



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

A. David Marshall, Treasurer
Leboeuf Lamb Greene & MacRae
Political Action Committee
125 West 55 Street
New York, NY 10019

APR 27 2004

Identification Number: C00217885

Reference: Year End Report (12/1/00-12/31/00)

Dear Mr. Marshall:

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 of your report (pertinent portions attached) discloses contributions which appear to exceed the limits set forth in the Act. 2 U.S.C. §441a(f) precludes a committee from accepting contributions from a person in excess of \$5,000 per calendar year. For your information, monetary and in-kind contributions from your sponsoring organization are subject to an aggregate limit of \$5,000 per calendar year, as a partnership is included in the definition of "person" under 2 U.S.C. §431(11).

If the contribution(s) in question was incompletely or incorrectly disclosed, you should amend your original report with clarifying information. If you have received a contribution that exceeds the limits, you must transfer-out the amount in excess of \$5,000 to an account not used to influence federal elections or refund the excessive amount to the donor in accordance with 11 CFR §103.3(b). In the best interest of your committee, all transfers-out and refunds should be made within sixty days of the treasurer's receipt of the contribution(s). In order to protect the donor's interests, the Commission recommends that you inform the contributor(s) in writing to provide the donor(s) with the option of receiving a refund or granting written authorization for a transfer to another account.

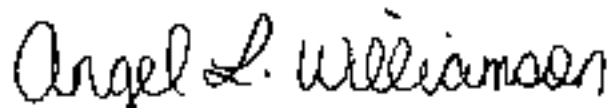
Please inform the Commission of your corrective action immediately in

writing and provide a photocopy of your check for the transfer-out or refund. In addition, any transfers-out or refunds should be disclosed on Schedule B supporting Line 22 or 28 of the report during which the transaction was made.

Although the Commission may take further legal action regarding the acceptance of an excessive contribution(s), your prompt transfer-out or refund of the excessive amount will be taken into consideration.

Any amendment or clarification should be filed with the Federal Election Commission. 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,



Angel L. Williamson
Reports Analyst
Reports Analysis Division

SCHEDULE A

ITEMIZED RECEIPTS

Use separate schedule(s) for each category of the Detailed Summary Page

FOR LINE NUMBER
11A1

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (In Full)
LaBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Ms Elaine Demas 125 W. 55th St. New York NY 10019-5389	LLG&M, LLP. Occupation Accountant	12/31/2000 Exempt	250.00 Accounting Services
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 0.00		[MEMO ITEM]
Full Name, Mailing Address, and ZIP Code LaBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee 125 W. 55th Street New York NY 10019-5389	Name of Employer Occupation	Date (month, day, year) 12/31/2000 (In-Kind Operating Expenses)	Amount of Each Receipt this Period 566.21
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 5662.10		

allw

SUBTOTALS of Receipts This Page (Optional)

TOTALS This Period (last page this line number only)

566.21

SCHEDULE A

ITEMIZED RECEIPTS

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NAME OF COMMITTEE (In Full)
LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code Ms Elna Demas 125 W. 55th St. New York NY 10019-5389	Name of Employer LLG&M, L.L.P.	Date (month, day, year) 11/27/2000 Exempt	Amount of Each Receipt this Period 250.00 Accounting Services
	Occupation Accountant		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):		Aggregate Year-to-Date > \$ 0.00	

[MEMO ITEM]

2110

Full Name, Mailing Address, and ZIP Code LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee 125 W. 55th Street New York NY 10019-5389	Name of Employer	Date (month, day, year) 11/27/2000 (In-Kind Operating Expense)	Amount of Each Receipt this Period 566.21
	Occupation		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):		Aggregate Year-to-Date > \$ 5095.89	

SUBTOTALS of Receipts This Page (Optional)

TOTALS This Period (last page this line number only)

