



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

John E. Webster, Treasurer  
INN/PAC Int'l Assn of Holiday Inns Inc. Political  
Action Committee  
Three Ravinia Drive, Suite 2000  
Atlanta, GA 30346

SEP 19 2001

Identification Number: C00084822

Reference: 30 Day Post-General Report (10/19/00-11/7/00), received 11/30/00

Dear Mr. Webster:

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:

-Your report discloses activity that falls outside the reporting period. Please amend this report by including only the financial transactions that occurred between 10/19/00 and 11/07/00. Any activity occurring outside this reporting period should be included in the appropriate report(s). 2 U.S.C. §434(b)

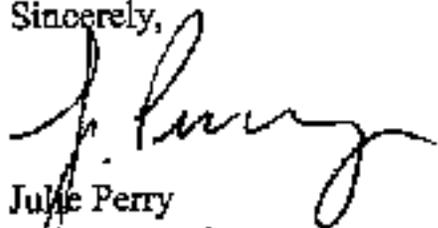
-All reports must bear an original signature of the treasurer or designated agent. Filing a photocopy of your report does not fulfill this requirement. Please file a report bearing an appropriate original signature. 2 U.S.C. §434(a)(1) and 11 CFR §104.14

-All reports filed by unauthorized political committees must be on FEC FORM 3X. FEC FORM 3, state or non-FEC forms, or reports filed by letter are not acceptable. Your filing will not be considered complete until a report is submitted on FEC FORM 3X. 11 CFR §104.2

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,

A handwritten signature in black ink, appearing to read 'Julie Perry', written in a cursive style.

Julie Perry  
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 receipt, invoice, and bill should be properly filed and indexed for easy retrieval. This is particularly crucial for businesses that deal with a large volume of transactions, as it helps in identifying discrepancies and ensuring compliance with tax regulations.

Next, the document addresses the issue of budgeting and financial forecasting. It suggests that businesses should regularly review their financial statements to assess their current financial health and make necessary adjustments to their budget. This involves comparing actual performance against the budgeted figures and identifying areas where costs are exceeding expectations.

The third section focuses on the importance of maintaining a strong relationship with suppliers and vendors. It highlights that timely payments and clear communication are essential for ensuring a steady flow of goods and services. Businesses should establish clear terms and conditions with their suppliers and ensure that all payments are made on time to avoid any disruptions in the supply chain.

Finally, the document discusses the importance of staying up-to-date with the latest financial trends and regulations. It suggests that businesses should regularly consult with financial advisors and accountants to ensure that they are following the best practices and staying compliant with all applicable laws and regulations. This is especially important in a rapidly changing financial environment where new regulations and trends are constantly emerging.