

**WESTERN
UNION**

WESTERN UNION COMMERCIAL SERVICES

CONFIRMATION OF MAILGRAM

TO: RAYNARD JACKSON
AMERICANS FOR A BRIGHTER FUTURE
PO BOX 2404
WASHINGTON DC 20013FEDERAL ELECTION COMMISSION
SHAWN WERTH
999 E ST. NW.
WASHINGTON DC 204630001

AUGUST 7, 1998

IDENTIFICATION NUMBER: C00311860

REFERENCE: JULY QUARTERLY (04/01/1998 - 06/30/1998)

DEAR TREASURER:

IT HAS COME TO THE ATTENTION OF THE FEDERAL ELECTION COMMISSION THAT YOU MAY HAVE FAILED TO FILE THE ABOVE REFERENCED REPORT OF RECEIPTS AND EXPENDITURES AS REQUIRED BY THE FEDERAL ELECTION CAMPAIGN ACT, AS AMENDED. YOU WERE PREVIOUSLY NOTIFIED OF THE DUE DATE FOR THIS REPORT.

IT IS IMPORTANT THAT YOU FILE THIS REPORT IMMEDIATELY WITH THE FEDERAL ELECTION COMMISSION, 999 E STREET, N.W., WASHINGTON, D.C., 20463. A COPY OF THE REPORT OR RELEVANT PORTIONS SHOULD ALSO BE FILED WITH THE SECRETARY OF STATE OR EQUIVALENT STATE OFFICER.

ALTHOUGH THE COMMISSION MAY INITIATE AN AUDIT OR LEGAL ENFORCEMENT ACTION CONCERNING THIS MATTER, YOUR PROMPT RESPONSE AND A LETTER OF EXPLANATION WILL BE TAKEN INTO CONSIDERATION.

IF YOU HAVE ANY QUESTIONS REGARDING THIS MATTER, PLEASE CONTACT NEIL A. EVANS ON OUR TOLL FREE NUMBER 18001424-9530. OUR LOCAL NUMBER IS 12021694-1130.

SINCERELY,

JOHN D. GIBSON
ASSISTANT STAFF DIRECTOR
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.

In the second section, the author outlines the various methods used to collect and analyze financial data. This includes the use of spreadsheets, databases, and specialized software. The document explains how these tools can be used to identify trends, forecast future performance, and make informed decisions. It also discusses the importance of regular audits and reconciliations to ensure that the data is accurate and up-to-date.

The third part of the document focuses on the role of management in overseeing the financial operations of the organization. It highlights the need for clear communication and collaboration between different departments to ensure that financial goals are met. The document provides several examples of best practices for financial management, such as setting budgets, monitoring expenses, and reviewing financial statements regularly.

Finally, the document concludes with a summary of the key points discussed and offers some final thoughts on the importance of financial management. It encourages readers to take the time to review their own financial records and to seek professional advice if needed. The document is intended to serve as a practical guide for anyone involved in financial management, whether they are a small business owner or a corporate executive.