



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Rebecca Cox, Treasurer
Continental Airlines Inc. Employee Fund
For A Better America
1300 I Street, NW, Suite 950 East
Washington, DC 20005

JAN 19 2000

Identification Number: C00101766

Reference: September Monthly Report (8/1/99-8/31/99)

Dear Ms. Cox:

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:

-The identification of each contributor, including an adequate occupation and name of employer for each, must be provided if the person has contributed in excess of \$200 in the aggregate during the calendar year. Please amend Schedule A supporting Line 11(a)(i) for each entry inadequately identified as an airline employee.

-The total listed on Line 11(a)(i) and 11(a)(ii), Column B of the Detailed Summary Page appears to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B total. Please amend your report and any subsequent reports that may be affected by this correction.

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', with a long horizontal flourish extending to the right.

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 and income. The document provides a detailed explanation of how to categorize these transactions correctly, ensuring they are recorded in the appropriate accounts. It also discusses the importance of regular reconciliation to identify any discrepancies early on.

The second part of the document focuses on the preparation of the financial statements. It outlines the steps involved in calculating the net income, from determining the total revenue to subtracting all expenses. It provides a clear breakdown of the components of each statement, such as the balance sheet, income statement, and cash flow statement. The document also includes a section on how to analyze these statements to gain insights into the company's financial performance and identify areas for improvement.

The final part of the document discusses the importance of transparency and communication in financial reporting. It stresses that the financial statements should be prepared in a clear and concise manner, using standardized accounting principles. It also highlights the need for regular communication with stakeholders, including investors and creditors, to provide them with the necessary information to make informed decisions. The document concludes by emphasizing the role of accurate financial reporting in the success of any business.