



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-2

Edward Bertorelli, Treasurer
Massachusetts Republican State Congressional
Committee
27 Water Street, Suite 309
Wakefield, MA 01880

OCT 02 2002

Identification Number: C00042622

Reference: Year End Report (11/6/01-12/31/01)

Dear Mr. Bertorelli:

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:

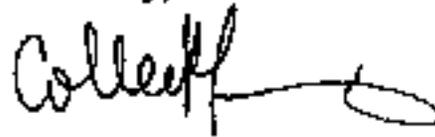
-Your report discloses a loan from a lending institution; however, you have not submitted a copy of the loan agreement and a separate copy of the Schedule C-1 that contains the original signature from the lending institution. As an electronic filer, you must submit the Schedule C-1 electronically without the original signature from the lending institution. In addition, you must mail a copy of the loan agreement and a separate copy of the Schedule C-1 that contains the original signature from the lending institution. Please submit the missing documents. (11 CFR §§104.3(d)(2) and 104.28(h))

-Note: Please be advised that the ballot composition ratio for allocation of administrative and generic voter drive expenses should be the same for the full two-year election cycle.

A response or 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. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. 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,

A handwritten signature in black ink, appearing to read "Colleen Manning", with a stylized flourish at the end.

Colleen Manning
Campaign Finance 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 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 procedures for reconciling these accounts and resolving any discrepancies that may arise.

The second part of the document focuses on the preparation of financial statements. It explains the different types of statements, including the balance sheet, income statement, and cash flow statement, and provides a step-by-step guide to their preparation. It highlights the importance of using the correct accounting methods and ensuring that all entries are properly classified and recorded. The document also discusses the need for regular audits and the role of external auditors in verifying the accuracy of the financial statements.

The final part of the document addresses the issue of tax compliance. It provides an overview of the current tax laws and regulations that apply to the business, and offers practical advice on how to minimize tax liability while remaining compliant. This includes information on deductions, credits, and the timing of tax payments. The document also discusses the importance of keeping up-to-date with changes in tax law and the need for professional advice when dealing with complex tax situations.