types of letters is required (see figure 9). The files named correspond to the types of receipts and disbursements allowed. The full file name is comprised of a concatenation of the file name, the letters sub-directory, and the program directory. One will notice that the labels associated with the types of disbursements listed on the disbursement record directly correspond to the labels on the disbursement letter file names. When a letter is required for a U.S. Senator, say, the file named beside "Senate" on the letter parameter screen is retrieved for use. One may use the same letter file for more than one type of letter by simply repeating its name next to more than one labeled type.

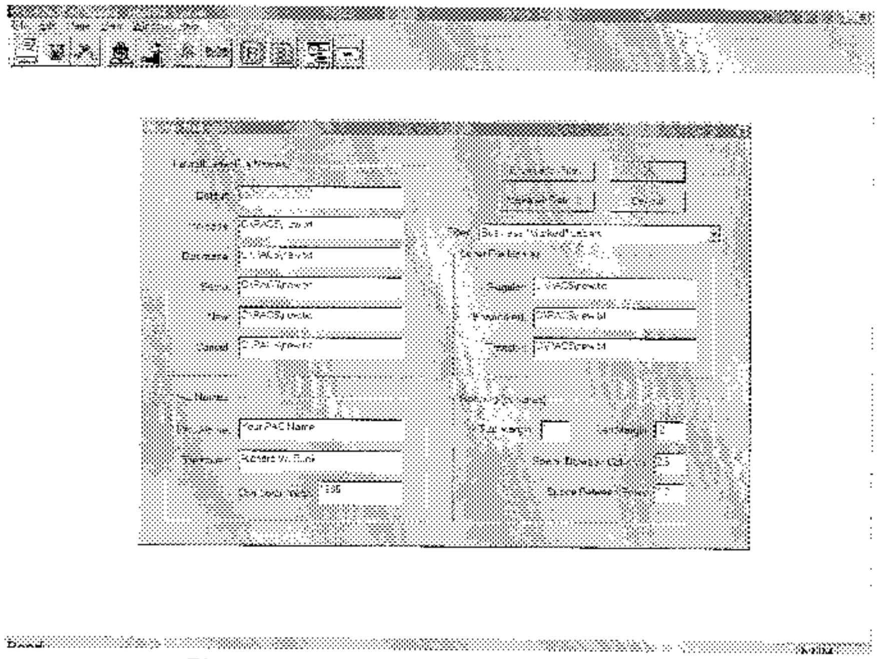

Figure 8, The Letter Parameter Screen

Payroll receipts are divided according to how they compare to any previous donation, if any. This allows one to specifically thank a contributor for, say, an increase in a contribution. Regular receipts are divided between earmarked and non-earmarked only.

One may also set the margins for the letters on this screen. The PAC system does not attempt to automatically set these, as it does with all other reports, because of the fact that an unusually spaced letter head is often used for PAC stationary. The values entered upon this screen are automatically stored to the "pac.ini" file (for more information on this topic, please see the section entitled "Explanation of System Parameters").

The following represents a summary of the various system parameters:

Campaign Year - This is expected the reflect the current campaign year. Both because contributions are often given far in advance and because one occasionally wishes to recreate previous year's instances of the system, the campaign year might not be the current calendar year. The campaign year is used only as a variable which may be inserted into letters. Thus changing this parameter does not affect the computer's internal clock. This other clock must also be reset in order to recreate instances of another year's system. The instructions for changing this internal clock are detailed in the section entitled "The Presentation Manager Control Panel".

PAC Name - This is available for use in PAC letters. It is also printed at the top of all ledgers, and is used on the FEC disclosure forms.

Company Name - This is also available for use in PAC letters. The FEC reports also list the Company Name as the "Employer".

Treasurer - This is available for use in the PAC letters. Typically, the treasurer signs all letters originating from the PAC.

