



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Clifford A. Schulman, Treasurer
Greenberg, Traurig, Hoffman, Lipoff,
Rosen & Quental, P A Political Action
Committee
1221 Brickell Avenue
Miami, FL 33121

JAN 23 2001

Identification Number: C00266585

Reference: September Monthly Report (8/1/00-8/31/00)

Dear Mr. Schulman:

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:

-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.

If the contribution(s) in question was incompletely or incorrectly disclosed, you should amend your original report with clarifying information. If you have made an impermissible contribution for an election which has already occurred, you should notify the recipient and request a refund and/or notify the recipient in writing of your redesignation of the contribution. In the best interest of your committee, all refunds and redesignations should be made within sixty days of the treasurer's receipt of the contribution(s).

Please inform the Commission of your corrective action immediately in writing and provide a photocopy of the refund or redesignation request sent to the recipient committee(s). In addition, any refunds should be disclosed on Schedule A supporting Line 16 of the report covering the period during

which they are received. Any redesignations should be disclosed as memo entries on Schedule B supporting Line 23 of the report covering the period during which the redesignation is made. 11 CFR §110.1(b)

Although the Commission may take further legal action regarding this impermissible activity, your prompt action in obtaining a refund and/or redesignating the contribution(s) will be taken into consideration.

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, appearing to read "A. L. Kitchen".

Antoinette Kitchen
Reports Analyst
Reports Analysis Division

SCHEDULE B

ITEMIZED DISBURSEMENTS

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) **GREENBERG TRAUIG POLITICAL ACTION COMMITTEE**

A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement This Period
Lauren Beth Gash 1345 Forest Highland Park, IL	HOUSE Lauren Beth Gash (D-10th-IL) Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify) 2000	8/1/00	\$2,000.00
Johny Isakson for Congress 6000 Lake Forrest Dr., Suite 110 Atlanta, GA 30309	HOUSE John Isakson (R-8th-GA) Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify) 2000	8/30/00	\$1,000.00
Zell Miller 1100 Spring St. Suite 104 Atlanta, GA 30328	SENATE Zell Miller (D-GA) Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) 2000 CoA (P) 9/18/00	8/30/00	\$1,000.00

SUBTOTAL of Disbursements This Page (optional)	
TOTAL This Period (last page this line number only)	\$4,000.00

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 data. This includes not only sales and purchases but also expenses, income, and any other financial activity. The document provides a detailed explanation of how to categorize these transactions and how to use a double-entry accounting system to ensure that the books are balanced.

Next, the document covers the process of reconciling bank statements with the company's records. It explains that this is a crucial step in identifying any discrepancies or errors that may have occurred. The document provides a step-by-step guide on how to perform a bank reconciliation, including how to compare the bank's records with the company's ledger and how to investigate any differences.

The document also discusses the importance of regular audits and reviews. It explains that these are essential for ensuring the accuracy and reliability of the financial statements. The document provides a list of key areas to focus on during an audit, such as the accuracy of the accounting records, the completeness of the data, and the proper application of accounting principles.

Finally, the document provides a summary of the key points discussed and offers some final thoughts on the importance of maintaining accurate financial records. It concludes by stating that a strong financial foundation is essential for the success of any business, and that careful attention to detail is required to ensure that the books are kept in good order.