



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Carl E. Brooker, Treasurer
Laborers' Political League
905 16th Street, NW
Washington, DC 20006

JAN 19 2000

Identification Number: C00007922

Reference: April Monthly Report (3/1/99-3/31/99)

Dear Mr. Brooker:

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:

-Your report discloses a returned contribution(s) from a federal candidate totaling \$1,000 on Schedule A supporting Line 16 of the Detailed Summary Page. If the check written by your committee was not cashed, you should itemize the voided check on Schedule B supporting Line 23 as a negative entry. Line 16 should be used if the recipient committee cashed your check and wrote a refund on its account. Please amend your report to correct this discrepancy or provide clarification regarding this transaction.

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 black ink, appearing to read "Scott Walker", written over a horizontal line.

Scott Walker
Reports Analyst
Report 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.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It discusses the different types of accounts used in accounting, such as assets, liabilities, equity, revenue, and expense accounts. It explains how these accounts are organized into a chart of accounts and how they are used to record transactions.

The fourth part of the document covers the journalizing process. It describes how transactions are recorded in the general journal and how they are then posted to the appropriate T-accounts. This process ensures that the accounting equation remains balanced and that the financial statements are accurate.

The fifth part of the document discusses the preparation of financial statements. It explains how the information from the T-accounts is used to create the balance sheet, income statement, and statement of owner's equity. It also discusses the importance of adjusting entries and how they are used to ensure that the financial statements reflect the true financial position of the business.

The sixth part of the document covers the closing process. It explains how the temporary accounts (revenue, expense, and owner's drawing) are closed to the permanent accounts (assets, liabilities, and equity) at the end of the accounting period. This process resets the temporary accounts for the next period and updates the equity account.

The seventh part of the document discusses the importance of internal controls. It explains how internal controls are designed to prevent errors and fraud, and how they are implemented in a business. It also discusses the role of the auditor in verifying the accuracy of the financial statements.

The eighth part of the document covers the use of accounting software. It discusses the benefits of using accounting software, such as increased efficiency and accuracy, and how it is used to record transactions and generate financial statements.

The ninth part of the document discusses the importance of ethics in accounting. It explains how accountants are expected to follow a code of ethics and how they are held accountable for their actions. It also discusses the consequences of unethical behavior in the accounting profession.

The tenth part of the document covers the future of accounting. It discusses the impact of technology on the accounting profession and how accountants are adapting to the changes. It also discusses the importance of continuing education and staying up-to-date on the latest accounting practices.