



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

April 22, 1999

Gary W. Fields, Treasurer
American Bankers Association BankPAC
1120 Conn. Ave., NW Suite 851
Washington, DC 20036

Identification Number: C00004275

Reference: Year End Report (11/24/98-12/31/98)

Dear Mr. Fields:

On March 31, 1999, 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 April 15, 1999 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.

-The cover letter filed with your amendment states that the December 1, 1998 contribution was for the 2000 General Election. Your response includes a signed form redesignating the \$5000 to the General Election on January 15, 1999. However, the Schedule B filed with your amended report still reports this contribution as being for the 2000 Primary Election. Please clarify this discrepancy.

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 Kenneth A. Davis Jr. on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

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, supplier payments, and customer orders. It also outlines the procedures for reconciling accounts and identifying discrepancies. The second part of the document focuses on the analysis of the recorded data. It describes various methods for interpreting the information, including trend analysis, budget comparisons, and variance analysis. The goal is to identify areas of strength and weakness, and to make informed decisions based on the data. The document concludes with a summary of the key findings and recommendations for future actions.