



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

April 5, 2001

Michael J. Kasper, Treasurer
Democratic Party of Illinois
P.O. Box 518
Springfield, IL 62705

Identification Number: C00167015

Reference: October Quarterly Report (7/1/00-9/30/00)

Dear Mr. Kasper:

On March 13, 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 March 28, 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.

-Schedule A of your report (pertinent portion(s) attached) discloses a contribution(s) which appears to exceed the limits set forth in the Act. 2 U.S.C. §441a(f) and 11 CFR §110.1(d) preclude a committee and its affiliates from receiving contributions from another political committee or person in excess of \$5,000 per calendar year.

If the contribution(s) in question was incompletely or incorrectly disclosed, you should amend your original report with the clarifying information. If the contribution(s) you received exceeded the limits, you must seek reattribution of the contribution pursuant to 11 CFR §110.1(k), transfer-out the amount in excess of \$5,000 to an account not used to influence federal elections or refund the excessive amount to the donor(s) in accordance with 11 CFR §103.3(b). In the best interest of your committee, all reattributions, transfers-out, and refunds should be made within sixty days of the treasurer's receipt of the contribution(s). In order to protect the donor's interests, the Commission recommends that you inform the contributor(s) in

writing to provide the donor(s) with the option of granting written authorization for a reattribution or transfer-out to another account or receiving a refund.

Please inform the Commission of your corrective action immediately in writing and provide a photocopy of your check for the transfer-out or refund. In addition, any reattributions should be reported as memo entries on Schedule A of the report covering the period during which the authorization for the reattribution is received. Any transfers-out or refunds should be disclosed on Schedule B supporting Line 22 or 28 of the report during which the transaction was made.

Although the Commission may take further legal action regarding the acceptance of an excessive contribution(s), prompt action by your committee to seek reattribution, transfer-out or refund the excessive amount will be taken into consideration.

-Schedule H4 discloses a disbursement(s) which is categorized as a fundraising expense(s); however, a Schedule H2 has not been filed to disclose the allocation ratio. All committees are required to allocate the direct costs of each fundraising event in which the committee collects both federal and non-federal funds. The costs are allocated according to the funds received ratio and reported on Schedule H2. 11 CFR §§106.5(f) and 106.6(d). Please file a Schedule H2 to disclose the ratio for the fundraising event(s).

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have not included the full name and/or mailing address for the vendor(s) listed. Please amend your report accordingly.

-Please clarify all expenditures for "voter registration". In addition, if any of the voter registration activities referenced House or Senate candidates, they should be allocated accordingly, unless merely incidental to the overall activity. If a portion or all of these expenditures were made on behalf of federal candidates, they should be reported on Schedules B, E or F for Lines 23, 24 or 25 of the Detailed Summary Page, as appropriate.

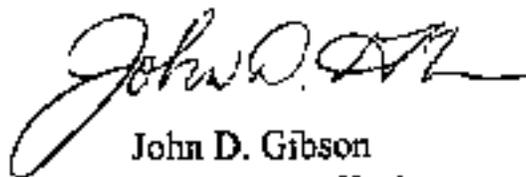
-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) H4 of your report to clarify the following description(s): "consulting fees" and

"service". For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

An adequate response must be received at the Commission by April 25, 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 Nicholas Ebinger 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

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Enclosure

SCHEDULE A

ITEMIZED RECEIPTS

Use separate schedule(s) for each category of the Detailed Summary Page

FOR LINE NUMBER 11C

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committees.

NAME OF COMMITTEE (in Full)
DEMOCRATIC PARTY OF ILLINOIS

Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Amalgamated Transit Union COPE Account 8025 Wisconsin Avenue N.W. Washington DC 20015-4139		09/30/2000	5000.00
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date > \$ 5000.00		
American Federation of State & Municipal 1625 L Street N.W. Washington IL 20036		09/29/2000	5000.00
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date > \$ 5000.00		
Committee for Retention of Judges in Cook County 8009 W. Irving Park Chicago IL 60634		06/18/2000	1000.00
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date > \$ 1000.00		
Costello for Congress P.O. Box 8250 Belleville IL 62222		08/30/2000	5000.00
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date > \$ 5000.00		
Costello for Congress P.O. Box 8250 Belleville IL 62222		08/30/2000	5000.00
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date > \$ 10000.00		
David for Congress 5730 W. Division Street Chicago IL 60651		09/20/2000	10000.00
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date > \$ 10000.00		
Democratic Congressional Campaign Committee 430 South Capitol Street, S.E. #2 Washington DC 20003		09/01/2000	47025.00
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date > \$ 47025.00		
SUBTOTALS of Receipts This Page (Optional)			
TOTALS This Period (last page this line number only)			

