



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Alan E. Molotsky, Treasurer
To Protect Our Heritage Political
Action Committee
2421 W. Pratt
Chicago, IL 60645

AUG 1 2001

Identification Number: C00135541

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

Dear Mr. Molotsky:

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 19, Columns A and B of the Detailed Summary Page. Note that changes in your figures may affect your Column B totals on this report and/or on subsequent reports.

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 that reads "Erik W. Koeppe".

Erik W. Koeppe
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 sale, purchase, and expense must be properly documented to ensure the integrity of the financial statements. This includes keeping receipts, invoices, and bank statements in a secure and organized manner.

Next, the document outlines the process of reconciling the company's books with the bank statements. This involves comparing the company's records of deposits and withdrawals with the actual bank activity. Any discrepancies should be investigated and resolved promptly to avoid errors in the financial reporting.

The document also covers the preparation of the income statement and balance sheet. It provides a step-by-step guide on how to calculate net income, total assets, and liabilities. The goal is to present a clear and concise picture of the company's financial performance and position at the end of the reporting period.

Finally, the document discusses the importance of reviewing the financial statements with management and the board of directors. This review should focus on identifying trends, analyzing variances, and discussing strategies to improve the company's financial health. The final financial statements should be signed off by the appropriate officers and filed with the relevant authorities.