



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

June 14, 2001

Elaine Talbott, Treasurer
Society of Independent Gasoline
Marketers of America PAC
11911 Freedom Drive, Suite 590
Reston, VA 20190

Identification Number: C00120030

Reference: Year End Report (11/28/00-12/31/00)

Dear Ms. Talbott:

This letter is to inform you that as of June 13, 2001, the Commission has not received your response to our request for additional information, dated May 23, 2001. 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 July 4, 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 regarding this matter, please contact Andrea Needles 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".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Elaine Talbott, Treasurer
Society of Independent Gasoline Marketers
of America PAC
11911 Freedom Drive, Suite 590
Reston, VA 20190

MAY 23 2001

Identification Number: C00120030

Reference: Year End Report (11/28/00-12/31/00)

Dear Ms. Talbott:

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:

-You have opted to file your reports electronically; however, you have failed to do so for the above referenced reporting period(s). Please be advised that if a committee chooses to file its reports electronically, it must continue to file all reports electronically for that calendar year. 11 CFR §104.18 Please file the 2000 Year End Report(s) electronically.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Andrea Wilkens

Andrea Wilkens
Senior 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. This includes not only sales and purchases but also expenses, income, and any other financial activity. The text suggests that a consistent and thorough record-keeping system is essential for identifying trends, managing cash flow, and providing a clear picture of the company's financial health to stakeholders.

Furthermore, the document highlights the need for transparency and accountability in financial reporting. It states that all financial data should be supported by proper documentation and evidence. This not only helps in preventing errors and fraud but also builds trust with investors, creditors, and other interested parties. The text advises that regular audits and reconciliations should be performed to ensure that the books are balanced and that all transactions are properly accounted for.

In addition, the document touches upon the importance of staying up-to-date with the latest accounting standards and regulations. It notes that the financial reporting environment is constantly evolving, and companies must adapt to these changes to remain compliant and accurate. This involves continuous learning and staying informed about new developments in the field of accounting and finance.

Finally, the document concludes by reiterating the significance of financial record-keeping as a cornerstone of sound business management. It encourages companies to adopt a proactive approach to financial management, ensuring that all financial activities are meticulously documented and reported. By doing so, companies can make informed decisions, optimize their financial performance, and maintain a strong reputation in the market.