

## ETEXT ATTACHMENT

06/12/2002 16 : 65

April 15, 2002

Ms. Andrea Needles  
Federal Election Commission  
999 E Street, NW  
Washington, DC 20463

Dear Ms. Needles:

The Title Industry Political Action Committee (TIPAC) is submitting its March 2002 Federal Election Committee (FEC) report with entries that will adjust previously un-reconciled items.

As I am sure you are aware, over the last two years TIPAC has experienced unusually high staff turnover in the administrative assistant position. This position is responsible for preparing the FEC report and reconciling the PAC's bank account. In an effort to bring stability to the position, we recently hired an individual with previous PAC experience. While working with other staff members to familiarize herself with TIPAC's procedures, the new employee discovered a discrepancy on the bank reconciliation. The discrepancy was brought to the attention of our accounting department and a transaction-by-transaction review of the FEC reports for the periods covering January 1999 to the present was commenced. Upon completion of the review, it was determined that TIPAC had not recorded the following bank related adjustments:

- interest income of \$0.16 on its certificate of deposit
- interest income of \$119.03 on its operating account
- credit card processing fees of \$84.87
- two bank errors totaling \$300
- void check in the amount of \$500

The net result of the adjustments is an increase of \$834.32 in TIPAC's "Cash on Hand at Close of Reporting Period" balance for the period ending March 31, 2002. All of the adjustments have been documented in detail in the report.

Upon discovery of the discrepancies, TIPAC immediately implemented new procedures that will ensure monthly reconciliation of all outstanding checks, deposits, and bank adjustments in the future. As an additional measure, all TIPAC reports and reconciliations will be reviewed by the American Land Title Association's (ALTA) Director of Finance and Administration before any report is submitted.

If you have further questions regarding the report, please contact the ALTA Director of Finance and Administration, Mark Hemick, at (202)

**ETEXT ATTACHMENT**

296-3671.

Sincerely,  
James R. Maher  
Treasurer