



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-2

T. R. Wade, Treasurer
Watkins Associated Industries Inc. Employees
for Good Government Committee (Watkins-PAC)
P.O. Box 1738
Atlanta, GA 30301

AUG 1 2001

Identification Number: C00142307

Reference: 12 Day Pre-General Report (10/1/00-10/18/00)

Dear Treasurer:

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:

-The totals listed on Lines 11(a)(i) and 11(a)(ii), Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. When an individual's aggregate exceeds the \$200 threshold, the amount should not be deducted from the Column B figure for Line 11(a)(ii). Please amend your report and any subsequent reports that may be affected by this correction.

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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Andrea S. Needles
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, income, and any other financial activities. The document provides a detailed explanation of how to categorize these transactions and how to use a double-entry accounting system to ensure that the books balance.

Next, the document covers the process of reconciling bank statements with the company's records. It explains that this is a crucial step in identifying any discrepancies or errors that may have occurred. The document provides a step-by-step guide on how to perform a bank reconciliation, including how to compare the bank's records with the company's ledger and how to investigate any differences.

The third section of the document discusses the importance of regular backups of financial data. It explains that in the event of a system crash or data loss, having a recent backup is essential for recovering the information. The document provides recommendations on how often to back up the data and where to store the backups to ensure they are safe and accessible.

Finally, the document concludes with a summary of the key points discussed and provides a checklist of tasks to ensure that all financial records are up-to-date and accurate. It emphasizes that maintaining good financial records is not only a legal requirement but also a key to the success of any business.