

**MEMO# 18272**

November 30, 2004

## **AGENDA FOR THE DECEMBER 16TH INTERNAL AUDIT ADVISORY COMMITTEE MEETING**

[18272] November 30, 2004 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 13-04 RE: AGENDA FOR THE DECEMBER 16TH INTERNAL AUDIT ADVISORY COMMITTEE MEETING As we previously informed you,<sup>1</sup> the next meeting of the Internal Audit Advisory Committee is scheduled for Thursday, December 16, 2004, at the offices of the Investment Company Institute, at 1401 H Street, NW, Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. in the David Silver Conference Room on the 12th Floor, and should end no later than 3:00 p.m. Lunch will be served during the meeting. Attached is the agenda for the meeting. If there are additional issues that you would like to discuss at the meeting, please contact me by phone at (202) 326-5923 or by email at [bsimmons@ici.org](mailto:bsimmons@ici.org). If you have not already done so, please return the attached response form to my assistant, Stephanie Holly, to let her know if you, or someone on your behalf, will be attending the meeting. Stephanie can be reached by phone at (202) 326-5814, by facsimile at (202) 326-5827, and by email at [sholly@ici.org](mailto:sholly@ici.org). We look forward to seeing you on December 16th. Barry E. Simmons Associate Counsel Attachment (in .pdf format) 1 See ICI Memorandum to Internal Audit Advisory Committee No. 12-04 [#18133], dated October 25, 2004.