



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Edward J. Black, Treasurer
Computer & Communications Industry Assn. PAC
666 Eleventh Street N.W., Sixth Floor
Washington, DC 20001

SEP 19 2001

Identification Number: C00094185

Reference: Year End Report (7/1/99-12/31/99)

Dear Mr. Black:

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:

-Please provide a Schedule B to support the entry reported on Line 23 of the Detailed Summary Page. Each contribution made to a federal candidate or committee must be itemized on Schedule B regardless of the amount contributed 11 CFR §104.3(b)(3)(v)

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,

Thomas F. Maxwell, III
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 importance of reviewing the budget regularly is stressed, as it allows for adjustments to be made in response to changing market conditions or internal needs. Forecasting is also discussed as a key tool for planning future operations and identifying potential risks.

The document then delves into the topic of tax management. It provides an overview of the various tax obligations that a business may have and offers practical advice on how to minimize the tax burden. This includes keeping up to date with changes in tax laws and utilizing available tax incentives and deductions. The importance of seeking professional advice from a tax advisor is also mentioned.

Finally, the document concludes with a summary of the key points discussed. It reiterates the importance of accurate record-keeping, effective budgeting, and proactive tax management. The document serves as a valuable resource for business owners and managers looking to improve their financial performance and ensure the long-term success of their organization.