



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Richard M. Gold, Treasurer
Holland & Knight Committee for
Effective Government
2099 Pennsylvania Avenue NW
Washington, DC 20006

APR 18 2001

Identification Number: C00171330

Reference: 30 Day Post-General Report (10/19/00-11/27/00)

Dear Mr. Gold:

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:

-Schedule B supporting Line 23 of your report discloses a contribution(s) to a candidate(s) for the 2000 primary election; however, the funds were disbursed after the election date(s) (pertinent portion(s) attached). Please note that contributions may not be designated for an election which has already occurred unless the funds are to be used to reduce a candidate committee's debts incurred during that election campaign.

If the contribution(s) in question was incompletely or incorrectly disclosed, you should amend your original report with clarifying information. If you have made an impermissible contribution for an election which has already occurred, you should notify the recipient and request a refund and/or notify the recipient in writing of your redesignation of the contribution. In the best interest of your committee, all refunds and redesignations should be made within sixty days of the treasurer's receipt of the contribution(s).

Please inform the Commission of your corrective action immediately in writing and provide a photocopy of the refund or redesignation request sent to the recipient committee(s). In addition, any refunds should be disclosed on Schedule A supporting Line 16 of the report covering the period during which they are received. Any redesignations should be disclosed as memo

entries on Schedule B supporting Line 23 of the report covering the period during which the redesignation is made. 11 CFR §110.1(b)

Although the Commission may take further legal action regarding this impermissible activity, your prompt action in obtaining a refund and/or redesignating the contribution(s) will be taken into consideration.

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 "Scott Walker". The signature is stylized and written over a printed name.

Scott Walker

Reports Analyst

Report Analysis Division

SCHEDULE B

ITEMIZED DISBURSEMENTS

Use separate schedules for each category of the detailed summary page	PAGE	OF
	1	1
FOR LINE NUMBER		
23		

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 committee.

NAME OF COMMITTEE (In Full)
Holland & Knight Committee for Effective Government

A. Full Name, Mailing Address and Zip Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement This Period
National Republican Senatorial Committee 425 Second Street, N.E. Washington, DC 20002-	2000 Contribution Disbursement for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	10/31/200	\$4750.00
B. Full Name, Mailing Address and Zip Code Stenberg for Senate 2000 12100 West Center Road Suite 820 Omaha, NE 68144-	US Senate NE <i>Primary - 3/9/00</i> Disbursement for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input checked="" type="checkbox"/> Other (specify) Senate Primary 2000	10/31/200	\$1000.00
C. Full Name, Mailing Address and Zip Code Stoker for Congress 625 E. Main Street Suite C Santa Maria, CA 93454-	US House CA-22 Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	10/31/200	\$750.00
D. Full Name, Mailing Address and Zip Code Friends of Frank Wolf P.O. Box 6596 Mc Lean, VA 22106-	US House VA-10 Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	10/20/200	\$1000.00
E. Full Name, Mailing Address and Zip Code	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	/ /	
F. Full Name, Mailing Address and Zip Code	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	/ /	
G. Full Name, Mailing Address and Zip Code	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	/ /	

SUBTOTAL of Disbursements This Page (optional)	\$7500.00
TOTAL This Period (last page this line number only)	\$7500.00

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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 statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

In addition, the document provides a detailed overview of the accounting cycle, which consists of eight steps: identifying the accounting cycle, journalizing, posting, determining debits and credits, preparing a trial balance, adjusting entries, preparing financial statements, and closing the books. Each step is explained in detail, with examples provided to illustrate the process. The document also discusses the importance of maintaining proper documentation for all transactions, including receipts, invoices, and bank statements.

The second part of the document focuses on the preparation of financial statements. It explains how to calculate net income, determine the cost of goods sold, and prepare the income statement, balance sheet, and statement of cash flows. The document also discusses the importance of providing a clear and concise explanation of the financial results, including a management discussion and analysis. This section provides a step-by-step guide to preparing each of these statements, with examples and formulas provided for each calculation.

Finally, the document discusses the importance of internal controls and the role of the auditor. It explains how to design and implement effective internal controls to prevent fraud and errors, and how to conduct an audit to ensure the accuracy and reliability of the financial statements. The document also discusses the importance of maintaining proper records and documentation for all transactions, and the role of the auditor in providing an independent opinion on the financial statements.