Creating New PAC letters

A word processor must be used to create or edit the PAC letters. Only ASCII Text may be used in the PAC letter files. Both Microsoft Windows 95 and Windows NT are shipped with a word processor and instructions on how to use it. One simply writes a letter in the directory indicated by the system and letter parameters. In addition to a simple letter, however, one may type replaceable parameters directly in the letter. When the letter is actually printed, these parameters are replaced as indicated below. In this way, a seemingly personalized letter is produced. The allowable parameters are typed exactly as below, including the pointed brackets. Capitalization must be included as indicated. All of the parameters may be included in any of the letters, but they will only be replaced when relevant information is available. Sample letters are illustrated at the back of this manual.

<To Whom> - The donor's name as used in a salutation will be formulated and substituted where this parameter occurs. The opening of the letter would normally require this.

<Date> - The Date of the contribution or disbursement is indicated by this parameter.

<Title> - The title of the payee can be included using this parameter.

<Street> - The home street of the candidate.

<City> - The home city of the payee or candidate.

<Donor> - The Donor's full name.

<Donor Title> - The donor's title.

<Home Street> - The donor's home street.

<Home City> - The donor's home city.

<Business Street> - The donor's business street.

<Business City> - The donor's business city. Along with the business street, this might be issued on a letter announcing an earmarked contribution to a candidate, as well as upon a receipt letter.

<Their Treasurer> - The payee's or candidate's treasurer's name.

<Our Treasurer> - The PAC's treasurer's name. This name, like the PAC and company names, are edited from the "System Parameters" screen.

<Company> - The company which the PAC represents.

<PAC> - The actual PAC name.

<Candidate> - The name of the payee for a contribution.

<Amount> - The amount of a contribution.

<Year> - The campaign year.

<Salutation> - The name of the payee's treasurer, as a formal salutation. It is assumed that a letter announcing a contribution will be addressed to the treasurer of the receiving organization.

<Received From> - The name of the donor, in the case of an earmarked contribution.

<So. Sec. #> - The donor's social security number.

<Sector> - The donor's sector.

<Location> - The donor's location.

<Gr> - The donor's salary grade.

<St> - The state from which the donation originated.

<Period> - Either "Monthly", "Bi-Weekly", or "Weekly" will be substituted where this parameter lies in a receipt letter.

<Type> - "Increased", "Decreased", "Same", "New", or "Cancel" will be substituted where this parameter lies in a receipts letter.

<Pledge> - The amount of a contribution.

Explanation of the PAC System Parameters

The PAC system maintains a number of values for use during an operator's session. These are stored in a file named "pac.ini", which is usually kept in the system's default directory at startup. If this file is not present, the system will perform erratically. Should the file be misplaced or destroyed, one may simply start the PAC system and type in correct values on each of the system's two parameter screens ("System" and "Letter" parameters, available from the "Utilities" menu, see figures 18 and 16, respectively). The newly entered parameters will automatically be saved to a new "pac.ini".

The following represents a summary of the various system parameters:

Campaign Year - This is expected the reflect the current campaign year. Both because contributions are often given far in advance and because one occasionally wishes to recreate previous year's instances of the system, the campaign year might not be the current calendar year. The campaign year is used only as a variable which may be inserted into letters. Thus changing this parameter does not affect the computer's internal clock. This other clock must also be reset in order to recreate instances of another year's system. The instructions for changing this internal clock are detailed in the section entitled "The Presentation Manager Control Panel".

PAC Name - This is available for use in PAC letters. It is also printed at the top of all ledgers, and is used on the FEC disclosure forms.

Company Name - This is also available for use in PAC letters. The FEC reports also list the Company Name as the "Employer".

Treasurer - This is available for use in the PAC letters. Typically, the treasurer signs all letters originating from the PAC.

PAC Database Format

The PAC database contains four tables. The present version uses Microsoft's Open Database Connectivity ("ODBC") service. Using the a database with at least the four tables with at least the same columns (but possibly more tables or columns) is easily accomplished. As shipped, the program uses the Microsoft Access™ database format. All queries are performed in the SQL programming language from a C++ container application. To change the database target, add the same definitions to the database server of your choice (in the location of your choice) and connect to it using the ODBC data services (see the working connectivity settings for an example of the data source name and other options used).

