



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

LaDonna Dodge, Treasurer  
Congressional Majority Committee  
(FKA) 96<sup>th</sup> Club Campaign  
Committee  
555 13<sup>th</sup> Street, #500 West  
Washington, DC 20004

DEC 6 2000

Identification Number: C00117721

Reference: July Quarterly Report (4/1/00-6/30/00)

Dear Ms. Dodge:

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:

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$10,200 in contributions from individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$16,150. Please amend your report to clarify the discrepancy.

-On Schedule A supporting Line 11(a)(i) of the Detailed Summary Page, your report disclosed contributions from individuals that omit the aggregate year-to-date totals. Please amend your report by supplying the information.  
11 CFR §104.3(a)(4)(i)

-Please amend Schedule B supporting Line 23 by providing the office sought (House or Senate) for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

-Line 21(a) of the Detailed Summary Page should only be used to report the federal and non-federal shares of allocable activities. If your committee has only one account, the total operating expenditures (administrative expenses) should be reported on Line 21(b). Please amend your report to confirm the nature of your expenditures and to provide the total on the appropriate line.

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,

A handwritten signature in cursive script, appearing to read "A. L. Kitchen".

Antoinette Kitchen  
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 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 covers the process of budgeting and forecasting. It explains how a well-defined budget can help in controlling costs and maximizing profits. The document provides a step-by-step guide on how to create a budget, starting from identifying the goals and objectives of the business. It also discusses various forecasting techniques and how they can be used to predict future financial performance.

The third section of the document focuses on the management of cash flow. It explains that cash flow is the lifeblood of any business and that it is essential to maintain a healthy cash flow to ensure the business can meet its obligations. The document provides several strategies for improving cash flow, such as offering discounts for early payment, negotiating better terms with suppliers, and managing inventory levels.

Finally, the document discusses the importance of financial reporting and analysis. It explains that regular financial reporting is essential for monitoring the business's performance and identifying areas for improvement. The document provides a detailed overview of the various financial statements, including the balance sheet, income statement, and cash flow statement. It also discusses how to analyze these statements to gain insights into the business's financial health.