



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Jahan Ahmad, Treasurer
General Aviation Manufacturers Association
Political Action Committee (GAMAPAC)
1400 K Street, NW, Suite 801
Washington, DC 20005

FEB 28 2001

Identification Number: C00014878

Reference: Amended July Quarterly Report (4/1/00-6/30/00), dated 11/9/00

Dear Mr. Ahmad:

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:

-The Summary Page discloses \$10,500 on Line 7, Column A, but the Detailed Summary Page shows the Line 30, Column A total to be \$11,000. These figures should be the same. Please amend your report accordingly.

-The Summary Page discloses \$16,066 on Line 7, Column B, but the Detailed Summary Page shows the Line 30, Column B total to be \$16,566. These figures should be the same. Please amend your report accordingly.

-It appears that the figures you have disclosed on Line 21(a)(i) of the Detailed Summary Page have been inadvertently recorded on the incorrect line. Please amend your report to disclose your figures on the correct line 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,

A handwritten signature in cursive script that reads "Thomas F. Maxwell, III". The signature is written in dark ink and includes a stylized flourish at the end.

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, 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 and financial planning. It suggests that a well-defined budget can help in controlling costs and maximizing profits. By setting realistic targets and monitoring progress against them, businesses can avoid overspending and ensure they are on track to meet their financial goals. The document provides several tips for creating an effective budget, such as categorizing expenses and reviewing it regularly.

The third section focuses on the importance of cash flow management. It explains that even a profitable business can face cash flow problems if it does not manage its liquidity carefully. The document offers strategies to improve cash flow, such as speeding up receivables and negotiating better terms with suppliers. It also stresses the importance of maintaining a healthy cash reserve to cover unexpected expenses.

Finally, the document discusses the role of technology in financial management. It notes that modern accounting software can significantly reduce the time and effort required to manage financial data. It provides an overview of various software options and offers advice on how to choose the right one for a business's needs. The document also touches on the importance of data security and backup procedures when using digital tools.