



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Ruth C. Pugh, Treasurer  
National Rural Letter Carriers' Association  
Political Action Committee  
1630 Duke Street, 4th Floor  
Alexandria, VA 22314

MAR 20 1998

Identification Number: C00072025

Reference: Year End Report (7/1/97-12/31/97)

Dear Ms. Pugh:

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:

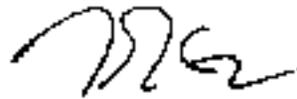
-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

-For your information, each category on the Detailed Summary Page for which your committee discloses activity must have a separate schedule. Please note this for future filings.

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Administrative expenses should be properly disclosed on a separate Schedule B, supporting Line 21(b) 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. My local number is (202) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read 'NE' followed by a stylized flourish.

Neil Evans  
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 systematic approach to record-keeping is essential for identifying trends and making informed decisions.

Furthermore, the document highlights the need for regular audits and reconciliations. By comparing internal records with external statements, such as bank statements, discrepancies can be identified and corrected promptly. This process helps in maintaining the accuracy of the books and prevents the accumulation of errors over time. The text also mentions the importance of keeping records for a sufficient period to comply with legal requirements.

In addition, the document provides guidance on how to organize and store financial records. It recommends using clear and consistent labeling for all documents and files. Digital records should be backed up regularly to prevent data loss. The text also discusses the benefits of using accounting software to streamline the record-keeping process and reduce the risk of human error.

The document concludes by reiterating the significance of thorough and accurate record-keeping. It states that well-maintained records are not only a legal requirement but also a valuable tool for business management. By following the guidelines provided, businesses can ensure that their financial data is reliable and accessible for future reference.

Finally, the document offers some practical tips for implementing these record-keeping practices. It suggests starting with a simple system and gradually improving it as the business grows. Consistency is key, and businesses should make record-keeping a regular part of their routine. The text also encourages seeking professional advice if needed to ensure compliance with the latest regulations.