



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

MS-O

Albert L. Richey, Treasurer  
Anadarko Petroleum Corporation  
Political Action Committee  
17001 Northchase Drive  
Houston, TX 77060

FEB 25 2000

Identification Number: C00231951

Reference: Change To Monthly Filer

Dear Mr. Richey:

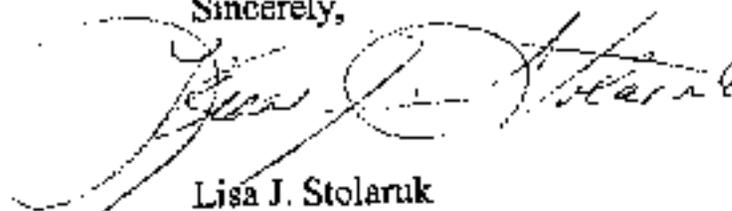
The Commission has received notification of your change to a **Monthly** filer of receipts and disbursements. Please be advised that under Section 104.5(c) of the Commission regulations, a committee may change its filing frequency no more than once per calendar year. A reporting schedule is provided below for the 2000 calendar year.

<u>Report Type</u>	<u>Coverage Dates</u>	<u>Reports Due For Filing</u>
February Monthly Report	1/1/00-1/31/00	February 20, 2000
March Monthly Report	2/1/00-2/29/00	March 20, 2000
April Monthly Report	3/1/00-3/31/00	April 20, 2000
May Monthly Report	4/1/00-4/30/00	May 20, 2000
June Monthly Report	5/1/00-5/31/00	June 20, 2000
July Monthly Report	6/1/00-6/30/00	July 20, 2000
August Monthly Report	7/1/00-7/31/00	August 20, 2000
September Monthly Report	8/1/00-8/31/00	September 20, 2000
October Monthly Report	9/1/00-9/30/00	October 20, 2000
12 Day Pre-General Report	10/1/00-10/18/00	October 26, 2000
30 Day Post-General Report	10/19/00-11/27/00	December 7, 2000
Year End Report	11/28/00-12/31/00	January 31, 2001

If the Commission can be of further assistance to you in this matter, please do not

hesitate to write or call (202) 694-1130. Our toll-free number is (800) 424-9530.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lisa J. Stolaruk". The signature is written in dark ink and is positioned above the typed name.

Lisa J. Stolaruk  
Chief, Party/Non-Party Branch  
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 document provides a detailed list of items that should be tracked, such as inventory levels, supplier payments, and customer orders. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial records. This includes comparing current performance with historical data and industry benchmarks. The document also discusses the importance of regular audits and reconciliations to catch any errors or discrepancies early on. It provides a step-by-step guide for conducting these audits, from the selection of samples to the final reporting and corrective actions.

The final part of the document addresses the communication of the results of the financial analysis. It stresses the need for clear and concise reporting to management and other stakeholders. The document provides a template for a financial report, highlighting the key information that should be included, such as a summary of the findings, a breakdown of the data, and recommendations for future actions. It also discusses the importance of transparency and accountability in the reporting process, ensuring that all relevant parties are kept informed and involved in the decision-making process.