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Subject: SHS Budget and Financial Statements - Proposal
Attach: Financial Reporting Package.ZIP; Patsy's Proposal.xls; budget controls draft - July 2003.doc

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

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

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

Patsy Clegg

Product Steward

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