



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

George Schloegel, Treasurer  
Trent Lott for Mississippi  
P.O. Box 22824  
Jackson, MS 39225

APR 25 2000

Identification Number: C00219220

Reference: Pre-Primary Report (1/1/00-2/23/00)

Dear Mr. Schloegel:

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:

-The beginning cash balance of this report does not equal the ending balance of your 1999 Year End report. Please correct this discrepancy and amend all subsequent reports(s) which may be affected by the correction.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))  
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Secretary of the Senate, 232 Hart Senate Office Building, Washington, DC 20510 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,



Matthew S. Kern  
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. 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.

Next, the document addresses the issue of budgeting. It suggests that a well-defined budget is essential for controlling costs and maximizing efficiency. By setting clear financial goals and monitoring progress against them, organizations can avoid overspending and ensure that resources are allocated effectively. The document provides several tips for creating a realistic budget, such as basing it on historical data and including a contingency for unexpected expenses.

The third section focuses on the importance of transparency and communication in financial management. It argues that stakeholders, including investors, creditors, and employees, need to have access to accurate and timely financial information. This not only builds trust but also allows for better decision-making. The document recommends regular reporting and open communication channels to address any concerns or questions.

Finally, the document discusses the role of technology in modern financial management. It notes that many traditional tasks, such as data entry and reconciliation, can be automated using software solutions. This not only saves time but also reduces the risk of human error. However, it also cautions against over-reliance on technology and emphasizes the importance of understanding the underlying data and processes.