



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

October 1, 1998

Ruth Harrison, Treasurer
Campaign For A New American Century
1922 West End Avenue, 2nd Floor
Nashville, TN 37203

Identification Number: C00281923

Reference: Amended April Quarterly (1/1/97-3/31/97 dated 7/9/98) and Year End (7/1/97-12/31/97) Reports

Dear Ms. Harrison:

On September 9, 1998, you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

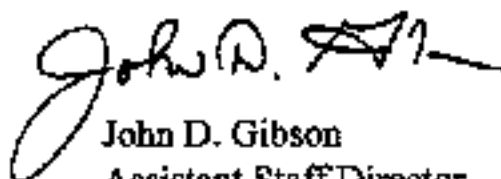
Your September 22, 1998 responses are incomplete because you have not provided all the requested information. For these responses to be considered adequate, the following information is still required.

-In your letters dated September 22, 1998, you state that "from inception, [you have] used 'consulting' as a line item description of expenditures for consulting services received" and that the regulations "make no reference to 'consulting' as being a description that would not meet the requirements for reporting the purpose . . .". Please note that the purposes listed at 11 CFR 104.3(b)(3) are provided as examples only, and are not meant to be inclusive. Purposes should be concise, yet specific enough to provide clear descriptions as to why disbursements were made. It appears that the term "consulting" could be disclosed with a more descriptive purpose. Please review those disbursements which are currently described as such and amend those which require a more specific description.

If this information is not received by the Commission 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 related to this matter, please contact Neil Evans 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". The signature is written in a cursive style with a large, looping initial "J".

John D. Gibson
Assistant Staff Director
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, accounts payable, and accounts receivable. It also outlines the procedures for recording these transactions, including the use of journals and ledgers. The second part of the document focuses on the reconciliation process, which is essential for identifying and correcting errors. It describes how to compare the company's records with bank statements and other external sources to ensure that the numbers match. The document also discusses the importance of regular audits and the role of internal controls in preventing fraud and maintaining the accuracy of the financial statements. Finally, the document concludes with a summary of the key points and a list of references for further reading.