



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

August 20, 1998

John Schmacker, Treasurer
Stop the Arms Race PAC
3724 Hunter Avenue
Des Moines, IA 50311

Identification Number: C00126086

Reference: April Quarterly Report (1/1/98-3/31/98)

Dear Mr. Schmacker:

This letter is to inform you that as of August 19, 1998 the Commission has not received your response to our request for additional information, dated July 29, 1998. 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 cursive script, appearing to read "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John Schmacker, Treasurer
Stop the Arms Race PAC
3724 Hunter Ave.
Des Moines, IA 50311

JUL 29 1998

Identification Number: C00126086

Reference: April Quarterly Report (1/1/98-3/31/98)

Dear Mr. Schmacker:

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 A to support the entry disclosed on Line 11(a)(i) of the Detailed Summary Page. All contributions from individuals/persons other than political committees aggregating in excess of \$200 per year must be itemized on Schedule A. 11 CFR §104.3(a)(2)

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,

Scott 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, income, and transfers between accounts.

Next, the document outlines the process of reconciling bank statements with the company's records. It stresses the need to identify and explain any discrepancies, such as outstanding checks or deposits in transit. Regular reconciliation helps in detecting errors and preventing fraud.

The following section covers the preparation of the income statement. It details how to calculate net income by subtracting all expenses from total revenue. The document provides a clear breakdown of operating expenses and non-operating items, ensuring that the final net income figure is accurate and reflective of the company's performance.

Finally, the document discusses the importance of reviewing the financial statements for errors and omissions. It suggests a systematic approach to checking each entry and the overall flow of the accounts. This review process is crucial for ensuring that the financial statements provide a true and fair view of the company's financial position.