

HOWARD UNIVERSITY  
WASHINGTON, D. C. 20001

COLLEGE OF MEDICINE  
Department of Family Practice

February 25, 1975

TO: Reston Black Focus Steering Committee

FROM: Marian G. Secundy, Chairman *MS*  
Social Committee

RE: Expenses - Christmas Party

The following expenses were incurred for the Christmas Party. I had in my possession a total of \$130.00. One hundred dollars was received from Mr. Butler. Thirty dollars was turned over by Mrs. Tillman after she purchased decorations with whatever monies Mr. Butler released to her directly.

The receipts for all expenditures (except decorations) are attached. As you can see from the following accounting, there is \$15.00 remaining.

I am requesting that these funds remain in my possession for use at future social functions. The check for security deposit was returned and is enclosed.

We anticipate an ice skating party, reactivation of the discussion and dessert group, athletic activities for families, etc.

There are several items remaining from the party such as sodas which will also remain as reserves for future activities.

Expenses:

\$ 2.95  
42.00  
45.92  
25.00  
\$115.91

\$130.00  
-115.91  
15.09

Paper goods  
RHOA for room rental  
Food items  
Food items (fried chicken)  
Total Spent

Funds available ..  
Funds expended  
Funds remaining