



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Ralph L. Rogers Jr., Treasurer
Philip Morris Companies Inc. Political
Action Committee (AKA Phil-PAC)
120 Park Avenue
New York, NY 10017

APR 18 2001

Identification Number: C00089136

Reference: 12 Day Pre-General Report (10/1/00-10/18/00) and Amended 12 Day
Pre-General Report (10/1/00-10/18/00), dated 11/13/2000

Dear Mr. Rogers:

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 a loan received in the amount of \$100,000; however, Schedule C-1 has not been provided. Any political committee that receives a loan or line of credit from a lending institution must file Schedule C-1, along with a copy of the loan agreement, with the first report in which the obligation is incurred and each time a loan or line of credit is restructured to change the terms of repayment or each time a draw is made on a line of credit. Please provide the omitted schedule and a copy of the loan agreement. 11 CFR §104.3(d)(1)

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,

Dominick Ciaraldi
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 data. This includes not only sales and purchases but also expenses and income. The text suggests that a consistent and thorough record-keeping system is essential for identifying trends and making informed decisions.

Next, the document addresses the issue of budgeting. It explains that a well-defined budget helps in controlling costs and maximizing resources. By setting a clear financial plan, individuals and organizations can avoid overspending and ensure that their financial goals are met. The text provides practical advice on how to create a budget that is realistic and adaptable to changing circumstances.

The third section focuses on the importance of regular financial reviews. It states that periodic assessments of the financial situation allow for the identification of areas where adjustments may be needed. This process involves comparing actual performance against the budget and analyzing the reasons for any variances. The document encourages a proactive approach to financial management, where potential issues are addressed before they become significant problems.

Finally, the document discusses the role of professional advice in financial planning. It notes that while many financial tasks can be managed internally, consulting with experts such as accountants or financial planners can provide valuable insights and ensure compliance with relevant regulations. The text highlights the benefits of seeking professional help, particularly in complex situations or when dealing with large-scale financial operations.