566.21

SCHEDULE A

ITEMIZED RECEIPTS

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FOR LINE NUMBER 11A1

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NAME OF COMMITTEE (in Full)
LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Ms Elaine Demas 125 W. 55th St. New York NY 10019-5389	LLC&M, L.L.P. Occupation Accountant	10/18/2000 Exempt	250.00 Accounting Services
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 0.00		[MEMO ITEM]
Full Name, Mailing Address, and ZIP Code LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Co- 125 W. 55th Street New York NY 10019-5389	Name of Employer Occupation	Date (month, day, year) 10/18/2000 (In-Kind Operating Expenses)	Amount of Each Receipt this Period 566.21
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 4529.68		

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SUBTOTALS of Receipts This Page (Optional)

TOTALS This Period (last page this line number only)

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NAME OF COMMITTEE (in Full)
LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Ms Elaine Demas 125 W. 55th St. New York NY 10019-5389	LLG&M, L.L.P.	09/30/2000 Exempt	250.00 Accounting Services
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation Accountant	Aggregate Year-to-Date > \$ 0.00	[MEMO ITEM]
Full Name, Mailing Address, and ZIP Code LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee 125 W. 55th Street New York NY 10019-5389	Name of Employer	Date (month, day, year) 09/30/2000 (In-Kind Operating Expenses)	Amount of Each Receipt this Period 566.21
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation	Aggregate Year-to-Date > \$ 3963.47	

rw

SUBTOTALS of Receipts This Page (Optional)

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ITEMIZED RECEIPTS

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NAME OF COMMITTEE (In Full)
LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Mr. ERIK A. ROSS 200 NORTH THIRD STREET HARRISBURG PA 17108	LeBoeuf, Lamb, Greene & MacRae, LLP Occupation: Manager of Gov't Relations	08/24/2000	1000.00 Fundraiser
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 1000.00		
Ms Elaine Demall 125 W. 55th St. New York NY 10019-6389	LLG&M, LLP. Occupation: Accountant	08/31/2000 Exempt Accounting Services	250.00 [MEMO ITEM]
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 0.00		
<i>new</i> LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Co- 125 W. 55th Street New York NY 10019-6389	Name of Employer Occupation	08/31/2000 (In-Kind Operating Expenses)	686.21
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 3397.26		

SUBTOTALS of Receipts This Page (Optional)

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FOR LINE NUMBER
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NAME OF COMMITTEE (in Full)
LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Ma Elaine Demas 125 W. 55th St. New York NY 10019-5389	LLGM, L.L.P.	07/31/2000 Exempt Accounting Services	250.00
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation Accountant		[MEMO ITEM]
	Aggregate Year-to-Date	\$ 0.00	
Full Name, Mailing Address, and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee 125 W. 55th Street New York NY 10019-5389		07/31/2000 (In-Kind Operating Expenses)	565.21
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Occupation		
	Aggregate Year-to-Date	\$ 2831.05	

alw

SUBTOTALS of Receipts This Page (Optional)

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565.21

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FOR LINE NUMBER
11A1

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NAME OF COMMITTEE (in Full)
LaBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code Ms Elaine Derrae 125 W. 55th St. New York NY 10019-5388 Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer LLGM, L.L.P.	Date (month, day, year) 06/30/2000 Example: Accounting Services	Amount of Each Receipt this Period 250.00
	Occupation Accountant	Aggregate Year-to-Date \$ 0.00	

[MEMO ITEM]

AW

Full Name, Mailing Address, and ZIP Code LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Co- 125 W. 55th Street New York NY 10019-5388 Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Name of Employer	Date (month, day, year) 06/30/2000 (In-Kind Operating Expenses)	Amount of Each Receipt this Period 566.21
	Occupation	Aggregate Year-to-Date \$ 2284.84	

SUBTOTALS of Receipts This Page (Optional)

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NAME OF COMMITTEE (In Full)
LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code Ms Elaine Demas 126 W. 55th St. New York NY 10019-5389	Name of Employer LLG&M, L.L.P.	Date (month, day, year) 05/03/2000 Exempt Accounting Services for	Amount of Each Receipt this Period 250.00 5/00
	Occupation Accountant		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):		[MEMO ITEM]	

