



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

MS-O

Amy R. Myers, Treasurer
Campaign for Working Families
2800 Shirlington Road Suites 605
Arlington, VA 22206

FEB 15 2002

Identification Number: C00325076

Reference: Change To Monthly Filer

Dear Ms. Myers:

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 2001 calendar year.

<u>Report Type</u>	<u>Coverage Dates</u>	<u>Reports Due For Filing</u>
February Monthly Report	1/1/01-1/31/01	February 20, 2001
March Monthly Report	2/1/01-2/28/01	March 20, 2001
April Monthly Report	3/1/01-3/31/01	April 20, 2001
May Monthly Report	4/1/01-4/30/01	May 20, 2001
June Monthly Report	5/1/01-5/31/01	June 20, 2001
July Monthly Report	6/1/01-6/30/01	July 20, 2001
August Monthly Report	7/1/01-7/31/01	August 20, 2001
September Monthly Report	8/1/01-8/31/01	September 20, 2001
October Monthly Report	9/1/01-9/30/01	October 20, 2001
November Monthly Report	10/1/01-10/31/01	November 20, 2001
December Monthly Report	11/1/01-11/30/01	December 20, 2001
Year End Report	12/1/01-12/31/01	January 31, 2002

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 statements. This includes not only sales and purchases but also expenses and income. The text suggests that a systematic approach to record-keeping is essential for identifying trends and potential areas of concern.

Furthermore, the document highlights the need for regular reconciliation of accounts. By comparing the internal records with bank statements and other external sources, discrepancies can be identified and corrected promptly. This process helps to prevent errors from accumulating and ensures that the financial data remains reliable. The text also mentions the importance of keeping records for a sufficient period to comply with legal requirements and for future reference.

In addition, the document provides guidance on how to organize and store financial records. It recommends using clear and consistent labeling for all documents and maintaining a logical filing system. This makes it easier to locate specific information when needed. The text also discusses the benefits of using digital tools for record-keeping, such as spreadsheets and accounting software, which can help to streamline the process and reduce the risk of human error.

Finally, the document concludes by reiterating the importance of transparency and accuracy in financial reporting. It encourages business owners to be open about their financial performance and to seek professional advice when needed. By following these guidelines, businesses can ensure that their financial records are accurate, complete, and easy to understand.