



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

December 7, 2000

RQ-6

Charles E. Crowders, Treasurer
Avaya Incorporated Political Action
Committee
1450 G Street, NW, Suite 500
Washington, DC 20005

Identification Number: C00363382

Reference: Statement of Organization received 11/5/00

Dear Mr. Crowders:

On November 15, 2000, 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 November 17, 2000 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.

-Line 5(e) indicates that your committee is a separate segregated fund. A separate segregated fund is a political committee established, financed, maintained or controlled by a corporation, labor organization, membership organization, cooperative or trade association.

If your committee is a separate segregated fund, then an amended Statement of Organization should be submitted which identifies the connected organization (11 CFR §102.2(a)(1)(ii)) and the type of connected organization. Moreover, in accordance with 2 U.S.C. §432(e)(5), the name of any separate segregated fund is required to include the name of its connected organization. This includes any abbreviation within its title.

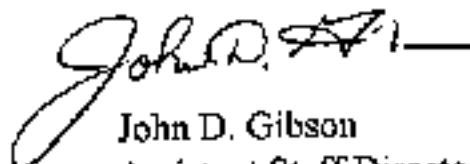
If your committee is not a separate segregated fund, then an amended Statement of Organization should be submitted, which indicates the appropriate type of committee. 11 CFR §102.2(a)(1)(i)

An adequate response must be received at the Commission by December 27, 2000.

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 Erik Koeppen 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 black ink, appearing to read "John D. Gibson", with a horizontal line extending to the right.

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. This includes not only sales and purchases but also the various expenses incurred in the course of the business. It is essential to ensure that all receipts and invoices are properly filed and that the accounting system is up-to-date. This will allow the business owner to track their financial performance and identify areas where costs can be reduced.

Another key aspect of financial management is the regular review of the business's financial statements. This includes the balance sheet, income statement, and cash flow statement. By reviewing these statements on a regular basis, the business owner can gain a clear understanding of the company's financial health and make informed decisions about how to allocate resources.

It is also important to establish a budget for the business. This will help the owner to set realistic goals and track progress against those goals. A budget should be based on a thorough understanding of the business's current financial situation and its future prospects. It should also take into account any changes in the market or the business's operations.

Finally, it is crucial to have a contingency plan in place. This is a plan that outlines what the business should do in the event of a financial crisis or other unexpected event. It should include details about how to access emergency funds, how to communicate with creditors, and how to restructure the business if necessary.

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