



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Richard A. Lechleiter, Treasurer
Vencor Inc. Political Action Committee
680 South Fourth Avenue
Louisville, KY 40202

APR 18 2001

Identification Number: C00242271

Reference: Amended July Quarterly Report (4/1/00-6/30/00), dated 10/18/00,
October Quarterly Report (7/1/00-9/30/00) and 12 Day Pre-General
Report (10/1/00-10/18/00)

Dear Mr. Lechleiter:

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:

-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:

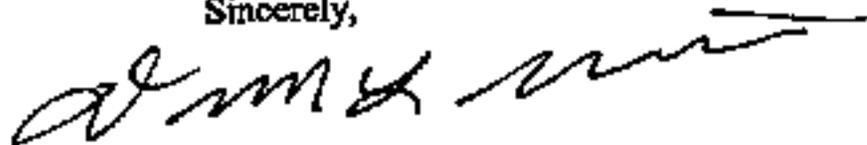
- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

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 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,



Donald L. Averett
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, transfers, and adjustments. The document provides a detailed explanation of how to categorize these transactions correctly, ensuring they are recorded in the appropriate accounts. It also highlights the need for regular reconciliation of bank statements and other external records to identify any discrepancies early on.

The second part of the document focuses on the preparation of the income statement. It outlines the steps involved in calculating net income, starting from the total revenue and then deducting all associated costs and expenses. The document provides a clear breakdown of how to handle different types of expenses, such as depreciation and amortization, and how to account for non-recurring items. It also discusses the importance of providing a clear and concise explanation of any significant changes or adjustments made during the period.

The third part of the document addresses the preparation of the balance sheet. It explains how to determine the ending balances for all assets, liabilities, and equity accounts. The document provides a detailed guide on how to calculate the ending balances for each account, taking into account all transactions and adjustments recorded during the period. It also discusses the importance of ensuring that the balance sheet is in balance, meaning that total assets equal total liabilities plus equity.

The final part of the document provides a summary of the key points discussed and offers some practical tips for ensuring the accuracy and reliability of the financial statements. It emphasizes the importance of double-checking all calculations and entries, and of seeking professional advice if needed. The document concludes by stating that maintaining accurate financial records is essential for the success of any business, and that the information provided in this document is intended to help users achieve this goal.