


**WESTERN
UNION**

WESTERN UNION COMMERCIAL SERVICES
CONFIRMATION OF MAILGRAM TO: JOHN BRUMMIT
HY-VEE INC EMPLOYEES' POLITICAL ACTION C
5820 WESTOWN PKWY
WEST DES MOINES IA 50266-8223

JOHN NUCKLE-REPORT ANALYSIS DIV.
FEDERAL ELECTION COMMISSION
999 E ST NW
WASHINGTON DC 20463

DECEMBER 27, 2000

IDENTIFICATION NUMBER: C00243659

REFERENCE: 30 DAY POST-GENERAL REPORT (11/21/2000 - 11/27/2000)

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, UNLESS THE STATE IS EXEMPT FROM THE FEDERAL REQUIREMENT TO RECEIVE AND MAINTAIN PAPER COPIES.

FAILURE TO TIMELY FILE THIS REPORT MAY RESULT IN CIVIL MONEY PENALTIES, AN AUDIT OR LEGAL ENFORCEMENT ACTION.

IF YOU HAVE ANY QUESTIONS REGARDING THIS MATTER, PLEASE CONTACT NEIL A. EVANS ON OUR TOLL FREE NUMBER (800)424-9530. OUR LOCAL NUMBER IS (202)694-1130.

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 sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes recording the date, amount, and purpose of each transaction.

Next, the document outlines the process of reconciling bank statements with the company's internal records. This involves comparing the bank's records of deposits and withdrawals with the company's own records to identify any discrepancies. Regular reconciliation helps to detect errors or unauthorized transactions early on.

The document also covers the preparation of the income statement, which shows the company's revenues, expenses, and net income over a specific period. It provides a clear picture of the company's profitability and is a key component of the financial statements.

Finally, the document discusses the importance of reviewing the financial statements and providing a clear explanation of any unusual items. This helps management and stakeholders understand the company's financial performance and make informed decisions based on the data.