



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20461

MS-O

Anthony Knapp, Treasurer  
Motorola Civic Action Campaign Fund  
1350 I Street, NW, Suite 400  
Washington, DC 20005

Identification Number: C00075341

MAR 2 2001

Reference: Change in Filing Frequency

Dear Mr. Knapp:

The Commission has received notification of your change from a monthly filer to a quarterly filer of receipts and disbursements. Note that during years which have no scheduled federal election, quarterly filers are required only to file semi-annually. 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.

Report Type	Coverage Dates	Reports Due For Filing
Mid-Year Report	1/1/01-6/30/01	July 31, 2001
Year End Report	7/1/01-12/31/01	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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division).

Sincerely,

*Debbie Chacona*

Debbie A. Chacona  
Chief, Party/Nonparty 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. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

Next, the document addresses the issue of budgeting and financial planning. It suggests that a well-defined budget can help in controlling costs and maximizing profits. By setting realistic targets and monitoring progress against them, businesses can avoid overspending and ensure they are on track to meet their financial goals. The document also mentions the importance of reviewing the budget regularly to make adjustments as needed.

The third section focuses on the management of cash flow. It explains that maintaining a healthy cash flow is crucial for the survival and growth of any business. The document provides several strategies to improve cash flow, such as offering discounts for early payment, extending payment terms to suppliers, and managing inventory levels effectively. It also stresses the importance of having a contingency plan in place to deal with unexpected cash shortages.

Finally, the document discusses the role of technology in financial management. It notes that modern accounting software can significantly streamline financial processes, reduce errors, and provide real-time insights into the company's financial performance. The document recommends investing in reliable software and ensuring that all staff are properly trained to use it. It also mentions the importance of data security and backup procedures to protect financial information.