



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Robert Stacey, Treasurer
Committee For A Livable Future
921 SW Washington Street - Suite 470
Portland, OR 97205

Identification Number: C00323352

DEC 6 2006

Reference: April Quarterly Report (1/1/00-3/31/00)

Dear Mr. Stacey:

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:

-Your report discloses a returned contribution(s) from a federal candidate totaling \$1,000 on Schedule A supporting Line 16 of the Detailed Summary Page. If the check written by your committee was not cashed, you should itemize the voided check on Schedule B supporting Line 23 as a negative entry. Line 16 should be used if the recipient committee cashed your check and wrote a refund on its account. Please amend your report to correct this discrepancy or provide clarification regarding this transaction.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Donald L. Averett
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.

Secondly, the document highlights the need for regular reconciliation of bank accounts. By comparing the company's records with the bank statements, any discrepancies can be identified and corrected promptly. This process helps to prevent errors and ensures that the cash balance is always up-to-date.

Another key aspect is the proper classification of expenses. It is crucial to distinguish between personal and business expenses to avoid any tax implications. Business expenses should be clearly identified and supported by receipts or invoices.

The document also addresses the importance of timely reporting. Financial statements should be prepared and reviewed regularly to provide a clear picture of the company's financial health. This allows management to make informed decisions and take corrective actions if necessary.

Finally, the document stresses the importance of transparency and accountability. All financial activities should be conducted in an open and honest manner, with proper documentation and communication. This builds trust and ensures that the company's financial records are reliable and accurate.