


**WESTERN
UNION**

WESTERN UNION COMMERCIAL SERVICES

CONFIRMATION OF MAILGRAM TO: KAREN LYNN WALLS
AMERICAN PUBLIC POWER ASSN PUBLIC PAC
2301 N STREET NW
WASHINGTON DC 20037

FEDERAL ELECTION COMMISSION
SHAWN WERTH
999 E ST. NW.
WASHINGTON DC 204630001

MARCH 2, 1999

IDENTIFICATION NUMBER: C00161570

REFERENCE: YEAR-END 11/24/1998 - 12/31/1998

DEAR TREASURER:

IT HAS COME TO THE ATTENTION OF THE FEDERAL ELECTION COMMISSION THAT YOU MAY HAVE FAILED TO FILE THE ABOVE REFERENCED REPORT OF RECEIPTS AND EXPENDITURES AS REQUIRED BY THE FEDERAL ELECTION CAMPAIGN ACT, AS AMENDED. YOU WERE PREVIOUSLY NOTIFIED OF THE DUE DATE FOR THIS REPORT.

IT IS IMPORTANT THAT YOU FILE THIS REPORT IMMEDIATELY WITH THE FEDERAL ELECTION COMMISSION, 999 E STREET, N.W., WASHINGTON, D.C., 20463. A COPY OF THE REPORT OR RELEVANT PORTIONS SHOULD ALSO BE FILED WITH THE SECRETARY OF STATE OR EQUIVALENT STATE OFFICER.

ALTHOUGH THE COMMISSION MAY INITIATE AN AUDIT OR LEGAL ENFORCEMENT ACTION CONCERNING THIS MATTER, YOUR PROMPT RESPONSE AND A LETTER OF EXPLANATION WILL BE TAKEN INTO CONSIDERATION.

IF YOU HAVE ANY QUESTIONS REGARDING THIS MATTER, PLEASE CONTACT ANDREA S. WILKENS ON OUR TOLL FREE NUMBER (800)424-9530. OUR LOCAL NUMBER IS (202)694-1130.

SINCERELY,

JOHN D. GIBSON
ASSISTANT STAFF DIRECTOR
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 statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed explanation of how to categorize these transactions correctly, ensuring they are recorded in the appropriate accounts. It also highlights the need for regular reconciliation to identify any discrepancies between the recorded amounts and the actual bank statements or receipts.

The second part of the document focuses on the preparation of the financial statements. It outlines the steps involved in calculating the net income, which is a key indicator of the company's profitability. This involves summing up all revenues and subtracting all expenses, including depreciation and amortization. The document also discusses the importance of providing a clear and concise explanation of the results, highlighting any significant changes or trends. It provides a template for the financial statements, ensuring that all required information is included and presented in a professional and easy-to-understand format.

The final part of the document addresses the issue of tax compliance. It explains the various taxes that may apply to the company's operations, such as income tax, sales tax, and property tax. It provides a detailed guide on how to calculate these taxes and how to file the necessary returns. The document also discusses the importance of staying up-to-date on the latest tax laws and regulations, as they can change frequently. It provides a checklist of the required documents and information for each tax filing, ensuring that the company is always prepared to meet its tax obligations.