



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

February 22, 2001

James Bray, Treasurer  
Friends of Tim Johnson  
P.O. Box 17097  
Urbana, IL 61803

Identification Number: C00350421

Reference: 30 Day Post-General Election Report (10/19/00-11/27/00)

Dear Mr. Bray:

This letter is to inform you that as of February 21, 2001, the Commission has not received your response to our request for additional information, dated January 30, 2001. 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 March 14, 2001. 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.

If you should have any questions regarding this matter, please contact Kimberly M. Willis 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 that reads "John D. Gibson".

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

James Bray, Treasurer  
Friends of Tim Johnson  
P.O. Box 17097  
Urbana, IL 61803

JAN 30 2001

Identification Number: C00350421

Reference: 30 Day Post-General Election Report (10/19/00-11/27/00)

Dear Mr. Bray:

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 committee filed 48 hour notices reporting the following "last minute" contributions:

<u>Contributor</u>	<u>Date</u>	<u>Amount</u>
Illinois Republican Party	10/31	\$2,500
Motorola Civic Action Campaign Fund PAC	10/31	\$1,000
Newport News Shipbuilding PAC	10/31	\$2,000
Walgreen Co. PAC	10/31	\$1,000

These contributions do not appear on Schedule A of this report. Please amend your report to include these contributions or provide an explanation of these apparent discrepancies.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))  
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

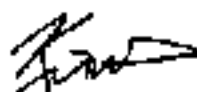
Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-You have opted to file your reports electronically; however, you have failed to do so for the above referenced reporting period(s). Please be advised that if a committee chooses to file its reports electronically, it must continue to file all reports electronically for that calendar year. (11 CFR §

104.18) Please file the 30 Day Post-General report electronically.

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,



Kimberly M. Willis  
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 data. This includes not only sales and purchases but also expenses and income. The text suggests that a systematic approach to record-keeping is essential for identifying trends and making informed decisions.

Next, the document addresses the issue of budgeting. It states that a well-defined budget is crucial for controlling costs and maximizing resources. The author provides a detailed breakdown of how to allocate funds across different departments and projects, highlighting the need for flexibility in case of unexpected changes. The budgeting process is presented as a continuous cycle that requires regular review and adjustment.

The third section focuses on the role of technology in modern accounting. It discusses how software solutions can streamline data entry, reduce errors, and provide real-time access to financial information. The text also touches upon the importance of data security and the need for robust backup systems to protect sensitive financial data from loss or theft.

Finally, the document concludes by emphasizing the value of transparency and communication. It argues that clear reporting and open dialogue between management and staff are key to building trust and ensuring the success of the organization. The author encourages the implementation of regular financial reviews and the use of clear, concise language in all financial communications.

In addition to the above points, the document also covers the importance of staying up-to-date with the latest accounting standards and regulations. It notes that the financial landscape is constantly evolving, and organizations must adapt to new requirements to remain compliant. The text suggests that ongoing education and professional development for accounting staff are essential for staying current in this field.

Furthermore, the document highlights the significance of accurate financial reporting. It explains that reliable financial statements are not only required by law but also serve as a critical tool for investors, creditors, and other stakeholders. The author stresses the need for thorough audits and the implementation of strong internal controls to ensure the accuracy and reliability of the reported information.

The document also touches upon the importance of maintaining a clear audit trail. It explains that a well-documented trail of transactions is essential for identifying and resolving any discrepancies or errors. This involves keeping detailed records of all adjustments and corrections, along with the reasons behind them. The text suggests that a clear audit trail is also a key indicator of a well-managed and transparent organization.

Overall, the document provides a comprehensive overview of the key principles and practices of effective financial management. It emphasizes the need for a systematic, transparent, and up-to-date approach to accounting and financial reporting. The author concludes by stating that a strong financial foundation is essential for the long-term success and growth of any organization.