



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

R. James Huber, Treasurer
National Association of Chain Drug Stores,
Inc. Political Action Committee
P.O. Box 1417-D49
Alexandria, VA 22313

APR 14 2000

Identification Number: C00022368

Reference: Year End Report (7/1/99-12/31/99)

Dear Mr. Huber:

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:

-Please identify the name and address of the payee for the in-kind contribution(s) disclosed on Schedule B for Line 23.

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 (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 cursive script that reads "A. L. Kitchen".

Antoinette Kitchen
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 sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes recording the date, amount, and purpose of each transaction, as well as the names of the parties involved.

Secondly, the document highlights the need for regular reconciliation of accounts. This process involves comparing the company's internal records with the bank statements to identify any discrepancies. Regular reconciliation helps to detect errors or fraud early on and ensures that the books are balanced at all times.

Thirdly, the document stresses the importance of separating personal and business finances. It is crucial to have a dedicated bank account for the business and to avoid using personal funds for business expenses. This helps to maintain clear financial boundaries and simplifies the accounting process.

Finally, the document advises on the importance of seeking professional advice. A qualified accountant or tax advisor can provide valuable guidance on the most effective ways to manage the company's finances, optimize tax payments, and ensure compliance with all relevant regulations.