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DEMOCRATIC PARTY OF ILLINOIS

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Full Name, Mailing Address, and ZIP Code Phelps for Congress 225 Jacob Eldorado IL 62930 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer Occupation Aggregate Year-to-Date > \$ 10000.00	Date (month, day, year) 08/30/2000	Amount of Each Receipt this Period 10000.00
Full Name, Mailing Address, and ZIP Code Philip Novak Campaign Fund 1317 Maria Terrace Bradley IL 60916 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer Occupation Aggregate Year-to-Date > \$ 900.00	Date (month, day, year) 08/18/2000	Amount of Each Receipt this Period 900.00
Full Name, Mailing Address, and ZIP Code Prairie PAC P.O. Box 2002 Springfield IL 62705 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer Occupation Aggregate Year-to-Date > \$ 5000.00	Date (month, day, year) 08/14/2000	Amount of Each Receipt this Period 5000.00
Full Name, Mailing Address, and ZIP Code Schakowsky for Congress 1101 Ridge Avenue Evanston IL 60202-1231 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer Occupation Aggregate Year-to-Date > \$ 5000.00	Date (month, day, year) 08/30/2000	Amount of Each Receipt this Period 5000.00
Full Name, Mailing Address, and ZIP Code Sheet Metal Workers Int. Assn. Pol.Ed. 1760 New York Avenue N.W. Washington DC 20008 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer Occupation Aggregate Year-to-Date > \$ 5000.00	Date (month, day, year) 08/28/2000	Amount of Each Receipt this Period 5000.00
Full Name, Mailing Address, and ZIP Code The Hartford Advocates Fund Hartford Plaza Hartford CT 06115 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer Occupation Aggregate Year-to-Date > \$ 500.00	Date (month, day, year) 09/30/2000	Amount of Each Receipt this Period 500.00
Full Name, Mailing Address, and ZIP Code The NEA Fund for Children & Public Education 1201 16th Street Washington DC 20038 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer Occupation Aggregate Year-to-Date > \$ 5000.00	Date (month, day, year) 09/21/2000	Amount of Each Receipt this Period 5000.00

SUBTOTALS of Receipts This Page (Optional)

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Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Gutierrez for Congress Chicago IL 60622 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		08/30/2000	10000.00
Aggregate Year-to-Date > \$ 10000.00			
I.A.T.S.E. Political Action Fund 1515 Broadway Room 801 New York NY 10036 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		09/14/2000	2500.00
Aggregate Year-to-Date > \$ 2500.00			
I.B.E.W. C.O.P.E. 1125 18th Street N.W. Washington DC 20005 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		09/24/2000	5000.00
Aggregate Year-to-Date > \$ 5000.00			
Ironworkers Political Action League 1750 New York Avenue N.W. Washington DC 20005 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		09/19/2000	5000.00
Aggregate Year-to-Date > \$ 5000.00			
Lipinski for Congress Committee 6242 W. 59th Street Chicago IL 60638 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		08/30/2000	5000.00
Aggregate Year-to-Date > \$ 5000.00			
Lipinski for Congress Committee 6242 W. 59th Street Chicago IL 60638 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		08/30/2000	5000.00
Aggregate Year-to-Date > \$ 10000.00			
PAC To the Future 258 Bush Street San Francisco CA 94104 Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		09/21/2000	5000.00
Aggregate Year-to-Date > \$ 5000.00			
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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 text suggests that a systematic approach to record-keeping is essential for identifying trends and making informed decisions.

Furthermore, the document highlights the need for regular audits and reconciliations. By comparing internal records with external statements, such as bank statements, discrepancies can be identified and corrected promptly. This process helps in maintaining the accuracy of the books and prevents errors from accumulating over time. The text also mentions the importance of keeping records for a sufficient period to comply with legal requirements and for future reference.

In addition, the document provides guidance on how to organize and store financial records. It recommends using clear and consistent labeling for all documents and files. Digital records should be backed up regularly to prevent data loss. The text also discusses the benefits of using accounting software to streamline the record-keeping process and reduce the risk of human error. Overall, the document serves as a comprehensive guide for anyone looking to improve their financial record-keeping practices.

Finally, the document concludes by reiterating the importance of transparency and accountability in financial management. Accurate records are the foundation of trust and are essential for the long-term success of any business or organization. By following the guidelines provided, individuals can ensure that their financial records are reliable and up-to-date.