

To: Clegg, Patsy M SCC-CHSE-PC <paty.clegg@shell.com>;
'Burnett, Don (E-mail)' <burnetdm@bp.com>; 'Beatty, Pat
(E-mail)' <pwbe@chevron.com>; 'Brian Doll (E-mail)'
<brian.e.doll@exxonmobil.com>; 'Bill Broddle (E-mail)'
<bill.d.broddle@conoco.com>
From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=PH197432>
Cc: 'Bruce M. Jarnot (E-mail)' <jarnotb@api.org>; 'Twerdok,
Lorraine (E-mail)' <twerdokl@api.org>; Cagen, Stuart Z SCC
<stuart.cagen@shell.com>; Tsai, Shan SP
SHLOIL-SHLOIL-HE <Shan.Tsai@shell.com>; Samuel, Tarita
B SCC-CCFF-FN <tarita.samuel@shell.com>
Bcc:
Received Date: 2003-07-31 17:39:02 GMT
Subject: RE: SHS Budget and Financial Statements - Proposal -
Resend

I have heard from some of you that some of the attachments either will not open or are not decipherable when opened, so here goes again.

Financial Reports Title Pages



Financial Reporting
Package.doc...

Spreadsheets Format Proposal



Patsy's Proposal.xls
(49 KB)

Budget Controls Draft - Patsy's Comments in Red



budget controls
draft - July 2...

NEW - Financial Definitions

Patsy



Accounting
definitions.doc (30..

-----Original Message-----

From: Clegg, Patsy M SCC-CHSE-PC
Sent: Wednesday, July 30, 2003 4:50 PM
To: Burnett, Don (E-mail); Beatty, Pat (E-mail); Brian Doll (E-mail); Bill Broddle (E-mail)
Cc: Bruce M. Jarnot (E-mail); Twerdok, Lorraine (E-mail); Cagen, Stuart Z SCC; Tsai, Shan SP
SHLOIL-SHLOIL-HE; Samuel, Tarita B SCC-CCFF-FN
Subject: SHS Budget and Financial Statements - Proposal

Dear SHS Colleagues,

I have given some thought to how to format budget and financial statements for the Shanghai Health Study. Some basic concepts:

- Consistent language and formats
- Specified reporting schedule
- Clear line of accountabilities for approvals

I have drafted some formats for your consideration.

I propose that quarterly or semi-annually the Technical Committee provide to the Oversight Committee a Financial Report consisting both of the Budget and Financial Statements including a summary and individual statements in support of various grants and contracts. I have created simple title pages that would be placed in front of spreadsheets in a report binder.

Title pages	Spreadsheets
<< File: Financial Reporting Package.doc (Compressed) >>	<< File: Patsy's Proposal.ZIP (Compressed) >>

I have reviewed and made comments on the draft controls document.

<< File: budget controls draft - July 20 03.ZIP (Compressed) >>

I look forward to our Aug meeting to get our financial controls in place. I welcome your comments.

Patsy Clegg
Product Steward
Shell Chemical LP
One Shell Plaza, 910 Louisiana, Houston, TX 77002-4916

Tel: +1 713 241 2521 **Fax:** 3325
Email: pmclegg@shellus.com
Internet: <http://www.shell.com/chemicals>

Attachments:

Accounting definitions.doc
budget controls draft - July 20 03.doc
Financial Reporting Package.doc
Patsy's Proposal.xls