

e-mail from Melanie Curtice received 9/28/05

Dear Susan:

Attached you will find the following:

1. General Administration Policies and Procedures (100s)
2. Finance Policies and Procedures (200s)
3. Communications Policies and Procedures (300s)
4. Compliance and Risk Management Policies and Procedures (400s)
5. Table of Contents

Please let me know if you need anything further on this.

Regards,
Melanie