



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

May 23, 2002

Jacqueline M. Medema, Treasurer
 Continuing A Majority Party Action Committee
 (CAMPAC)
 5915 Eastman Avenue, Suite 100
 Midland, MI 48640

Identification Number: C00350462

Reference: Amended Mid-Year Report (1/1/01-6/30/01), received 11/14/01 and
 Year End Report (7/1/01-12/31/01)

Dear Ms. Medema:

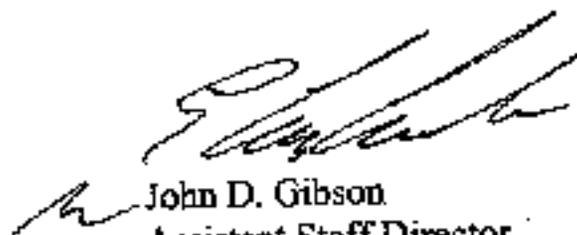
This letter is to inform you that as of May 22, 2002, the Commission has not received your response to our request for additional information, dated May 1, 2002. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

An adequate response must be received at the Commission by June 12, 2002. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter, please contact Angel Williamson 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", written in a cursive style.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Jacqueline M. Medema, Treasurer
Continuing A Majority Party Action Committee
(CAMPAC)
5915 Eastman Avenue, Suite 100
Midland, MI 48640

MAY 01 2002

Identification Number: C00350462

Reference: Amended Mid-Year Report (1/1/01-6/30/01), received 11/14/01 and
Year End Report (7/1/01-12/31/01)

Dear Ms. Medema:

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:

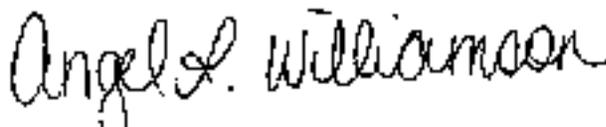
-Your report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B supporting Line 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If these services have been provided by volunteers, please confirm this in writing.

A response or 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. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. 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
Senior 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, income, and any other financial activity. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

Next, the document addresses the issue of budgeting. It suggests that a well-defined budget is essential for controlling costs and maximizing efficiency. By setting clear financial goals and limits, businesses can avoid overspending and ensure that they are on track to meet their objectives. The document provides several tips for creating a realistic budget, such as tracking past spending patterns and consulting with financial experts.

The third section of the document focuses on tax management. It explains that understanding the various tax laws and regulations is crucial for minimizing tax liability and maximizing cash flow. The document offers practical advice on how to take advantage of tax deductions and credits, as well as strategies for timing income and expenses to optimize tax outcomes. It also stresses the importance of staying up-to-date on changes in tax law.

Finally, the document discusses the role of professional advisors in financial management. It notes that while many businesses can handle their own finances, there are many situations where the expertise of accountants, lawyers, and other professionals is invaluable. The document provides information on how to find and work with these advisors effectively, ensuring that they are providing the best possible advice for the business's needs.