

Rosa

Mr. J. E. Warner

Cleveland

December 6, 1955

ALL DIRECTORS

FINAL DONATIONS COMMITTEE REPORT - FISCAL 1955

Mr. C. F. Maxson

Mr. J. E. Letha, Jr.

During the 1955 fiscal year you have received a quarterly Donations Committee report covering major donations made by the company and charged to administrative expense on the books.

At this time I am enclosing a complete list of all donations and organization dues for the fiscal year 1955 which gives a breakdown by division and by organization.

In addition, I have enclosed a summary schedule showing our expense for the last three fiscal years by major divisional grouping.

It is suggested that the detailed lists be used as a guide by Vice Presidents in reviewing and approving memberships and recommending donations during the coming year. It is obvious that we belong to a great many organizations. Many of these are necessary in order to properly conduct our business but we must be constantly reviewing these in order that we can regularly eliminate the deadwood since new organizations are constantly coming into being which better serve our purpose or which we are required to join.

Present procedures relative to approval of donations and organization dues are contained in CA Bulletin No. 809, 809A, 809B, 809C and 809D.

The Donations Committee will be pleased at any time to discuss any of these matters or further explain our policies and procedures.

W. C. Phillips
W. C. Phillips

WCP:pg

Encls.

N18856