



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

October 1, 1998

David A. Alpert, Assistant Treasurer  
New York State Democratic Committee  
60 Madison Avenue, Suite 1201  
New York, NY 10010

Identification Number: C00143230

Reference: July Quarterly Report (4/1/98-6/30/98)

Dear Mr. Alpert:

This letter is to inform you that as of September 30, 1998 the Commission has not received your response to our request for additional information, dated September 9, 1998. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Donald L. Averett on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Gibson".

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

David A. Alpert, Assistant Treasurer  
New York State Democratic Committee  
60 Madison Avenue, Suite 1201  
New York, NY 10010

SEP 9 1998

Identification Number: C00143230

Reference: July Quarterly Report (4/1/98-6/30/98)

Dear Mr. Alpert:

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 calculations for Lines 6(d) and 8, Column B appear to be incorrect. FEC calculations disclose these amounts to be \$804,859.82 and \$111,092.43, respectively. Please provide the corrected totals on the Summary Page.

-Schedule A of your report (pertinent portion(s) attached) discloses contributions from corporations and labor organizations. 2 U.S.C. §441b(a) prohibits the receipt of contributions from corporations and labor organizations unless made from separate segregated funds established by the corporations and labor organizations.

If the contributions in question were incompletely or incorrectly disclosed, you should amend your original report with clarifying information. If you have received prohibited contributions, you must transfer-out the impermissible funds to an account not used to influence federal elections or refund the full amount to the donors in accordance with 11 CFR §103.3(b). In the best interest of your committee, all transfers-out and refunds should be made within thirty days of the treasurer's receipt of the impermissible funds. In order to protect the donor's interests, the Commission recommends that you inform the contributors in writing to provide the

NEW YORK STATE DEMOCRATIC COMMITTEE  
PAGE 2

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

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 transfers-out or refunds should be disclosed on Schedule B supporting Line 22 or 28 of the report covering the period during which the transaction was made.

Although the Commission may take further legal action concerning the acceptance of prohibited contributions, prompt action by your committee to transfer-out or refund the amount will be taken into consideration.

-On Schedule H2 of your report you disclose the ratio for the Fife Event to be 63% FEDERAL and 37% NON-FEDERAL. However, your Schedule H4 calculations reflect the ratio to be 37% FEDERAL and 63% NON-FEDERAL. Please amend your report to clarify this discrepancy.

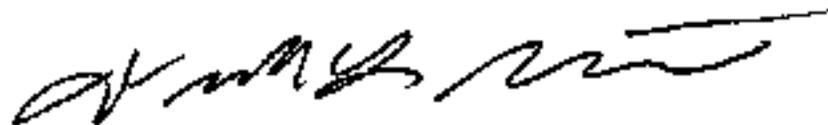
Please note that if your non-federal account has overpaid your federal account because of this miscalculation, it will be necessary to immediately transfer these funds back to the non-federal account. While the Commission may take further legal action concerning any impermissible overpayments by the non-federal account, your prompt action will be taken into consideration.

-Your EVENT YEAR-TO-DATE calculations for Administrative/Voter Drive costs and the Fife Event, Fall Victory Luncheon and Holiday Party 1997 fundraising events are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year for the whole Administrative/Voter Drive category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct EVENT YEAR-TO-DATE totals.

NEW YORK STATE DEMOCRATIC COMMITTEE  
PAGE 3

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. My local number is (202) 694-1130.

Sincerely,



Donald L. Averett  
Senior Reports Analyst  
Reports Analysis Division

SCHEDULE A ITEMIZED RECEIPTS

Contributions from Other Political Committees (such as PACs)

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 for such committee.

NAME OF COMMITTEE (In Full) NEW YORK STATE DEMOCRATIC COMMITTEE

Table with 4 columns: Full Name, Mailing Address & Zip Code; Name of Employer; Date (month, day, year); Amount of Each Receipt this period. Includes entries for AFSCME, Drive Political Fund, Federal Express Political Action Commit, Ferraro for Senate '98, and Harrah's Entertainment, Inc.

SUBTOTAL of Receipts This Page (optional)-----> 7000.00
TOTAL This Period (last page this line number only)----> 7000.00

SCHEDULE A ITEMIZED RECEIPTS

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

For Line Number 11c

Contributions from Other Political Committees (such as PACs)

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 for such committee.

NAME OF COMMITTEE (in Full)  
NEW YORK STATE DEMOCRATIC COMMITTEE

Full Name, Mailing Address & Zip Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this period
Nita Lowey For Congress P.O. Box 271 White Plains, NY 10605		05/13/98	1000.00
Receipt for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation		
	Aggregate Year To Date >	\$ 2000.00	
Rangel For The 106th Congress P.O. Box 5577 Manhattanville Stati, NY 10027		04/15/98	2000.00
Receipt for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation		
	Aggregate Year To Date >	\$ 4000.00	
United Food And Commercial Workers Intn 1775 K Street, NW NW Washington, DC 20006-1598		05/07/98	3000.00
Receipt for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Occupation		
	Aggregate Year To Date >	\$ 4000.00	

SUBTOTAL of Receipts This Page (optional)----->

6000.00

TOTAL This Period (last page this line number only)--->

13000.00

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 double-entry bookkeeping to ensure that the books balance.

The second part of the document focuses on the analysis of the recorded data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit, and return on investment. These calculations are essential for understanding the company's financial performance and identifying areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and providing a clear explanation of any variances.

The final part of the document covers the preparation of financial statements. It details the steps involved in creating the income statement, balance sheet, and cash flow statement, ensuring that all data is accurately reflected and properly formatted. It also provides guidance on how to present these statements to management and other stakeholders, highlighting the importance of clear communication and transparency in financial reporting.