



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Jane G. Mattoon, Treasurer  
Keep Our Majority Political Action  
Committee (KOMPAC)  
P.O. Box 864  
Washington, DC 20044

FEB 2 2001

Identification Number: C00307405

Reference: Amended June Monthly Report (5/1/00-5/31/00), dated 12/29/00

Dear Ms. Mattoon:

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 amendment contains a reattribution request from David M. Carmen which states, "To comply with FEC guidelines, it was my intention that \$3,000 of that contribution be credited to my wife, Pam Carmen, and \$2,000 be credited to myself." However, the Schedule A that was provided indicates that \$2,000 was attributed to Pam Carmen and \$3,000 was attributed to David Carmen. Please amend your report to clarify this discrepancy.

Any amendment or clarification should be filed with the Federal Election Commission. 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,

Thomas F. Maxwell, III  
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 receipt, invoice, and bill should be properly filed and indexed for easy retrieval. This is particularly crucial for businesses that deal with a large volume of transactions, as it helps in identifying discrepancies and ensuring compliance with tax regulations.

Next, the document addresses the issue of budgeting and financial forecasting. It suggests that businesses should regularly review their financial statements to assess their current financial health and make necessary adjustments to their budget. This involves comparing actual performance against the budgeted figures and identifying areas where costs are exceeding expectations.

The document also highlights the significance of maintaining a strong relationship with creditors and suppliers. It advises businesses to communicate proactively with these parties, providing them with accurate information about their financial status and any potential challenges they may face. This helps in building trust and ensuring that the business can meet its obligations on time.

Finally, the document concludes by emphasizing the need for transparency and accountability in financial management. It encourages businesses to be open about their financial performance and to seek professional advice when needed. This not only helps in making informed decisions but also ensures that the business remains on a sound financial path.