



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

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Patricia Holloman, Treasurer
American Nurses' Association PAC (ANA-PAC)
(FKA N-CAP)
600 Maryland Avenue, S.W., Suite 100W
Washington, DC 20024

FEB 01 2002

Identification Number: C00017525

Reference: Change To Monthly Filer

Dear Ms. Holloman:

The Commission has received notification of your change to a **Monthly** filer of receipts and disbursements. Please be advised that under Section 104.5(c) of the Commission regulations, a committee may change its filing frequency no more than once per calendar year. A reporting schedule is provided below for the 2002 calendar year.

Report Type	Coverage Dates	Reports Due For Filing
February Monthly Report	1/1/02-1/31/02	February 20, 2002
March Monthly Report	2/1/02-2/28/02	March 20, 2002
April Monthly Report	3/1/02-3/31/02	April 20, 2002
May Monthly Report	4/1/02-4/30/02	May 20, 2002
June Monthly Report	5/1/02-5/31/02	June 20, 2002
July Monthly Report	6/1/02-6/30/02	July 20, 2002
August Monthly Report	7/1/02-7/31/02	August 20, 2002
September Monthly Report	8/1/02-8/31/02	September 20, 2002
October Monthly Report	9/1/02-9/30/02	October 20, 2002
12 Day Pre-General Report	10/1/02-10/16/02	October 24, 2002
30 Day Post-General Report	10/17/02-11/25/02	December 5, 2002
Year End Report	11/26/02-12/31/02	January 31, 2003

If the Commission can be of further assistance to you in this matter, please do not

hesitate to write or call (202) 694-1130. Our toll-free number is (800) 424-9530.

Sincerely,

Debbie Chacona

Debbie Chacona
Chief, Party/Non-Party Branch
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, supplier payments, and customer orders. 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 and industry benchmarks. The document also discusses the importance of regular audits to verify the accuracy of the records and to detect any potential fraud or errors. It provides a step-by-step guide for conducting these audits, from the selection of samples to the final reporting of findings.

The final part of the document addresses the communication of the results of the analysis. It emphasizes the need for clear and concise reporting to management and other stakeholders. The document provides a template for these reports, including sections for executive summaries, detailed data analysis, and recommendations for future actions. It also discusses the importance of transparency in financial reporting and the role of the accounting department in providing accurate and timely information to support decision-making.