



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Mary Lynne Whalen, Treasurer
Credit Suisse First Boston Corporation
Gov't Action Fund
1155 21st Street, NW, Suite 300
Washington, DC 20036

FEB 01 2002

Identification Number: C00111559

Reference: Mid-Year Report (1/1/01-6/30/01)

Dear Ms. Whalen:

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:

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Non-federal contributions should be properly disclosed on a separate Schedule B, supporting Line 29 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

Any amendment or clarification should be filed with the Federal Election Commission. Electronic filers must file amendments in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. 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,

Scott Walker
Reports Analyst
Report 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 transfers between accounts.

Next, the document outlines the various methods used to collect and analyze financial data. It mentions the use of spreadsheets, accounting software, and manual ledgers. Each method has its own advantages and disadvantages, and the choice depends on the size of the business and the complexity of its operations.

The document then delves into the process of reconciling accounts. This involves comparing the company's records with those of banks, credit card companies, and other financial institutions. It is a crucial step to identify any discrepancies and correct them before they become a problem.

Finally, the document discusses the importance of regular audits. An audit is a systematic review of the company's financial records to ensure they are accurate and comply with applicable laws and regulations. It is a key component of good financial management and helps to build trust with stakeholders.