



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John Dougherty, Treasurer
International Brotherhood of Electrical
Workers Local 98 Committee on Political
Education
1719 Spring Garden Street
Philadelphia, PA 19130

SEP 20 2000

Identification Number: C00162818

Reference: April Quarterly Report (1/01/00-3/31/00)

Dear Mr. Dougherty:

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:

-Please provide a Schedule A to support the entry reported on Line 13 of the Detailed Summary Page. All loans and loan repayments received by your committee must be itemized on Schedule A regardless of the amount loaned or repaid. 2 U.S.C. §434(b)(3)(E)

-Your calculations for Line 6(d), Columns A and B appear to be incorrect. FEC calculations disclose this amount(s) to be \$277,734.31. Please provide the corrected total(s) on the Summary Page.

-Your calculations for Line 30, Columns A and B appear to be incorrect. FEC calculations disclose this amount(s) to be \$80,424.65. Please provide the corrected total(s) on the Detailed Summary Page.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "Alice Kang". The signature is written in black ink and includes a long horizontal flourish at the end.

Alice Kang
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 statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts receivable, and accounts payable. It also outlines the procedures for reconciling these accounts and identifying any discrepancies.

The second part of the document focuses on the classification of expenses. It explains how to distinguish between capital expenditures and operating expenses, and how to allocate costs to different departments or projects. This section includes a table with columns for expense type, department, and amount, which is used to illustrate the process of cost allocation. The document also discusses the importance of using consistent accounting methods and the impact of different accounting policies on the financial results.

The final part of the document provides a summary of the key points discussed and offers some practical advice for implementing the recommended practices. It stresses the need for regular reviews and audits to ensure that the accounting system is working effectively and that all transactions are properly recorded. The document concludes by stating that accurate financial records are essential for making informed business decisions and for maintaining the trust of stakeholders.