



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

MS-N

James R. Bowlin, Treasurer
American Association of Orthodontists
Political Action Committee
401 North Lindbergh Boulevard
St. Louis, MO 63141

MAR 08 2002

Identification Number: C00293910

Reference: Filing(s) dated 7/3/01 and 7/5/01

Dear Mr. Bowlin:

This letter is prompted by the Commission's preliminary review of the filing(s) referenced above.

Please be advised that once a committee meets the requirements of electronic filing, all subsequent statements, designations, reports, and amendments must be filed electronically. (11 CFR §§§ 104.18(a)(2), 104.18(c) and 104.18(f)) Your paper filings dated 7/3/01 and 7/5/01 will not be considered an Amended Statement of Organization (FEC FORM 1). To amend these filings, you must submit it in an electronic format.

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). Our local number is (202) 694-1130.

Sincerely,

Alice Kang
Reports Analyst
Report 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 document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the proper procedures for recording these transactions, including the use of double-entry bookkeeping and the importance of regular reconciliations.

The second part of the document focuses on the analysis of the recorded data. It explains how to interpret the financial statements and identify trends and anomalies. Key indicators such as profit margins, liquidity ratios, and debt-to-equity ratios are discussed, along with their implications for the business's financial health. The document also provides guidance on how to use this information to make informed decisions and improve the company's performance.

The final part of the document addresses the reporting requirements and the role of the accountant. It discusses the various types of financial statements that must be prepared, including the balance sheet, income statement, and cash flow statement. It also covers the importance of transparency and the need to provide clear and concise explanations for any significant changes or discrepancies. The document concludes by emphasizing the accountant's responsibility to maintain the highest standards of ethical conduct and to provide objective and unbiased advice to the business owner.