



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Kathleen Aterno, Treasurer  
Clean Water/Vote Environment  
4455 Connecticut Avenue, NW, Suite A300  
Washington, DC 20008

FEB 18 2000

Identification Number: C00251942

Reference: Year End Report (7/1/99-12/31/99)

Dear Ms. Aterno:

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 B to support the entry reported on Line 22 of the Detailed Summary Page. Each transfer-out to an affiliated committee must be itemized on Schedule B regardless of the amount transferred. 2 U.S.C. §434(b)(6)(B)(i)

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 1999. 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).

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 cursive script that reads "Dominick Ciaraldi".

Dominick Ciaraldi  
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 receipt, invoice, and bill should be properly filed and indexed for easy retrieval. This not only helps in tracking expenses but also ensures compliance with tax regulations.

Next, the document outlines the various methods used to collect and analyze data. It mentions the use of surveys, interviews, and focus groups to gather qualitative information. Additionally, it highlights the importance of using statistical tools to analyze quantitative data, such as regression analysis and correlation coefficients.

The document also touches upon the ethical considerations of research. It stresses the need for transparency in reporting results and the importance of obtaining informed consent from participants. It warns against data manipulation and the selective reporting of findings that only support a preconceived notion.

In the final section, the document provides a checklist of key steps to follow when conducting a research project. This includes defining the research question, developing a hypothesis, choosing the appropriate methodology, and finally, presenting the findings in a clear and concise manner. It concludes by encouraging researchers to stay open-minded and to be willing to revise their conclusions based on the evidence.