



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

MS-O

Philip Schrag, Treasurer
Council for A Livable World
110 Maryland Avenue, NE
Washington, DC 20002

Identification Number: C00029165

MAR 17 2000

Reference: Change To Monthly Filer

Dear Mr. Schrag:

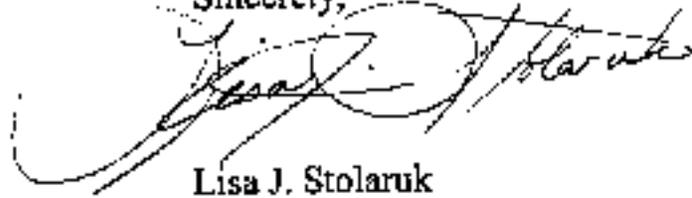
The Commission has received notification of your change to a Monthly filer of receipts and disbursements. Please be advised that under Section 104.5(c) of the Commission regulations, a committee may change its filing frequency no more than once per calendar year. A reporting schedule is provided below for the 2000 calendar year.

<u>Report Type</u>	<u>Coverage Dates</u>	<u>Reports Due For Filing</u>
February Monthly Report	1/1/00-1/31/00	February 20, 2000
March Monthly Report	2/1/00-2/29/00	March 20, 2000
April Monthly Report	3/1/00-3/31/00	April 20, 2000
May Monthly Report	4/1/00-4/30/00	May 20, 2000
June Monthly Report	5/1/00-5/31/00	June 20, 2000
July Monthly Report	6/1/00-6/30/00	July 20, 2000
August Monthly Report	7/1/00-7/31/00	August 20, 2000
September Monthly Report	8/1/00-8/31/00	September 20, 2000
October Monthly Report	9/1/00-9/30/00	October 20, 2000
12 Day Pre-General Report	10/1/00-10/18/00	October 26, 2000
30 Day Post-General Report	10/19/00-11/27/00	December 7, 2000
Year End Report	11/28/00-12/31/00	January 31, 2001

If the Commission can be of further assistance to you in this matter, please do not hesitate to write or call (202) 694-1130. Our toll-free number is (800) 424-9530 (at the

prompt press 1, then press 2 to reach the Reports Analysis Division).

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa J. Stolaruk". The signature is written in a cursive style with a large, looping initial "L".

Lisa J. Stolaruk
Chief, Party/Non-Party Branch
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 statements. 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 receivable, and accounts payable. It also outlines the procedures for reconciling these accounts and identifying any discrepancies.

The second part of the document focuses on the classification of expenses. It explains how to distinguish between capital expenditures and operating expenses, and how to allocate costs to different departments or projects. This section includes a table with columns for expense type, amount, and department, which is used to illustrate the process of cost allocation. The document also discusses the importance of using the correct accounting codes and descriptions for each entry to facilitate reporting and analysis.

The third part of the document addresses the issue of depreciation and amortization. It provides a clear explanation of how these assets are valued over their useful lives and how the costs are spread out over time. The document includes a table showing the calculation of depreciation for various assets, such as buildings, equipment, and intangible assets. It also discusses the impact of these calculations on the company's financial statements and the importance of consistent application of the chosen method.

The final part of the document covers the preparation of financial statements. It outlines the steps involved in compiling the data from the various accounts and reports into a cohesive set of statements, including the balance sheet, income statement, and cash flow statement. The document provides a checklist of items to verify before finalizing the statements and offers tips for presenting the information in a clear and concise manner. It also discusses the importance of reviewing the statements for accuracy and consistency with the underlying data.