



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

December 5, 1996

Martin Edwards Jr., Treasurer  
Realtors Political Action Committee  
430 North Michigan Avenue  
Chicago, IL 60611

Identification Number: C00030718

Reference: July Monthly Report (6/1/96-6/30/96)

Dear Mr. Edwards:

This letter is to inform you that as of December 4, 1996, the Commission has not received your response to our request for additional information, dated November 13, 1996. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Andrew Dodson on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Martin Edwards Jr., Treasurer  
Realtors Political Action Committee  
430 North Michigan Avenue  
Chicago, IL 60611

NOV 13 1996

Identification Number: C00030718

Reference: July Monthly Report (6/1/96-6/30/96)

Dear Mr. Edwards:

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:

-The beginning cash balance of this report should equal the ending balance of your June Monthly Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-The total listed on Line 7, Column B of the Summary Page appears to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Line 7, Column B total. Please amend your report and any subsequent reports that may be affected by this correction.

-The totals listed on Lines 23, 30 and 31, Column B of the Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

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) 219-3580.

Sincerely,

A handwritten signature in cursive script that reads "Andrew J. Dodson". The signature is written in dark ink and is positioned above the typed name.

Andrew J. Dodson,  
Senior Reports Analyst  
Reports Analysis Division

The first part of the document discusses the importance of maintaining accurate records of all transactions. This includes not only sales and purchases but also any other financial activities that may occur. It is essential to ensure that all entries are properly documented and supported by appropriate evidence.

In addition, the document emphasizes the need for regular reconciliation of accounts. This process involves comparing the company's internal records with external statements, such as bank statements or supplier invoices, to identify any discrepancies. Regular reconciliation helps to prevent errors and ensures that the financial statements are accurate and reliable.

Finally, the document highlights the importance of maintaining up-to-date financial statements. These statements provide a clear and concise overview of the company's financial performance and are essential for making informed business decisions. It is crucial to review these statements regularly and to take any necessary corrective actions.

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