



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-2

George W. Reilly, Treasurer
Plumbers Local Union No. 1 NYC-Political
Action Committee
158-29 Cross Bay Boulevard
Howard Beach, NY 11414

MAY 08 2002

Identification Number: C00327478

Reference: Amended Year End Report (7/1/01-12/31/01), dated 1/30/02

Dear Mr. Reilly:

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:

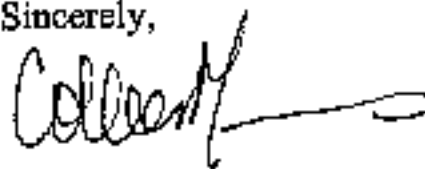
-Line 11(a)(ii) of the Detailed Summary Page discloses \$117,740 in unitemized receipts from individuals/persons other than political committees during the reporting period. Please clarify whether this figure includes any receipts from a single source that aggregate greater than \$200 in the calendar year. If this is the case, please amend your report(s) by itemizing the receipts on Schedule A supporting Line 11(a)(i). 2 U.S.C. §434(b)(2)(A) and (3)(A)

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Other federal operating expenses should be properly disclosed on a separate Schedule B, supporting Line 21(b) of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

A response or 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. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. 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 "Colleen Manning". The signature is written in black ink and includes a long, sweeping horizontal stroke at the end.

Colleen Manning
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 document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial performance. This includes comparing current data with historical trends, analyzing seasonal fluctuations, and identifying areas where costs are higher than expected. The document also discusses the importance of regular reviews and reports to management, providing a clear and concise summary of the financial situation. It includes a sample report format and a list of key performance indicators (KPIs) that should be monitored.

The final part of the document provides practical advice on how to implement these procedures effectively. It suggests starting with a pilot program in one department to test the new system before rolling it out to the entire organization. It also emphasizes the need for training and communication to ensure that all staff members understand the importance of accurate record-keeping and are equipped with the necessary skills to perform their duties. The document concludes with a list of resources and references for further information on financial management and record-keeping.