



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John Aguire, Treasurer
Fresh Political Action Committee (Fresh PAC)
727 N Washington Street
Alexandria, VA 22314

JAN 27 1999

Identification Number: C00040725

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

Dear Mr. Aguire:

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:

-The totals listed on Lines 11(a)(i), 11(a)(iii), 11(d), 19, 20 and 29, Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B total. Please amend your report and any subsequent reports that may be affected by this correction.

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,

A handwritten signature in cursive script that reads "Scott Francis".

Scott Francis
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 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 financial data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit margin, and return on equity. These metrics are used to assess the company's financial performance and to identify areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and to its own historical performance.

The third part of the document discusses the preparation of financial statements. It provides a step-by-step guide to the preparation of the income statement, balance sheet, and cash flow statement. It also explains the importance of auditing the financial statements to ensure their accuracy and reliability. The document concludes with a discussion of the role of the financial statements in decision-making and in providing information to stakeholders.