



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Mark D. Rogers, Treasurer
Fight-PAC
6052 Ridge Ford Drive
Burke, VA 22015

FEB 10 1999

Identification Number: C00305797

Reference: 30 Day Post-General Report (10/15/98-11/23/98)

Dear Mr. Rogers:

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 23 of the Detailed Summary Page. Each contribution made to a federal candidate or committee must be itemized on Schedule B regardless of the amount contributed. 11 CFR §104.3(b)(3)(v)

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,

Matthew Petusky
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 explanation of how to categorize these transactions and how to use a double-entry system to ensure that the books balance.

Next, the document covers the process of reconciling the accounts. It explains how to compare the company's records with the bank statements and how to identify and correct any discrepancies. This is a crucial step in ensuring that the financial statements are accurate and reliable. The document provides a step-by-step guide to performing a reconciliation, including how to use a reconciliation statement to track the differences between the two sets of records.

The final part of the document discusses the preparation of financial statements. It explains how to use the information from the accounts to prepare the balance sheet, income statement, and cash flow statement. The document provides a detailed explanation of each of these statements and how they are used to evaluate the company's financial performance. It also includes a section on how to interpret the results of these statements and how to use them to make informed decisions about the company's future.