



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Pam Terrell, Treasurer  
Prairie Leadership Committee  
420 C Street, N.E.  
Washington, DC 20002

SEP 19 2001

Identification Number: C00351049

Reference: April Quarterly Report (1/1/00-3/31/00)

Dear Ms. Terrell:

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 limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) H4, supporting Line(s) 21(a) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If these services have been provided by volunteers, please confirm this in writing.

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to include the total EVENT YEAR-TO-DATE amount for a payment(s) to all payees. Please amend your report to include the missing EVENT YEAR-TO-DATE total(s).

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,

*Andrea S. Needles*

Andrea S. Needles  
Senior 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 statements. The text also highlights the need for regular audits to detect any discrepancies or errors early on.

In the second section, the author provides a detailed breakdown of the company's revenue streams. This includes a comparison of sales from different markets and product lines. The analysis shows that while sales in the domestic market have remained stable, there has been a significant increase in international sales, particularly in the Asia-Pacific region.

The third section focuses on the company's expenses and cost management strategies. It identifies areas where costs have increased, such as raw materials and labor, and discusses the measures being taken to mitigate these increases. The author also mentions the implementation of new software systems to streamline operations and reduce overhead costs.

The final part of the document provides a summary of the overall financial performance. It notes that despite the challenges faced, the company has managed to maintain a strong profit margin and a healthy cash flow. The author concludes by expressing confidence in the company's future prospects and the effectiveness of the strategies implemented.