



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-3

March 9, 2000

Lynn R. Coleman, Treasurer
Skadden Arps PAC
1440 New York Avenue, NW
Washington, DC 20005

Identification Number: C00232629

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

Dear Mr. Coleman:

This letter is to inform you that as of March 8, 2000 the Commission has not received your response to our request for additional information, dated February 16, 2000. 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).

If no response is received 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 regarding this matter, please contact Debbie Chacona 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

Lynn R. Coleman, Treasurer
Skadden Arps PAC
1440 New York Avenue, NW
Washington, DC 20005

FEB 16 2000

Identification Number: C00232629

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

Dear Ms. Coleman:

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 no 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 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 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. My local number is (202) 694-1130.

Sincerely,

Debbie Chacona

Debbie Chacona
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 states 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 staying on track. The document provides several tips for creating an effective budget, such as tracking actual spending against the budget and adjusting it as needed.

The third section of the document focuses on the importance of cash flow management. It explains that maintaining a healthy cash flow is crucial for the long-term success of any business. This involves monitoring the timing of payments and receipts, as well as identifying ways to improve the collection of receivables and the management of payables. The document also discusses the risks of poor cash flow management and the potential consequences for a business.

Finally, the document concludes by emphasizing the importance of seeking professional advice when needed. It notes that while many financial tasks can be handled in-house, there are certain areas where the expertise of an accountant or financial advisor is invaluable. This includes complex tax matters, investment decisions, and the preparation of financial statements. The document encourages businesses to build strong relationships with their financial professionals to ensure they are getting the most out of their financial resources.