



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Alfred T. Zlotopolski, Treasurer
Sheet Metal Workers International Association
Political Action League (PAL)
1750 New York Avenue, N.W.
Washington, DC 20006

JUN 12 2002

Identification Number: C00007542

Reference: March Monthly (2/1/01-2/28/01), April Monthly (3/1/01-3/31/01) and May Monthly (4/1/01-4/30/01) Reports

Dear Mr. Zlotopolski:

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:

-The totals listed on Lines 11(a)(iii), 12, 23, and 29, Column B of the Detailed Summary Page(s) (due to the Amended February Monthly Report, dated 1/08/02) appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

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,

Handwritten signature of Edward D. Ryan in black ink.

Edward D. Ryan
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, such as comparing monthly sales figures and analyzing seasonal fluctuations. The document also discusses the importance of regular audits to verify the accuracy of the records and to detect any potential discrepancies. Finally, the document concludes with a summary of the key findings and recommendations for improving the record-keeping process. It suggests implementing more robust software solutions and providing additional training for staff to ensure that all transactions are recorded accurately and consistently.