



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Patricia A. Maisano, Treasurer
Local 13000 CWA AFL-CIO
2124 Race Street
Philadelphia, PA 19103

MAR 8 2000

Identification Number: C00109595

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

Dear Ms. Maisano:

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 19 and 20, Column B of the Detailed Summary Page(s) 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 total. Please amend your report and any subsequent reports that may be affected by this correction.

- Your report discloses contributions to federal candidates on the wrong line of the Detailed Summary Page. Contributions to federal candidates should be disclosed on Line 23 of the Detailed Summary Page and itemized on a separate Schedule B. Contributions to non-federal candidates and committees should be itemized on a separate Schedule B supporting Line 29.

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,

A handwritten signature in black ink, appearing to read 'Scott Walker', with a long horizontal flourish extending to the right.

Scott Walker
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, supplier payments, and customer orders. It also outlines the procedures for reconciling accounts and identifying discrepancies. The second part of the document focuses on the analysis of the recorded data. It describes various methods for interpreting the information, such as comparing current performance with historical trends and industry benchmarks. The document also discusses the implications of the data for decision-making, highlighting areas where adjustments may be necessary to improve efficiency and profitability. Finally, the document concludes with a summary of the key findings and recommendations for future actions. It stresses the importance of regular review and reporting to ensure that the organization remains on track and responsive to market changes.