76w

Full Name, Mailing Address, and ZIP Code LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee 125 W. 55th Street New York NY 10019-5389	Name of Employer	Date (month, day, year) 05/31/2000 (In-Kind Operating Expenses)	Amount of Each Receipt this Period 566.21
	Occupation		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):			

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SCHEDULE A

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NAME OF COMMITTEE (In Full)
LaBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee

Full Name, Mailing Address, and ZIP Code Ms Elaine Demas 125 W. 55th St. New York NY 10019-5389	Name of Employer LLG&M, L.L.P.	Date (month, day, year) 04/30/2000 Exempt Accounting Services for 04/00	Amount of Each Receipt this Period 250.00
	Occupation Accountant		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 0.00		[MEMO ITEM]

GLW

Full Name, Mailing Address, and ZIP Code LaBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee 125 W. 55th Street New York NY 10019-5389	Name of Employer	Date (month, day, year) 04/30/2000 (In-Kind Operating Expense)	Amount of Each Receipt this Period 566.21
	Occupation		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	Aggregate Year-to-Date > \$ 1132.42		

SUBTOTALS of Receipts This Page (Optional)	
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				FOR LINE NUMBER 11A1	
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NAME OF COMMITTEE (In Full) LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee					
Full Name, Mailing Address, and ZIP Code Ms Elaine Damas 125 W. 65th St. New York NY 10019-5388		Name of Employer LLG&M, L.L.P. Occupation Accountant		Date (month, day, year) 02/29/2000 Exempt Accounting Services for 02/00	Amount of Each Receipt this Period 250.00 [MEMO ITEM]
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):		Aggregate Year-to-Date > \$ 0.00			
<i>ilw</i> Full Name, Mailing Address, and ZIP Code LeBoeuf, Lamb, Greene & MacRae, L.L.P. Political Action Committee 125 W. 55th Street New York NY 10019-5388		Name of Employer Occupation		Date (month, day, year) 02/28/2000 (In-Kind Operating Expenses)	Amount of Each Receipt this Period 566.21
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):		Aggregate Year-to-Date > \$ 566.21			
SUBTOTALS of Receipts This Page (Optional)					
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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. The text also highlights the need for regular audits to detect any discrepancies or errors early on.

Next, the document outlines the various methods used for recording transactions, such as double-entry bookkeeping. This system ensures that every debit has a corresponding credit, which helps in maintaining the balance of the accounts. The text provides a detailed explanation of how these entries are made and how they affect the different parts of the balance sheet and income statement.

The document then moves on to discuss the classification of transactions. It explains how different types of transactions, such as sales, purchases, and transfers, are recorded in different accounts. This classification is crucial for understanding the financial performance of the business and for preparing accurate financial statements.

Finally, the document concludes by emphasizing the importance of transparency and accountability in financial reporting. It states that accurate records and proper recording methods are essential for building trust with stakeholders and for making informed decisions based on reliable financial data.

The second part of the document focuses on the practical aspects of recording transactions. It provides a step-by-step guide on how to enter transactions into the accounting system, from identifying the transaction to posting it to the appropriate accounts. The text includes several examples to illustrate the process and to show how different types of transactions are recorded.

One of the key examples discussed is the recording of a sale on credit. The text shows how the sale is recorded as a debit to Accounts Receivable and a credit to Sales Revenue. It also explains how the subsequent payment of the account is recorded as a debit to Cash and a credit to Accounts Receivable. These examples help to clarify the flow of entries and the impact on the financial statements.

The document also discusses the importance of using the correct accounting language and terminology when recording transactions. It provides a list of common terms and their meanings, along with examples of how they should be used in journal entries. This helps to ensure consistency and accuracy in the recording process.

In addition, the document addresses the issue of errors and how to correct them. It explains the different types of errors that can occur, such as transposition errors or recording a debit as a credit, and provides the steps for identifying and correcting these errors. This is a critical part of the accounting process to ensure that the financial statements are free from mistakes.

Overall, the document provides a comprehensive overview of the recording process in accounting, from the theoretical principles to the practical application. It is designed to help students and professionals alike to understand and perform this essential task with confidence and accuracy.