



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Allison Cher Coker, Treasurer
Air Conditioning Contractors of
America PAC
1712 New Hampshire Avenue NW
Washington, DC 20009

APR 4 1999

Identification Number: C00100974

Reference: 30 Day Post General Report (10/15/98-11/23/98)

Dear Ms. Coker:

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:

-There should not be a gap in the coverage dates for your reports. An amended 30 Day Post General Report is necessary to disclose the activity from October 1, 1998 through October 14, 1998.

-Your calculations for Line 20, Columns A and B appear to be incorrect. FEC calculations disclose this amount(s) to be \$54.22 and \$322.29, respectively. Please provide the corrected total(s) on the Detailed Summary Page.

-Your calculations for Line 31, Column B appears to be incorrect. FEC calculations disclose this amount(s) to be \$16,292.18. Please provide the corrected total(s) on the Detailed Summary Page.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. 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,

Andrea Wilkens

Andrea Wilkens
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, income, and any other financial activities that occur over the course of the business.

Next, the document outlines the various methods used to collect and analyze financial data. It describes how different types of transactions are recorded and how they are then processed into meaningful information. This involves a series of steps, from initial data entry to the final reporting stage, ensuring that all data is correctly categorized and analyzed.

The document also addresses the challenges of data management and the importance of having a robust system in place to handle large volumes of information. It discusses the need for regular backups, secure storage, and efficient retrieval methods to prevent data loss and ensure that the information is always available when needed.

Finally, the document provides a detailed overview of the reporting process, including how to generate and interpret various financial statements. It explains the significance of each report, such as the balance sheet, income statement, and cash flow statement, and how they collectively provide a comprehensive view of the business's financial health.