



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-1

Steven P. Valerius, Treasurer
Hollywood Marine Inc. PAC
P.O. Box 1343
Houston, TX 77251

Identification Number: C00231134

MAY 17 2000

Reference: Amended Statement of Organization, dated 12/2/99

Dear Mr. Valerius:

This letter is prompted by the Commission's preliminary review of your Statement of Organization. The review raised questions concerning certain information contained in the Statement. An itemization follows:

-You have listed Kirby Corporation as your connected organization. If you have listed this entity as your connected organization in error, you should amend your Statement of Organization to disclose the correct name of your connected organization or provide clarifying information on your relationship with Kirby Corporation.

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 cursive script that reads "A. L. Kitchen".

Antoinette Kitchen
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 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 journals and ledgers. The second part of the document focuses on the reconciliation process, which is essential for identifying and correcting errors. It describes how to compare the company's records with bank statements and other external sources to ensure that the numbers match. The document also discusses the importance of regular audits and the role of management in overseeing the financial reporting process. Finally, the document concludes with a summary of the key points and a call to action for the company to implement these practices consistently.