



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Joori Jeon, Treasurer
American Hotel Motel Political
Action Committee
1201 New York Avenue NW
Washington, DC 20005

Identification Number: C00001198

MAR 22 2000

Reference: Year End Report (12/1/99-12/31/99)

Dear Treasurer:

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:

-Schedule A supporting Line 16 discloses a refund of a contribution made to International Association. However, it appears that this contribution was not previously reported by your committee. Please amend the appropriate report(s) and disclose the original date of the contribution on Schedule B supporting Line 23 of the Detailed Summary Page.

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

-Your report includes computer produced formats of the Summary Page and the Detailed Summary Page. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

If the software your committee is using to produce the Schedules of the FEC FORM 3X does not allow you to electronically file your report, you may want to call the vendor who produced your software to inquire about

the availability of a software upgrade that includes electronic filing. A number of commercial software companies have added electronic filing capability to their products. A list of these companies is available on the FEC web site, <http://www.fec.gov>.

Alternatively, freeware (FECfile) available from the FEC, can help you complete and file your reports electronically. It installs easily, computerizes every schedule in the FEC FORM 3X, contains features to help you avoid common errors, allows you to file electronically, and has free technical support for your questions. You may obtain your free copy by downloading FECfile from our web site, <http://www.fec.gov>, or by calling the Electronic Filing Office at (202) 694-1307.

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,



Scott Walker
Reports Analyst
Report 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 business decisions.

Next, the document addresses the issue of budgeting. It explains that a well-defined budget helps in controlling costs and maximizing profits. By setting a clear financial plan, businesses can avoid overspending and ensure that they have enough resources to cover their obligations. The text provides several tips for creating an effective budget, such as categorizing expenses and regularly reviewing the budget against actual performance.

The third section focuses on the importance of cash flow management. It notes that even a profitable business can face liquidity issues if it does not manage its cash flow properly. The document advises businesses to monitor their cash flow closely, ensuring that they have sufficient funds to meet their short-term needs. It also suggests strategies for improving cash flow, such as offering discounts for early payments and negotiating better terms with suppliers.

Finally, the document discusses the role of financial statements in business operations. It explains that these statements provide a clear picture of the company's financial health and are essential for communicating this information to stakeholders. The text highlights the importance of preparing accurate and timely financial statements, including the balance sheet, income statement, and cash flow statement. It also mentions that these statements are often required by lenders and investors to evaluate the company's creditworthiness.