



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

April 6, 2000

C. Edward Jordan, Treasurer
Commerce Bancorp Inc. - Political
Action Committee Fed
1701 Route 70 East
Cherry Hill, NJ 08034

Identification Number: C00303156

Reference: Amended Mid-Year Report (1/1/99-6/30/99), received 2/15/00

Dear Mr. Jordan:

On March 15, 2000, you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

Your March 30, 2000 response is incomplete because you have not provided all the requested information. For this response to be considered adequate, the following information is still required.

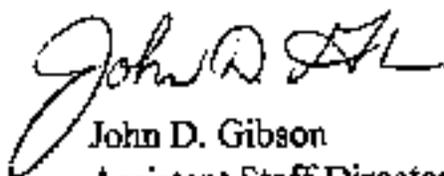
- It is still not clear if your committee originally designated these contributions for the 1996 General Election but improperly reported the election designations on your 1997 Year End Report or redesignated these contributions for the 1996 General Election in February 2000. If the former occurred, please amend your 1997 Year End Report to properly disclose the election designations. If the latter occurred, you should either request a refund of the full amount or redesignate them to a future election since you have already contributed the maximum amount to the 2000 Primary and General elections and Torricelli for U.S. Senate, Inc. had no outstanding debts in February 2000. In addition, the redesignations should be reported on the report covering the period when the redesignations are made. When preparing your response, please note that a contribution redesignated for a previous election shall be subject to the requirements of 11 CFR 110.2(b)(3)

regarding net outstanding debts and only the contributor - not the recipient candidate committee - may designate a contribution for a particular election (see 11 CFR 110.1(b)(2)(i) and (b)(4), and 11 CFR 110.2(b)(2)(i) and (b)(4)).

If this information is not received by the Commission within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions related to this matter, please contact Antoinette Kitchen on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Gibson". The signature is fluid and cursive, with a large initial "J" and "G".

John D. Gibson
Assistant Staff Director
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 document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices.

In the second section, the author outlines the process of reconciling accounts. This involves comparing the company's internal records with the bank statements to identify any discrepancies. The document explains how to investigate these differences, which could be due to errors in recording or timing of transactions. It provides a step-by-step guide to performing a reconciliation, including how to use spreadsheets to organize the data and identify patterns.

The third section focuses on budgeting and financial forecasting. It discusses how to set realistic goals for the business and how to allocate resources effectively. The document includes a sample budget template and explains how to use it to track actual performance against the plan. It also covers the importance of reviewing the budget regularly and making adjustments as needed to stay on track.

Finally, the document addresses the topic of tax compliance. It provides an overview of the various taxes that a business may be required to pay, such as income tax, sales tax, and property tax. It offers practical advice on how to stay up-to-date on tax laws and regulations, and how to work with a tax professional to ensure that the business is in full compliance. The document concludes with a summary of the key points and a call to action for the reader to implement the strategies discussed.