



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Tyson Johnson, Treasurer  
Teamsters Local 745 Drive  
1007 Jonelle Street  
Dallas, TX 75217

DEC 1 2000

Identification Number: C00004440

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

Dear Mr. Johnson:

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 disclosed certain categories of financial activity that have been reflected on the wrong lines of the Detailed Summary Page. Contributions to federal candidates/committees and federal operating expenditures should be properly disclosed on a separate Schedule(s) B, supporting Line(s) 23 and 21(b), respectively of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

Any amendment or clarification should be filed with the Federal Election Commission. 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,

Antoinette Kitchen  
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 data. This includes not only sales and purchases but also expenses and income. The text suggests that a consistent and thorough record-keeping system is essential for identifying trends and making informed decisions.

Next, the document addresses the issue of budgeting. It states that a well-defined budget is crucial for controlling costs and maximizing resources. By setting clear financial goals and limits, individuals and organizations can avoid overspending and ensure that their financial plans are realistic and achievable. The text provides several tips for creating an effective budget, such as tracking expenses and adjusting the budget as needed.

The third section focuses on the importance of regular financial reviews. It explains that periodic assessments of financial performance allow for the identification of areas that need improvement. By reviewing financial statements and comparing them to the budget, one can gain valuable insights into their financial health and make necessary adjustments to their strategy.

Finally, the document discusses the role of professional advice in financial management. It notes that consulting with accountants, financial planners, or other experts can provide valuable guidance and help navigate complex financial situations. These professionals can offer personalized advice based on an individual's or organization's specific needs and goals.

In conclusion, the document highlights that successful financial management requires a combination of careful record-keeping, budgeting, regular reviews, and professional assistance. By following these principles, individuals and organizations can achieve their financial objectives and ensure long-term stability and growth. The text serves as a comprehensive guide for anyone looking to improve their financial literacy and take control of their finances.

The document also includes a section on the importance of staying informed about current financial news and market trends. It suggests that keeping up-to-date with economic developments can help in making more informed investment decisions and adjusting financial strategies accordingly. This section provides a list of reliable sources for financial information and offers advice on how to interpret and act on this information.

Overall, the document is a thorough and practical resource for anyone interested in financial management. It covers a wide range of topics, from basic record-keeping to advanced financial planning, and provides clear, actionable advice throughout. The text is well-organized and easy to read, making it an excellent tool for both beginners and experienced practitioners in the field.