



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

December 7, 2000

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

Identification Number: C00073627

Reference: Amended Year End Report (7/01/99-12/31/99) dated 10/19/00 and July
Quarterly Report (4/01/00-6/30/00)

Dear Mr. Lee:

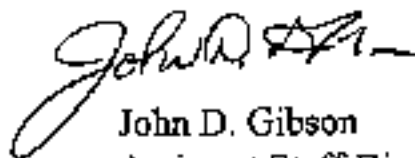
This letter is to inform you that as of December 6, 2000 the Commission has not received your response to our requests for additional information dated November 15, 2000. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies enclosed).

An adequate response must be received at the Commission by December 27, 2000. 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 Thomas F. Maxwell, III 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 cursive script, appearing to read "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



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

NOV 15 2000

Identification Number: C00073627

Reference: July Quarterly Report (4/01/00-6/30/00)

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:

-The total listed on Line 21(c), Column B of the Detailed Summary Page appears to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B total. Please amend your report and any subsequent reports that may be affected by this correction.

-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 a candidate(s) for the Primary election; however, the funds were disbursed after the election date(s) (pertinent portion(s) attached). Please note that contributions may not be designated for an election which has already occurred unless the funds are to be used to reduce a candidate committee's debts incurred during that election campaign. Please clarify the contribution(s) and disclose any redesignations or refunds as necessary on the appropriate schedules.

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

SCHEDULE B

ITEMIZED DISBURSEMENTS

Use separate schedule(s) for each category of the Detailed Summary Page

PAGE 1 OF 3
FOR LINE NUMBER

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (in Full)			
TEMPO POLITICAL CAMPAIGN COMMITTEE			
A. Full Name, Mailing Address and ZIP Code <i>Kennedy for Senate Sen. Edward Kennedy 227 MASS AVE NE Ste #302 Washington, D.C. 20002</i>	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>04/18/00</i>	Amount of Each Disbursement This Period <i>\$1,000.00</i>
B. Full Name, Mailing Address and ZIP Code <i>Hillary Rodham Clinton for US Senate Comm. Hillary Rodham Clinton 1736 M St, NW Ste #413 Washington DC 20036</i>	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i>	Amount of Each Disbursement This Period <i>\$500.00</i>
C. Full Name, Mailing Address and ZIP Code <i>Friends of Joe Baca Rep. Joe Baca 729 15th St, NW Ste #300 Washington DC 20013</i>	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i>	Amount of Each Disbursement This Period <i>\$500.00</i>
D. Full Name, Mailing Address and ZIP Code <i>Democratic National Committee 430 S. Capitol St, SE Washington, DC 20003 DNC. Attn of: Bridget Martin</i>	Purpose of Disbursement <i>John Sweeney Request</i> Disbursement for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input checked="" type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i>	Amount of Each Disbursement This Period <i>\$1,000.00</i>
E. Full Name, Mailing Address and ZIP Code <i>Hoyer for Congress Rep. Stearns Hoyer 7905 Malcomb Road Ste #102 Clinton MD 20735</i>	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i>	Amount of Each Disbursement This Period <i>\$500.00</i>
F. Full Name, Mailing Address and ZIP Code <i>Neill for Congress Committee/Sandhill PO Box 2088 Hendersonville, NC 28793</i>	Purpose of Disbursement Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i> <i>Continued to 5/12/00</i>	Amount of Each Disbursement This Period <i>\$500.00</i>
G. Full Name, Mailing Address and ZIP Code <i>Pastor for Arizona Committee Rep. Ed Pastor PO Box 6554 Phoenix, AZ 85065-6554</i>	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i>	Amount of Each Disbursement This Period <i>\$250.00</i>
H. Full Name, Mailing Address and ZIP Code <i>Nick Rahall in Congress Committee Rep. Nick Rahall PO Box 64 Beckley, WV 26001</i>	Purpose of Disbursement Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i> <i>Continued to 5/12/00</i>	Amount of Each Disbursement This Period <i>\$250.00</i>
I. Full Name, Mailing Address and ZIP Code <i>Reyes Congressional Campaign 505 E. Rio Grande El Paso TX 79902 Rep. Silvestre Reyes</i>	Purpose of Disbursement Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)	Date (month, day, year) <i>05/12/00</i>	Amount of Each Disbursement This Period <i>\$500.00</i>
SUBTOTAL of Disbursements This Page (optional)			<i>\$5,000.00</i>
TOTAL This Period (last page this line number only)			—

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 transfers between accounts.

Next, the document outlines the process of reconciling bank statements with the company's records. This involves comparing the bank's record of transactions with the company's ledger to identify any discrepancies. Common reasons for discrepancies include timing differences, such as deposits in transit or outstanding checks, and errors in recording or transcription.

The document then provides a detailed explanation of the accounting cycle, which consists of eight steps: 1) identifying and recording transactions, 2) journalizing, 3) posting to the ledger, 4) calculating the trial balance, 5) adjusting entries, 6) preparing financial statements, 7) closing the books, and 8) reversing entries. Each step is described in detail, including the necessary journal entries and ledger postings.

Finally, the document discusses the importance of internal controls to prevent fraud and errors. It suggests implementing measures such as segregation of duties, requiring approvals for transactions, and conducting regular audits. The document concludes by stating that a strong system of internal controls is essential for the success and longevity of any business.