To view the most current current table definitions, use Microsoft Access to open the database, and look at the design sheets. These have all of the information required for formatting a new database (see figure 10).

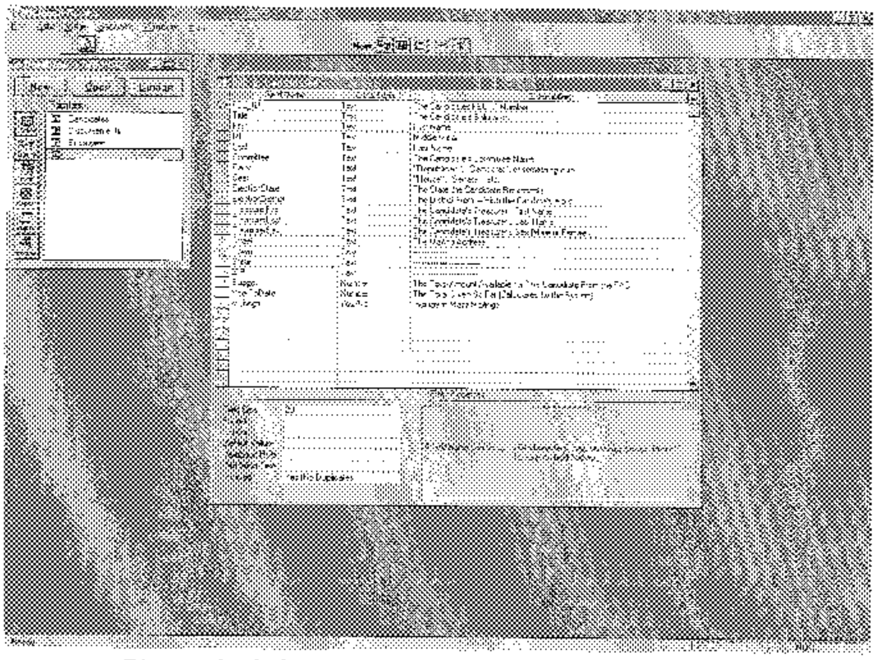

Figure 9, A Sample Access Data Design Screen

"Employees" Table

SSN	Social Security Number
First	The Employee's First Name
MI	The Employee's Middle Initial
Last	The Employee's Last Name
Sex	Male or Female
Title	The Employee's Title
Location	The Company Site
BusinessState	The Company's Site's State
Sector	The Business Area
SalaryBand	The Employee's Salary
DonationLevel	"Increase", "Decrease", "Same", or "New"
Street	The Employee Address
Town	----------------------------------
State	----------------------------------
ZIP	----------------------------------
Company	The Company Name
Division	The Mail Division
MailStop	The Mail Stop
YearToDate	The Total Receipts to Date
Mailings	Include in Mass Mailings
UseHomeAddress	Use Home Address in All Mailings

"Receipts" Table

SSN	The Employee's Social Security Number
TransmitDate	The Feed Date
DepositDate	The Date of the Receipt
Amount	The Amount
Type	Pledge, Designated, Regular or Payroll
LetterDate	The Date a Confirmation/Thanks Letter was Generated
Committee	For Designated Receipts
Cycle	Donations in or out of Election Cycle
Purpose	Primary, General, or Other
Period	Weekly, Bi-Weekly or Monthly

