



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

MS-O

Dick Alderson, Treasurer  
The Freedom Project  
P.O. Box 507  
West Chester, OH 45071

FEB 20 1997

Identification Number: C00305805

Reference: Change in Filing Frequency

Dear Mr. Alderson:

The Commission has received notification of your change from a monthly filer to a quarterly filer of receipts and disbursements. Note that during years which have no scheduled federal election, quarterly filers are required only to file semi-annually. 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 1997 calendar year.

<u>Report Type</u>	<u>Coverage Dates</u>	<u>Reports Due For Filing</u>
Mid-Year Report	1/1/97-6/30/97	July 31, 1997
Year End Report	7/1/97-12/31/97	January 31, 1998

If the Commission can be of further assistance to you in this matter, please do not hesitate to write or call (202) 219-3580. Our toll-free number is (800) 424-9530.

Sincerely,

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 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. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping to ensure that the books balance.

The second part of the document focuses on the analysis of the recorded data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, net profit margin, and return on investment. These calculations are essential for understanding the overall performance of the business and identifying areas for improvement. The document also discusses the importance of comparing the current period's performance against historical data and industry benchmarks to provide context for the results.

The final part of the document addresses the reporting requirements for the financial data. It outlines the format and content of the financial statements, including the balance sheet, income statement, and cash flow statement. It also discusses the importance of providing clear and concise explanations for any significant fluctuations or trends in the data. The document concludes by emphasizing the need for transparency and accountability in financial reporting, and the role of the accounting department in providing accurate and reliable information to management and stakeholders.