



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Dale R. Atherton, Treasurer
American Institute of Certified Public Accountants
Effective Legislation Committee (AICPA)
Harborside Financial Center
Jersey City, NJ 07311

JUL 03 2002

Identification Number: C00077321

Reference: February Monthly (1/1/02-1/31/02) and March Monthly (2/1/02-2/28/02) Reports

Dear Mr. Atherton:

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:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 2002. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

-Your calculations for Line 8 appear to be incorrect. Cash-on-hand at the close of the current reporting period should always equal the closing calendar year-to-date cash-on-hand amount. Please provide the corrected total on the Summary Page.

A response or 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. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. 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,


Edward D. Ryan

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 sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes keeping receipts, invoices, and bank statements in a secure and organized manner.

Next, the document outlines the various methods used to collect and analyze financial data. It describes how data is gathered from different sources, such as sales reports, inventory records, and customer feedback. The analysis then focuses on identifying trends, patterns, and areas for improvement. This process is crucial for making informed decisions and optimizing business performance.

The document also addresses the challenges of data collection and analysis. It notes that incomplete or inconsistent data can lead to inaccurate conclusions. Therefore, it is essential to establish clear protocols for data entry and verification. Regular audits and quality checks are recommended to ensure the reliability of the information.

In addition, the document highlights the role of technology in modern financial management. It discusses how software solutions can streamline data collection, reduce errors, and provide real-time insights. However, it also cautions against over-reliance on technology, emphasizing the need for human oversight and critical thinking.

Finally, the document concludes by stressing the importance of transparency and accountability. All financial activities should be clearly recorded and reported to stakeholders. This not only builds trust but also helps in identifying and addressing any discrepancies or irregularities promptly.