"Candidate" Table

FEC_ID	The Candidates FEC ID Number
Title	The Candidate's Salutation
First	First Name
MI	Middle Initial
Last	Last Name
Committee	The Candidate's Committee Name
Party	"Republican", "Democrat", or something else
Seat	"House", "Senate", etc.
ElectionState	The State the Candidate Represents
ElectionDistrict	The District From Which the Candidate Hails
TreasurerFirst	The Candidate's Treasurer's First Name
TreasurerLast	The Candidate's Treasurer's Last Name
TreasurerSex	The Candidate's Treasurer's Sex (Male or Female)
Street	The Mailing Address
Town	------------------------------
State	------------------------------
ZIP	------------------------------
Budget	The Total Amount Available for This Canddiate From the PAC
YearToDate	The Total Given So Far (Calculated by the System)
Mailings	Include in Mass Mailings

"Disbursement" Table

FEC_ID	The Candidate's Committee Name
CheckDate	The Check Date
CheckNumber	The Check Number
Amount	The Amount Given
LetterDate	The Date a Confirmation/Thanks Letter was Generated
Type	Regular or Earmarked
Purpose	Primary, General, or Other
Cycle	Whether the Election is In-Cycle or Out-of-Cycle
EmployeeSSN	The Employee's ID Number for Earmarked Disbursements

Sample Political Action Commitee
Committee Selections for the U.S. House of Representatives

9/3/88	1/1/88 through 9/1/88	Page 1

Payee		Amount
Arkansas		
	Beryl Anthony (D-4)	250.00
Arizona		
	Jim Kolbe (R-5)	500.00
California		
	Howard Berman (D-26)	500.00
	Tony Coelho(D-15)	250.00
	Mervyn Dymally (D-31)	250.00
	Victor Fazio (D-4)	350.00
	Elton Gallegly (R-21)	250.00
	Duncan Hunter (R-45)	250.00
	Ernest Konnyu (R-12)	250.00
	Bill Lowery (R-41)	500.00
	Robert Matsui (D-3)	500.00
	Norm Mineta (D-13)	500.00
	Carlos Morrhead (R-22)	300.00
	Ronald Packard (R-43)	250.00
	Nancy Pelosi (D-5)	250.00
	William Thomas (R-20)	1000.00
Colorado		
	Joel Hefley (R-5)	350.00
	Dan Schaefer (R-6)	350.00
	David Skaggs (D-2)	250.00
Connecticut		
	Barbara Kennely (D-1)	500.00

The listing is divided first by the type of disbursement. That is, all of the members of the U.S. House are listed separately from the U.S. Senate, or any other type of office provided for on the disbursement record. Each state within the office being sought is also separated.

Each Candidate could only be listed once on this disbursement ledger, as the amount listed is the aggregate year-to-date for that candidate. A separate listing can be produced which lists all the candidate's aggregates alphabetically, with a comparison to an amount budgeted for each. This helps to prevent the committee from mistakenly exeeding the legal limits upon the amouint the

Sample Political Action Committee

Cash Disbursements Book; by Check Number

8/21/88 1/1/88 through 8/1/88 Page 1

Check #	Date	Payee	Identification	Amount
3181	01/13/88	Sanford, Terry	U.S. Senate, D-NC	300.00
3182	01/13/88	Howard, James	U.S. House, D-NJ(3)	1000.00
3183	01/13/88	Roe, Robert	U.S. House, D-NJ(8)	1000.00
3184	01/15/88	PAC-South Carolina	State PAC	250.00
3185	01/20/88	Sassner, James	U.S. Senate, D-TN	500.00
3186	01/25/88	Bliley, Thomas	U.S. House, R-VA(3)	500.00
3187	02/19/88	McCurdy, David	U.S. House, D-OK(4)	500.00
3189*	02/19/88	Breaux, John	U.S. Senate, D-LA	1000.00
3190	02/25/88	Kotch, Edward	State Official, D-NY	500.00
3191	02/27/88	Bingaman, Jeff	U.S. Senate, D-NM	1000.00
3192	03/05/88	Chafee, John	U.S. Senate, R-RI	1000.00
3193	03/10/88	Burdick, Quentin	U.S. Senate, D-ND	1000.00
3194	03/20/88	Lautenberg, Frank	U.S. Senate, D-NJ	500.00
3195	03/25/88	Rhodes, John	U.S. House, R-AZ(1)	250.00

