



FEDERAL ELECTION COMMISSION
WASHINGTON, D. C. 20463

RQ-2

Jose F. Sosa, Treasurer
Johnson & Johnson Employees' Good
Government Fund
One Johnson & Johnson Plaza
New Brunswick, NJ 08933

JAN 19 2000

Identification Number: C00010983

Reference: Year End Report (12/1/99-12/31/99)

Dear Mr. Sosa:

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 22 of the Detailed Summary Page of your report discloses a total of \$0 in transfers to affiliated committees. The sum of the entries itemized on Schedule B, however, indicates the total to be \$25,394.37. Please amend your report to clarify the discrepancy.

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,

Lucy J. Denny
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 document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping to ensure that the books are balanced.

The second part of the document focuses on the analysis of the financial data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit margin, and return on investment. These calculations are essential for understanding the company's financial performance and identifying areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and providing a clear explanation of any significant variances.

The final part of the document covers the preparation of financial statements. It provides a step-by-step guide to creating the income statement, balance sheet, and cash flow statement. It also discusses the importance of providing clear and concise explanations for the data presented in these statements, as well as the need to ensure that the information is accurate and reliable. The document concludes by emphasizing the role of financial reporting in decision-making and the overall success of the business.