



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Thomas F. Lee, Treasurer  
American Federation of Musicians -  
Tempo Political Contributions  
Committee  
1501 Broadway, Suite 600  
New York, NY 10036

SEP 20 2000

Identification Number: C00073627

Reference: Mid-Year Report (1/01/99-6/30/99)

Dear Mr. Lee:

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:

-Please provide the total(s) for Line 21(c), Columns A and B of the Detailed Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.

-Line 21(a) of the Detailed Summary Page should only be used to report the federal and non-federal shares of allocable activities. If your committee has only one account, the total operating expenditures (administrative expenses) should be reported on Line 21(b). Please amend your report to confirm the nature of your expenditures and to provide the total on the appropriate line.

-Please amend Schedule B supporting Line 23 by providing the office sought including state and congressional district, if applicable, for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

-Schedule B supporting Line 23 of your report discloses a contribution(s) to "Comm. to Re-Elect Susan Schulman". Please clarify whether this is a federal committee(s), as there does not appear to be a committee(s) registered with the Commission under this name(s). In the event this is a non-federal committee(s), please disclose it on Schedule B supporting Line 29 of the Detailed Summary Page.

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,

*Thomas F. Maxwell, III*

Thomas F. Maxwell, III  
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 correctly, ensuring they are recorded in the appropriate accounts. It also discusses the importance of regular reconciliation to identify any discrepancies early on.

The second part of the document focuses on the preparation of the financial statements. It outlines the steps involved in calculating the net income, which is a key indicator of the company's profitability. This involves summing up all revenues and subtracting all expenses. The document also discusses the importance of providing a clear and concise explanation of the results, highlighting any significant trends or changes from the previous period. It provides a template for how to present this information in a professional and easy-to-understand format.

The final part of the document discusses the importance of transparency and accountability in financial reporting. It emphasizes that the financial statements should be prepared in accordance with established accounting standards and should be subject to external audit. This helps to build trust with investors and other stakeholders. The document also discusses the importance of providing a clear and concise explanation of the results, highlighting any significant trends or changes from the previous period. It provides a template for how to present this information in a professional and easy-to-understand format.