



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Brian E. Cartier, Treasurer
National Court Reporters Association Political Action Committee
8224 Old Courthouse Road
Vienna, VA 22182

APR 30 1999

Identification Number: C00146506

Reference: October Quarterly Report (7/1/98-9/30/98), 12 Day Pre-General Election Report (10/1/98-10/14/98), 30 Day Post-General Report (10/15/98-11/23/98) and Year End Report (11/24/98-12/31/98)

Dear Mr. Cartier:

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(s) was not signed by the treasurer or designated agent listed on your Statement of Organization. Please amend your report(s) by providing the signature of an individual that is authorized to sign the report(s). 2 U.S.C. §434(a)(1) and 11 CFR §104.14(a) and (d) If a new treasurer has been appointed, please file an amended Statement of Organization (FORM 1) or a letter to reflect this change.

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

Sincerely,

Donald L. Averett
Senior Reports Analyst
Reports Analysis Division

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 and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial performance. This includes comparing current data with historical trends, analyzing seasonal fluctuations, and identifying areas where costs are higher than expected. The document also discusses the importance of regular reviews and reports to management, providing a clear framework for how these reports should be structured and what key information they should contain.

The final part of the document addresses the overall financial health of the organization. It discusses the impact of the recorded transactions on the balance sheet, income statement, and cash flow. It provides a summary of the key findings from the analysis and offers recommendations for improving financial efficiency and reducing costs. The document concludes with a strong emphasis on the need for continuous monitoring and improvement of the financial recording process to ensure long-term success.