Grand Total for 14 Disbursements 9300.00

* Indicates Check Out of Sequence

When a disbursements ledger is ordered by check, if it should happen that a check number does not numerically follow the check number before it, an asterisk is placed next to the offending number, and a footnote is placed at

Each disbursement is clarified by as much information as is regularly availalbe for the particular type of disbursement at hand. This might include a district (for U.S. House members), a political party, and

This report is ordered by check number, with each disbursement detailed. Other orders are: Last name of the Payee, with detailed disbursements; Last Name of the Payee, with aggregate year-to-date, including the Budget and Variance figures; and by State, with aggregate

Sample Political Action Committee
Payroll Receipts Only; by Sector, then Last Name

Received From	Soc. Sec. #	Date	Sector	Location	Gr	St	Period	Type	Pledge	Jan.	Feb.	Nov.	Dec.	Pr.Yr.	Amount
Abbott, L.	150-50-7207	02/12/88	Aerospace	San Diego	2	CA	Bi-Weekly	Inc.	7.69	23.07	15.38	0.00	0.00	0.00	38.45
Babbage, T.	232-12-2345	03/02/88	Aerospace	White Plains	3	NY	Monthly	Same	16.00	16.00	16.00	0.00	0.00	0.00	32.00
Carlsburg, B.	254-39-3103	3/1/86	Aerospace	White Plains	3	NY	Monthly	Same	5.00	5.00	5.00	0.00	0.00	0.00	10.00
Dickerson, A.	211-22-6978	03/06/88	Aerospace	Cleveland	7	OH	Monthly	Same	4.00	4.00	4.00	0.00	0.00	0.00	8.00
Garret, P.	329-97-0796	10/1/84	Aerospace	White Plains	3	NY	Monthly	Inc.	40.00	40.00	40.00	0.00	0.00	0.00	80.00
Hutton, P.	900-83-3030	04/02/88	Aerospace	Cleveland	4	OH	Monthly	Inc.	10.00	10.00	10.00	0.00	0.00	0.00	20.00
Johnson, J.	212-23-4956	4/1/88	Aerospace	Detroit	3	OH	Monthly	Same	20.00	20.00	20.00	0.00	0.00	0.00	40.00
Olson, J.	354-40-4039	2/1/88	Aerospace	Chapel Hill	3	NC	Monthly	Same	5.00	5.00	5.00	0.00	0.00	0.00	10.00
Powell, D.	122-12-7869	03/02/88	Aerospace	Detroit	4	MI	Weekly	Same	2.00	10.00	6.00	0.00	0.00	0.00	16.00
Rapodiak, N.	902-23-2039	01/01/88	Aerospace	White Plains	3	NY	Monthly	Same	20.00	20.00	20.00	0.00	0.00	0.00	40.00
Sampson, F.	223-56-9705	09/01/87	Aerospace	Chapel Hill	3	NC	Bi-Weekly	Dec.	2.00	6.00	4.00	0.00	0.00	0.00	10.00
Thomas, J.	232-56-7089	09/01/85	Aerospace	Chapel Hill	3	NC	Bi-Weekly	New	5.00	15.00	10.00	0.00	0.00	0.00	25.00
Wernke, P.	23-395-3058	4/1/85	Aerospace	San Diego	2	CA	Bi-Weekly	Same	2.00	6.00	4.00	0.00	0.00	0.00	10.00
Ziebarth, A.	121-34-4595	05/01/87	Aerospace	San Diego	4	CA	Bi-Weekly	Cancel	5.00	5.00	0.00	0.00	0.00	0.00	5.00
											185.07	159.38 0.00	0.00	0.00	344.45
												344.45 344.45	344.45	344.45	

3 Inc., 1 Dec., 8 Same, 1 New, 1 Can., 0 Other, Pledged $2056.56, Averaging $171.40

Total for 14 Aerospace Sector Donors

Each donor is listed individually. The deduction schedule contains amounts only for those months which are within the reporting period, which is listed at the top of the report.

