



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

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

JAN 19 2000

Identification Number: C00001198

Reference: May Monthly Report (4/1/99-4/30/99)

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:

-You must attempt to obtain the full name, mailing address, occupation and name of employer for all individuals who contribute more than \$200 in a calendar year. Please amend your report to include the omitted information.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information. It is also in the best interests of the committee to provide a copy of its solicitation. In order to establish "best efforts", the committee must demonstrate that it makes at least one request for the information after the contribution is received. This one request must be made for any solicited or unsolicited contribution that, in the aggregate, exceeds the \$200 threshold and lacks the necessary information.

Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that, in the aggregate, exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make a written or oral request for the information. Please note that a written request may not include an additional solicitation

or material on any other subject, other than thanking the contributor for the donation, and must include a pre-addressed return post card or envelope for the contributor's response. An oral request must be documented in writing. Committees must also disclose information that was not provided by the contributor, but is available in any of the committee's records for that current election cycle.

If a committee receives contributor information after the contributions have been reported, the committee shall either a) file with its 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 its next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.3(a)(4)(i) and 11 CFR § 104.7)

-Your report includes computer produced formats of the Summary Page and 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)

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. My local number is (202) 694-1130.

Sincerely,



Scott Walker  
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 and income. The document provides a detailed explanation of how to categorize these transactions and how to use a double-entry system to ensure that the books are balanced.

Next, the document covers the process of reconciling bank statements. It explains that this is a crucial step in verifying the accuracy of the cash account. The process involves comparing the bank's records with the company's records to identify any discrepancies. Common reasons for these discrepancies include bank charges, interest, and timing differences. The document provides a step-by-step guide to performing a bank reconciliation, including the use of a reconciliation form.

The third section of the document discusses the preparation of financial statements. It outlines the steps involved in calculating the net income, preparing the balance sheet, and the income statement. It emphasizes the importance of accuracy and consistency in these statements, as they provide a clear picture of the company's financial performance. The document also provides a checklist of items to review before finalizing the statements.

Finally, the document discusses the importance of maintaining good records for tax purposes. It explains that accurate records are essential for calculating the correct amount of taxes owed and for claiming any deductions. The document provides a list of records that should be kept, such as receipts, invoices, and bank statements, and offers advice on how to organize and store these records for easy access.