



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

August 19, 1999

William Turner, Treasurer
Plumbers-Pipefitters Local Union 51
Political Action Committee
55 Stamp Farm Road
Cranston, RI 02921

Identification Number: C00329326

Reference: July Quarterly Report (4/1/98-6/30/98)

Dear Mr. Turner:

This letter is to inform you that as of August 18, 1999, the Commission has not received your response to our request for additional information, dated July 28, 1999. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Scott A. Francis on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink that reads "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

William Turner, Treasurer
Plumbers-Pipefitters Local
Union 51 Political Action Committee
55 Stamp Farm Road
Cranston, RI 02921

JUL 28 1999

Identification Number: C00329326

Reference: July Quarterly (4/1/98-6/30/98)

Dear Mr. Turner:

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 the total(s) for Line 6(c), Column B of the Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.

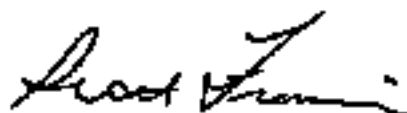
-Please provide the total(s) for Line 6(d), Columns A and B of the Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.

-The totals listed on Lines 11(a)(ii), 11(c) and 12, Column B of the Detailed Summary Page(s) 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 total. Please amend your report and any subsequent reports that may be affected by this correction.

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. My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script, appearing to read "Scott Francis".

Scott A. Francis
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 and income. The document also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

In addition, the document provides a detailed breakdown of the accounting cycle, from identifying transactions to preparing financial statements. It explains how each step contributes to the overall accuracy and reliability of the financial data. The importance of using standardized accounting principles is also stressed, as this ensures that the financial statements are comparable to those of other companies in the industry.

Finally, the document concludes by reiterating the significance of diligent record-keeping and adherence to accounting standards. It suggests that companies should invest in proper accounting software and training to streamline their financial processes and reduce the risk of errors. By following these guidelines, businesses can ensure that their financial records are accurate, complete, and compliant with all relevant regulations.