



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

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Patrick Wade, Md., Treasurer
Cooperative of American Physicians Federal
Action Committee (CAP/FAC)
333 South Hope Street 8th Floor
Los Angeles, CA 90071

MAR 22 2002

Identification Number: C00161604

Reference: Change To Monthly Filer

Dear Dr. Wade:

The Commission has received notification of your change to a **Monthly** filer of receipts and disbursements. Please be advised that under Section 104.5(c) of the Commission regulations, a committee may change its filing frequency no more than once per calendar year. A reporting schedule is provided below for the 2002 calendar year.

Report Type	Coverage Dates	Reports Due For Filing
February Monthly Report	1/1/02-1/31/02	February 20, 2002
March Monthly Report	2/1/02-2/28/02	March 20, 2002
April Monthly Report	3/1/02-3/31/02	April 20, 2002
May Monthly Report	4/1/02-4/30/02	May 20, 2002
June Monthly Report	5/1/02-5/31/02	June 20, 2002
July Monthly Report	6/1/02-6/30/02	July 20, 2002
August Monthly Report	7/1/02-7/31/02	August 20, 2002
September Monthly Report	8/1/02-8/31/02	September 20, 2002
October Monthly Report	9/1/02-9/30/02	October 20, 2002
12 Day Pre-General Report	10/1/02-10/16/02	October 24, 2002
30 Day Post-General Report	10/17/02-11/25/02	December 5, 2002
Year End Report	11/26/02-12/31/02	January 31, 2003

If the Commission can be of further assistance to you in this matter, please do not hesitate to write or call (202) 694-1130. Our toll-free number is (800) 424-9530.

Sincerely,

Debbie Chacona

Debbie Chacona
Chief, Party/Non-Party Branch
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. This involves comparing the bank's record of transactions with the company's ledger to identify any discrepancies. Common reasons for differences include timing issues, such as deposits in transit or outstanding checks, as well as errors in recording or bank charges.

The document then provides a detailed explanation of the accounting cycle, which consists of eight steps: 1) identifying and recording transactions, 2) journalizing, 3) posting to the ledger, 4) adjusting entries, 5) preparing the trial balance, 6) adjusting the trial balance, 7) preparing financial statements, and 8) closing the books. Each step is described in detail, including the necessary journal entries and ledger postings.

Finally, the document discusses the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It explains how these statements are derived from the adjusted ledger accounts and provides examples of how to format and present them. The document also includes a section on the importance of internal controls and the role of the auditor in verifying the accuracy of the financial statements.