The cash books can be ordered in the following ways: last name; sector; sector then location; sector then grade; grade then sector; state; or by the date of the pledge

An actual payroll cash book would be printed on legal sized paper, and would thus have room for the months March through October

A count is taken of the entries under "Type", the "Pledge" is totaled and annualized for all donors, and this figure is divided by the number of donors to present an average contribution for the group. The total number of donors for the group is also listed.

The first line of totals "foots" each month's column. The line below it is the monthly totals added accross, representing the aggregate year-to-date for each employee for each month

The "Amount" column contains the aggregate for each donor, within the reporting period The "Pr.Yr." refers to deductions which were performed during the current year, but are part of a pledge

Sample Political Action Committee
Regular Receipts Only; By Donor's Sector, then Location

8/21/88 1/1/88 through 8/1/88 Page 1

Received From	So.Sec.#	Date	Sector	Location	Gr	St	Amount
Anderson, C.	233-34-3423	01/05/88	Aerospace	Coumbia	3	MD	50.00
Appolokis, J.	568-45-2059	04/06/88	Aerospace	Columbia	2	MD	100.00
Baker, T.	346-45-3958	02/01/88	Aerospace	Columbia	2	MD	20.00
Corbet, J.	245-45-3476	06/01/88	Aerospace	Columbia	9	MD	10.00
Forbet, S.	234-34-6567	04/30/88	Aerospace	Columbia	5	MD	40.00
Mathews, M.	101-11-1001	01/01/88	Aerospace	Columbia	1	MD	200.00
6 Columbia Location Donors, Within Aerospace Sector							420.00
Baker, M.	345-56-4565	04/01/88	Aerospace	Raleigh	2	NC	100.00
Finnegan, A.	564-78-3958	06/01/88	Aerospace	Raleigh	4	NC	200.00
Jervey, G.	454-07-2837	07/23/88	Aerospace	Raleigh	3	NC	200.00
Witten, C.	237-56-3045	04/10/88	Aerospace	Raleigh	5	NC	100.00
4 Raleigh Location Donors, Within Aerospace Sector							600.00
Andrews, P.	970-45-2039	05/15/88	Aerospace	San Diego	4	CA	100.00
Coletti, C.	253-34-5039	07/01/88	Aerospace	San Diego	3	CA	20.00
Harolds, G.	394-59-3049	03/24/88	Aerospace	San Diego	6	CA	40.00
Jacobs, B.	22-324-4953	05/13/88	Aerospace	San Diego	4	CA	30.00
Yosemovitch, P.	45-394-3943	02/14/88	Aerospace	San Diego	7	CA	50.00
5 San Diego Location Donors, Within Aerospace Sector							240.00
Total for 15 Aerospace Donors							1260.00

Each location is detailed within each sector. The total dollars and the number of donors are presented. Note that the seven different orders which are available for the payroll receipts ledger are also

The "Amount" presented is the total for a single regular contribution. If payroll deduction contributions had been also included, furthur line items would contain the aggregates for the reporting period. The individual deduction schedules can not, however, be presented on the same report as

Since this report is ordered by sector, and then location, each sector will have a total presented for it. A new page will be started for each sector, with a total for all sectors summarized on the final page

SCHEDULE A ITEMIZED RECEIPTS

1/1/88 through 9/1/88

Page 1, for Line 11a

NAME OF COMMITTEE (In Full)

