



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

OCT 6 1998

Eugene Turner, Treasurer
Pete King for Congress Committee
P.O. Box 1428
Seaford, NY 11783

Identification Number: C00272211

Reference: 12 Day Pre-Primary Report (7/1/98-8/26/98)

Dear Mr. Turner:

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:

-Column B figures for the Summary and Detailed Summary Pages should equal the sum of the Column B figures on your previous report and the Column A figures on this report. Please file an amendment to your report to correct the Column B discrepancies for Line(s) 21, and any subsequent report(s) which may be affected by this correction. Note that Column B should reflect only the year-to-date totals for the calendar year 1998.

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. My local number is (202) 694-1130.

Sincerely,

Michael H. Young
Reports Analyst
Reports Analysis Division

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems. It also mentions the need for regular audits and reviews to ensure the integrity of the information.

2. The second section focuses on the role of communication in achieving organizational goals. It highlights the importance of clear and concise communication channels, both internally and externally. The text suggests implementing regular meetings and reports to keep all stakeholders informed and aligned. It also discusses the benefits of open communication, such as improved collaboration and faster problem-solving.

3. The third part of the document addresses the challenges of managing a large and diverse team. It provides strategies for effective delegation, ensuring that tasks are assigned to the right people with the necessary skills and resources. The text also covers techniques for motivating and inspiring team members, such as setting clear goals and providing constructive feedback. Additionally, it discusses the importance of fostering a positive team culture and addressing conflicts promptly and fairly.

4. The final section discusses the importance of continuous learning and development. It encourages organizations to invest in training and development programs for their employees, as this can lead to improved performance and innovation. The text also mentions the need for staying up-to-date with industry trends and technologies, and for encouraging a growth mindset among all team members.