



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Martha Hermance, Treasurer
Civic Involvement Program/General
Motors Corporation
c/o Comerica Bank PAC Services
Detroit, MI 48275

Identification Number: C00076810

NOV 1 2000

Reference: July Monthly Report (6/1/00-6/30/00)

Dear Ms. Hermance:

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 of your report (pertinent portion(s) attached) discloses a contribution(s) which appears to exceed the limits set forth in the Act. 2 U.S.C. §441a(a) precludes a committee from making contributions to another political committee and its affiliates in excess of \$5,000 per calendar year.

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 excessive contribution, you should notify the recipient and request a refund of the amount in excess of \$5,000.

Please inform the Commission of your corrective action immediately in writing and provide a photocopy of the refund 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.

Although the Commission may take further legal action regarding the excessive contribution(s), your prompt action in obtaining a refund 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 black ink, appearing to read "A. L. Kitchen". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Antoinette Kitchen
Reports Analyst
Reports Analysis Division

SCHEDULE B

ITEMIZED DISBURSEMENTS

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

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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)

CIVIC INVOLVEMENT PROGRAM/GENERAL MOTORS CORP.

A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement this Period
FUND FOR AMERICAN OPPORTUNITY 1904 L. STREET, N.W. WASHINGTON, DC 20036	FEDERAL POLITICAL ACTION CMTE MI Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other:	06/08/00	5,000.00
B. Full Name, Mailing Address and ZIP Code LEVIN FOR CONGRESS COMMITTEE 436 NEW JERSEY AVENUE, S.E. WASHINGTON, DC 20003	PURPOSE OF DISBURSEMENT SAMER LEVIN U S HOUSE MI012 Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other:	06/08/00	1,000.00
C. Full Name, Mailing Address and ZIP Code LEVIN FOR CONGRESS COMMITTEE 436 NEW JERSEY AVENUE, S.E. WASHINGTON, DC 20003	PURPOSE OF DISBURSEMENT SAMER LEVIN U S HOUSE MI012 Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other:	06/08/00	1,000.00
D. Full Name, Mailing Address and ZIP Code MICHIGAN REPUBLICAN STATE COMMITTEE MRSC - FEDERAL ACCOUNT 2121 E. GRAND RIVER AVE. LANSING, MI 48912-3299	PURPOSE OF DISBURSEMENT NATIONAL POLITICAL PARTY MI Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other:	06/29/00	10,000.00
E. Full Name, Mailing Address and ZIP Code ROGERS FOR CONGRESS COMMITTEE P.O. BOX 581 BRIGHTON, MI 48116	PURPOSE OF DISBURSEMENT MIKE ROGERS U S HOUSE MI006 Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other:	06/08/00	1,000.00
F. Full Name, Mailing Address and ZIP Code UPTON FOR ALL OF US COMMITTEE P.O. BOX 490 ST. JOSEPH, MI 49085	PURPOSE OF DISBURSEMENT FRED UPTON U S HOUSE MI006 Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other:	06/08/00	1,500.00
G. Full Name, Mailing Address and ZIP Code UPTON FOR ALL OF US COMMITTEE P.O. BOX 490 ST. JOSEPH, MI 49085	PURPOSE OF DISBURSEMENT FRED UPTON U S HOUSE MI006 Disbursement for: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other:	06/22/00	1,100.00
H. Full Name, Mailing Address and ZIP Code UPTON FOR ALL OF US COMMITTEE P.O. BOX 490 ST. JOSEPH, MI 49085	PURPOSE OF DISBURSEMENT FRED UPTON U S HOUSE MI006 Disbursement for: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other:	06/22/00	400.00
I. Full Name, Mailing Address and ZIP Code	PURPOSE OF DISBURSEMENT Disbursement for: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other:		

SUBTOTAL of Disbursements This Page (optional)

21,000.00

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 statements. This includes not only sales and purchases but also expenses and income. The document also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

In addition, the document provides a detailed breakdown of the accounting cycle, from identifying the accounting entity to closing the books. It explains how each step contributes to the overall accuracy and reliability of the financial data. The document also includes a section on the importance of internal controls, which are designed to prevent errors and fraud within the organization.

Finally, the document discusses the role of the accountant in providing valuable insights into the company's financial performance. It explains how the accountant can use the data to identify trends, forecast future performance, and provide recommendations to management. The document concludes by emphasizing the importance of transparency and ethical behavior in all accounting practices.