



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

April 26, 2001

William L. Otott, Jr., Treasurer  
Suntrust Bank Good Government Group  
25 Park Place, NE  
P.O. Box 4418  
Atlanta, GA 30302

Identification Number: C00009639

Reference: August Monthly Report (7/1/00-7/31/00)

Dear Mr. Otott:

On January 3, 2001, you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

Your January 19, 2001 response is incomplete because you have not provided all the requested information. For this response to be considered adequate, the following information is still required.

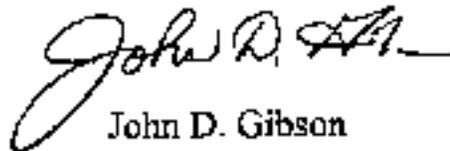
-Your response indicates that you have correctly disclosed the date of receipt as the day your collecting agent received the contributions through a payroll deduction method; however, this activity is not disclosed in the appropriate reporting period. Please amend your report to properly disclose the contributions.

An adequate response must be received at the Commission by May 16, 2001. 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.

If you should have any questions related to this matter, please contact Thomas

Maxwell 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,

A handwritten signature in cursive script that reads "John D. Gibson". The signature is written in black ink and is positioned above the printed name.

John D. Gibson  
Assistant Staff Director  
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 data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping to ensure that the books are balanced.

The second part of the document focuses on the analysis of the financial data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit margin, and return on investment. These metrics are used to evaluate the company's performance and identify areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and providing a clear explanation of any significant variances.

The final part of the document provides a summary of the findings and offers recommendations for future actions. It highlights the strengths of the company's financial performance and identifies the areas where further attention is needed. The document concludes by emphasizing the importance of regular financial reviews and the role of accurate record-keeping in achieving long-term success.

Account	Debit	Credit
Accounts Receivable	1,200.00	
Accounts Payable		800.00
Inventory	500.00	
Equity		1,500.00
<b>Total</b>	<b>2,700.00</b>	<b>2,700.00</b>