



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Sarkis J. Kechejian, Treasurer
Armenian American PAC
(ARMENPAC)
421 E Airport Freeway
Irving, TX 75206

NOV 28 2000

Identification Number: C00352054

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

Dear Treasurer:

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 limited 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.

-Schedule B supporting Line 23 of your report discloses a contribution(s) to a candidate(s) for the Texas 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.

Any amendment or clarification should be filed with the Federal Election Commission. 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,



Dominick Ciaraldi
Reports Analyst
Reports Analysis Division

SCHEDULE B

ITEMIZED DISBURSEMENTS

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

FOR LINE NUMBER
23

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)
Armenian American Political Action Committee

DAC

Full Name, Mailing Address, and ZIP Code LLOYD DOGGETT PO BOX 5843 AUSTIN TX 78763	Purpose of Disbursement (House - TX - 10) contribution	Date (month, day, year) 04/02/2000	Amount of Each Disbursement This Period 500.00
	Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):	TX PRIMARY = 3.14.00	

Full Name, Mailing Address, and ZIP Code NANCY PELOSI 2840 BROADWAY SAN FRANCISCO CA 94115	Purpose of Disbursement (House - CA - 08)	Date (month, day, year) 06/26/2000	Amount of Each Disbursement This Period 1000.00
	Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify):		

SUBTOTALS of Disbursements This Page (Optional)	
TOTALS This Period (last page this line number only)	1500.00

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 and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts receivable, and accounts payable. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping and the importance of regular reconciliations.

The second part of the document focuses on the analysis of the financial data. It explains how to interpret the various components of the financial statements, such as the balance sheet, income statement, and cash flow statement. It provides a step-by-step guide to calculating key financial ratios and metrics, such as the current ratio, debt-to-equity ratio, and return on investment. The document also discusses the implications of these ratios and how they can be used to assess the financial health of the organization.

The final part of the document addresses the reporting requirements for the financial statements. It outlines the format and content of the financial statements, including the required disclosures and the role of the auditor. It also discusses the importance of transparency and accountability in financial reporting, and provides guidance on how to communicate the results of the financial analysis to stakeholders.