



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John J. Contney, Treasurer
Textile Rental Services Association of
America Political Action Committee
1130 East Hallandale Beach Boulevard
Hallandale, FL 33009

MAR 8 2000

Identification Number: C00279828

Reference: July Quarterly Report (4/1/99-6/30/99)

Dear Mr. Contney:

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:

-Your calculations for Lines 6(c), 7, 11(a)(i), 23 and 29, Column B appear to be incorrect. Please provide the corrected totals on the Summary and Detailed Summary Pages.

-Your calculations for Line 30, Columns A and B appear to be incorrect. Please provide the corrected total(s) on the Detailed Summary Page.

-For your information, all contributions received that aggregate \$200 or less per individual for the calendar year should be reported on Line 11(a)(ii). Contributions received aggregating over \$200 per individual for the calendar year should be reported on Line 11(a)(i) and itemized on Schedule A.

-It has come to the attention of the Federal Election Commission that the reports you have filed during the current election cycle do not reflect the appropriate coverage dates for quarterly filing status. Please be advised of the filing dates and coverage periods for the 1999-2000 election cycle and fill in the appropriate dates on Line 5 of the Summary Page.

<u>Report Type</u>	<u>Coverage Dates</u>	<u>Duc Date</u>
Mid-Year	1/1/99-6/30/99	July 31, 1999
Year End	7/1/99-12/31/99	January 31, 2000
April Quarterly	1/1/00-3/31/00	April 15, 2000
July Quarterly	4/1/00-6/30/00	July 15, 2000
October Quarterly	7/1/00-9/30/00	October 15, 2000
12 Day Pre-General	10/1/00-10/18/00	October 26, 2000
30 Day Post-General	10/19/00-11/27/00	December 7, 2000
Year End	11/28/00-12/31/00	January 31, 2001

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,

Andrea Wilkens

Andrea Wilkens
Senior 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 balance.

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 metrics are used to evaluate the company's performance and identify areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and competitors. This helps to provide context and identify trends in the market.

The final part of the document covers the preparation of financial statements. It explains how to prepare the income statement, balance sheet, and cash flow statement. It provides a step-by-step guide to the process, including the calculation of net income, total assets, and total liabilities. The document also discusses the importance of presenting the financial statements in a clear and concise manner, using appropriate accounting conventions and standards. Finally, it emphasizes the need for transparency and accuracy in the reporting process, as these statements are used by a wide range of stakeholders, including investors, creditors, and management.