

**THE CHRISTIAN SCIENCE COMMITTEE
FOR INSTITUTIONAL WORK IN Texas Records**

**P. O. BOX 630941
HOUSTON, TEXAS 77263-0941**

April 28, 2004

Dear Executive Committee Members,

While activity of telephone calls and correspondence has been about normal during this first quarter of 2004, requests for text materials have been lighter than the fourth quarter of last year, but more than the first quarter of last year. During this quarter we:

Mailed English Science & Health	5
Mailed Spanish Science & Health	0
Mailed Prose Works	2
Mailed Spanish Miscellaneous Writings	0
Mailed English Miscellaneous Writings	0
Mailed Bible Lessons - Citations & Full Text	24
Mailed Applications for Monitor, Sentinel and Bible Lessons	10
Mailed Holy Bible	3
Responded to Requests from third parties to help prisoners	21
Requested CS workers to contact prisoners	8

We also had a request for the new book of quotations from Mrs. Eddy's works, *Inspiration for Life's Relationships* that we sent.

Attached to this report are a financial statement of revenue and expenditures by zones for this first quarter, and a statement that compares actual amounts of receipts and expenditures to our budget for 2004. As you can see, our expenditures and revenue has not varied far from our budget. Revenue is short of budget, however part of this is due to a few of the churches having the forty cents per capita locked in their computers. Most of this has been worked out and almost all have made the change to fifty cents per capita.

As of March 31, 2004, our cash position is \$4,405.91 in addition to the funds held for zone expenses of \$407.13 (see Article VIII, Section 2 of our By Laws).

As you know, it was suggested that we change the date of our annual meeting and September 18 in San Antonio seems to be the best for all. We need suggestions for a speaker and a location. Please give these items some thought.

Sincerely,

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Executive Secretary/Treasurer

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