

February 7, 1969

FUNCTIONAL COST ANALYSIS BULLETIN

To Person Responsible for Preparation of Functional Cost
Analysis Workpapers at Member Bank Addressed:

Thank you for advising us your bank wishes to participate in the Functional Cost Analysis study for 1969. Enclosed is the necessary material to begin assembling data for your report.

At this time you should begin to collect some of the basic data required for the cost study as outlined on the enclosed worksheets 1, 2 and 3 for schedule C. For assistance in preparing these workpapers, you will find detailed instructions in the Instruction Manual.

It has been decided that workshop meetings will not be held this year because of the limited need. However, we will be glad to arrange an in-bank visit to assist you with any problems that may arise during the year in preparing your 1969 workpapers. Actually, we feel that a visit to your bank is likely to be more helpful and productive than a meeting.

As in the past, a seminar will be held in Dallas for banks that completed the 1968 cost study.

If you have any further questions, please do not hesitate to call RIVERSIDE 2-3271 (Extension 370) or write us.

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