



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Bruce Gates, Treasurer
Committee for the Preservation
of Capitalism
Post Office Box 22614
Alexandria, VA 22304

MAY 23 2001

Identification Number: C00328468

Reference: Year End Report (11/28/00-12/31/00)

Dear Mr. Gates:

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:

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) B of your report to clarify the following description(s): "consulting fee". For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

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,

Antoinette Kitchen
Senior 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 and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial performance. This includes comparing current data with historical data, as well as benchmarking against industry standards. The document also discusses the importance of regular reviews and reports to management, highlighting the need for transparency and accountability. It provides a template for a monthly financial report, detailing the key metrics and providing a clear summary of the company's financial health.

The final part of the document offers practical advice on how to implement these procedures effectively. It suggests starting with a pilot program in one department to test the new system before rolling it out company-wide. It also emphasizes the need for ongoing training and support for staff members to ensure they are comfortable with the new processes. The document concludes by reiterating the importance of consistent record-keeping and the role of accurate financial data in making informed business decisions.