



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

MS-O

Gary L. Vest, Treasurer
Caterpillar Employees Political Action Committee
100 N. E. Adams Street
Peoria, IL 61629

MAR 08 2002

Identification Number: C00148031

Reference: Change To Monthly Filer

Dear Mr. Vest:

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 2002 calendar year.

Report Type	Coverage Dates	Reports Due For Filing
February Monthly Report	1/1/02-1/31/02	February 20, 2002
March Monthly Report	2/1/02-2/28/02	March 20, 2002
April Monthly Report	3/1/02-3/31/02	April 20, 2002
May Monthly Report	4/1/02-4/30/02	May 20, 2002
June Monthly Report	5/1/02-5/31/02	June 20, 2002
July Monthly Report	6/1/02-6/30/02	July 20, 2002
August Monthly Report	7/1/02-7/31/02	August 20, 2002
September Monthly Report	8/1/02-8/31/02	September 20, 2002
October Monthly Report	9/1/02-9/30/02	October 20, 2002
12 Day Pre-General Report	10/1/02-10/16/02	October 24, 2002
30 Day Post-General Report	10/17/02-11/25/02	December 5, 2002
Year End Report	11/26/02-12/31/02	January 31, 2003

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, income, and any other financial activity.

Next, the document outlines the various methods used to collect and analyze data. It mentions the use of surveys, interviews, and focus groups to gather information from a diverse range of participants. The data is then analyzed using statistical techniques to identify trends and patterns. This process is crucial for understanding the underlying factors that influence the results.

The document also addresses the challenges of data collection and analysis. It notes that obtaining a representative sample can be difficult, and there is always a risk of bias. To mitigate these risks, the researcher uses a variety of methods and ensures that the data is collected in a consistent and unbiased manner.

Finally, the document discusses the importance of transparency and accountability in the research process. It states that all data and methods should be clearly documented and made available to other researchers. This allows for the replication of the study and the verification of the results. The researcher also acknowledges the limitations of the study and provides a clear explanation of the reasons for these limitations.