



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

June 6, 2002

RQ-3

Kevin Madden, Treasurer
National Association of Insurance and Financial
Advisors Political Action Committee
2901 Telestar Court
Falls Church, VA 22042

Identification Number: C00005249

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Madden:

This letter is to inform you that as of June 5, 2002, the Commission has not received your response to our request for additional information, dated May 15, 2002. 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).

An adequate response must be received at the Commission by June 26, 2002. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter, please contact Maureen Benitz on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Kevin Madden, Treasurer
National Association of Insurance and Financial
Advisors Political Action Committee
2901 Telestar Court
Falls Church, VA 22042

MAY 15 2002

Identification Number: C00005249

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Madden:

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:

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up,

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stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-Your report discloses a payment(s) on Schedule D to National Association of Insurance and Financial Advisors, which has not been recorded on a disbursement schedule. Debt Payments must be reflected on Schedule B as well as on Schedule D. Please amend your report to clarify this discrepancy. 2 U.S.C. §434(b)(5)(D)

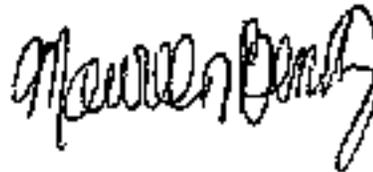
-Schedule D discloses the outstanding balance at the close of the period for the Debt owed to National Association of Insurance and Financial Advisors to be \$24,448.44. FEC calculations disclose this amount to be \$4,388.58. Please amend your report to clarify this discrepancy.

-Your calculations for Line 8 appear to be incorrect. Cash-on-hand at the close of the current reporting period should always equal the closing calendar year-to-date cash-on-hand amount. Please provide the corrected total on the Summary Page.

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A 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. Electronic filers must file amendments (to include statements, designation and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Maureen Benitz
Reports Analyst
Reports Analysis Division

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. The text also highlights the need for regular audits to detect any discrepancies or errors early on.

Furthermore, it outlines the various methods used to collect and analyze data, including interviews, surveys, and focus groups. Each method has its own strengths and limitations, and the choice of method depends on the specific research objectives and the nature of the data being collected.

The document also touches upon the ethical considerations involved in research, such as obtaining informed consent from participants and ensuring the confidentiality of their data. It stresses that researchers have a moral obligation to treat their subjects with respect and to use their findings for the benefit of society.

In addition, the text provides a detailed overview of the statistical techniques used in the study. It covers both descriptive statistics, which summarize the data, and inferential statistics, which allow researchers to draw conclusions about a population based on a sample. The document explains how these techniques are applied in practice and provides examples of their use in various research contexts.

Moreover, it discusses the challenges of working with large datasets and the importance of data management and storage. It offers practical advice on how to organize data, create backups, and ensure its security. The text also mentions the use of software tools to facilitate data analysis and visualization, making it easier for researchers to interpret their results.

Finally, the document concludes by summarizing the key findings of the study and their implications for future research. It suggests that the methods and findings presented here can be applied to a wide range of research projects, providing a valuable resource for students and researchers alike.

The authors express their gratitude to the funding agencies and the participants who made this research possible. They also acknowledge the contributions of their colleagues and advisors throughout the project. The document is intended to serve as a guide for anyone interested in conducting research in this field, providing a clear and concise overview of the process and the tools involved.

In closing, the authors hope that this document will inspire others to explore new research questions and to contribute to the advancement of knowledge in their respective fields. They believe that through collaboration and the sharing of ideas, we can achieve greater understanding and progress in the years to come.