Allied-Signal Political Action Committee

Full Name, Mailing Address, and ZIP Code	Name of Employer	Occupation	Date	Amount	Aggregate Year-to-Date
A. Janet Homes, 2 Brighton Ave., Spring Lake, N.J. 07762	Allied-Signal, Inc.	Public Relations	4/14/88	$200.00	$200.00
B. Carolyn Most, 20 Palos Verdes Ave., La Jolla, CA	Allied-Signal	Marketing	4/22/88	$50.00	$50.00
C. Molly Nash, 17 Hunter's Mill Lane, Morristown, N.J.	Allied-Signal	Analyst	4/3/88	$100.00	$100.00
D. Martha Taylor, 17 Kent Place Boulevard, Summit, N.J.	Allied-Signal	Manager	4/17/88	$25.00	$25.00
E. Joan Repetti, 2345 Peach Tree Way, Buckhead, GA	Allied-Signal	Attorney	4/22/88	$75.00	$275.00

Receipt For: ☐ Primary ☐ General ☐ Other: (each entry; none marked)

SUBTOTAL of Receipts This Page $450.00

TOTAL This Period . . . .

SCHEDULE B ITEMIZED DISBURSEMENTS

1/1/88 through 9/1/88

Page 1. for Line 21

NAME OF COMMITEE (in Full)

Allied Signal Political Action Committeee

Full Name, Mailing Address, ZIP Code	Purpose of Disbursement	Date	Amount
A. Michael A. Andrews for Congress Comm. 1200 Smith, Suite 3600 Houston, TX 77002 Aggregate Year-to-Date $500.00	Michael Andrews House, TX-25 ☒ Primary ☐ General ☐ Other	02/24/88	$500.00
B. Anthony for Congress Campaign Committee 423 North Washington Ave. El Dorado, AR 71730 Aggregate Year-to-Date $500.00	Beryl Anthony House, AR-4 ☒ Primary ☐ General ☐ Other	02/24/88	$500.00
C. Danforth for Senatwe 755 New Ballas Road So. #280 St. Louis, MO 63141 Aggregate Year-to-Date $1000.00	John Danforth Senate, MO ☒ Primary ☐ Genral ☐ Other	05/11/88	$1000.00
D. Daniel For Congress Committee P.O. Box 1076 Danville, VA 24541 Aggregate Year-to-Date $500.00	Dan Daniel House, VA-5 ☒ Primary ☐ General ☐ Other	05/11/88	$500.00

SUBTOTAL of Disbursements This Page $3800.00

TOTAL This Period . . . .

Sample Disbursement

<Date>

<To Whom>
<Street>
<City>

Attention: <Their Treasurer>

Dear <Salutation>:

The <PAC>, whose members are
all employees of <Company>, is pleased to present to you a
contribution of <Amount> for the <Year> election campaign of
<Candidate>.

We wish to extend to you our best wishes for success in your campaign efforts.

Sincerely Yours,

<Our Treasurer>
Treasurer

August 22, 1988

Representative Thomas J. Bliley for Congress Committee
P.O. Box 1152
Richmond, VA 23208

Attention: Stan Maupin

Dear Mr. Maupin:

The Allied-Signal Political Action Committee, whose members are
all employees of Allied-Signal, Inc., is pleased to present to you a
contribution of $500.00 for the 1988 election campaign of
Rep. Thomas J. Bliley.

We wish to extend to you our best wishes for success in your campaign efforts.

Sincerely Yours,

Richard W. Buek
Treasurer

Sample Receipt
Template and Letter

<Date>

<To Whom>
<Title>
<Street>
<City>

Dear <Salutation>,

This will ackowledge your regular contribution of <Amount> to the <PAC>.

Your support is greatly appreciated, and when combined with the contributions of others, will provide the necessary financial backing to elect candidates who will act in the public interest.

Sincerely Yours,

<Our Treasurer>
Treasurer

August 22, 1988

Charles C. Repetti
Computer Consultant
3114 'N' St. NW
Washington, DC 20007

Dear Mr. Repetti,

This will ackowledge your regular contribution of $25.00 to the Allied-Signal Political Action Committee.

Your support is greatly appreciated, and when combined with the contributions of others, will provide the necessary financial backing to elect candidates who will act in the public interest.

Sincerely Yours,

Richard W. Buek
Treasurer

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