

FEDERAL RESERVE BOARD

WASHINGTON

June 1, 1922.

St. 2809

SUBJECT: Quarterly Bank Premises Report.

Dear Sir:

There are attached hereto two new forms for use in furnishing the Board with quarterly information in regard to the status of bank building and remodeling operations. Form St. 2810 should be used in reporting the status of new building operations or of property purchased for the purpose of constructing a new building thereon, while Form St. 2810-a should be used in the case of buildings which have been or are to be remodeled. Reports on these forms should be submitted as of March 31, 1922, and at the end of each quarter thereafter, and should be accompanied with a brief statement summarizing developments in connection with building or remodeling operations during the current period. A report for the first quarter of the present year should be submitted covering each building or building site (including property sold), but thereafter reports need be prepared covering only buildings under construction or which are being remodeled.

While it is believed that the items appearing on the new forms are in the main self-explanatory, the following suggestions are offered in order that reports from all Federal Reserve Banks and Branches may be prepared, so far as practicable, on a uniform basis.

The original cost of land, including buildings if any, (item 1) should represent the amount paid to the vendor. Incidental expenses connected with purchase (item 2) should include such expenses as commissions, cost of title examination, fees and taxes for recordation, legal expenses, surveys, etc.

Preliminary expenditures in connection with new building operations should include testing, surveying, cost of preliminary building plans, consultation expenses and traveling expenses incident to preliminary planning, and other similar expenses, including the satisfaction of unexpired leases, not chargeable to construction costs.

Cost of vaults should represent the actual construction cost of the vault, exclusive of the cost of the vault door, vault linings and movable equipment inside the vault. In case the walls of the

vault are integral with the walls of the building or the latter are reinforced as an added vault protection, the additional cost of the foundation of the building incident to the use thereof in connection with the vault should be considered as a part of the cost of the vault.

Fixed machinery and equipment for the purpose of this report should include all large permanent units such as boilers, engines, dynamos, elevators, heating, lighting, and ventilating systems, pumps, hoisting apparatus, plumbing, wiring, etc.

Miscellaneous building construction or remodeling expenses incurred by Federal Reserve Bank should cover salaries paid to officers or employees of the bank in connection with the building, or any other office expense such as travel, inspection, surveys and tests, all of which are made apart and aside from services performed under supervision of the architect or builder.

Fixtures of a permanent or semi-permanent nature, such as counters, cages, shelving, etc., should be considered as a part of the cost of the building as reported against item 8-a of Form St. 2810 and item 4-a of Form St. 2810-a, while furniture and equipment should be charged to Furniture and Equipment account on Form 34 and not enter into the cost of the buildings as reported on these forms.

In submitting the first report on the new forms, it will be appreciated if you will attach a detailed list enumerating the different kinds of machinery and equipment included in item 8-d of Form St. 2810 and item 4-d of Form St. 2810-a.

Very truly yours,

G o v e r n o r .

LETTER TO ALL F. R. AGENTS.

Federal Reserve Board.

Form St. 2810

BANK PREMISES REPORT QUARTER ENDING _____, 192__.

Federal Reserve Bank or Branch at _____.

Property located at (street location) _____.

(Separate report should be made for each Building)

NEW BUILDING OPERATIONS	Current Quarter	Total to date	Estimated cost to complete
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Building Site

1. Original cost of land, including build- ings, if any	\$	\$	\$
2. Incidental expenditures connected with purchase			
3. Cost of wrecking old buildings			
4. Total (1 + 2 + 3)			
5. Less proceeds from sale of salvaged material			
6. Cost of building site			

New Building

7. Preliminary expenditures			
8. Cost of construction:			
(a) Building, exclusive of vaults and fixed machinery and equipment ..			
(b) Vault construction, including any additional structure or foundation made necessary by vault			
(c) Vault equipment, including doors, lining, and all interior equipment			
(d) Fixed machinery and equipment ..			
9. Miscellaneous building construction ex- penses incurred by Federal Reserve Bank			
10. Fees: (a) Architects			
(b) Engineers			
11. Cost of new building			
12. Cost of building and building site (6 + 11)			
13. Depreciation allowances charged off:			
(a) Charged to current net earnings			
(b) Charged to super-surplus			
(c) Total			
14. Book value of property (12 - 13c)			

MEMORANDA.

15. Reserves against depreciation (as shown on Form 34):			
(a) Charged to current net earnings	\$		
(b) Charged to super-surplus	\$		
(c) Total	\$		
16. Floor space:			
(a) Occupied by Federal Reserve Bank		Sq. Ft.	
(b) Rented		Sq. Ft.	
(c) Unoccupied		Sq. Ft.	
(d) Total floor area in new building		Sq. Ft.	

Federal Reserve Board.
Form St. 2810-a

BANK PREMISES REPORT QUARTER ENDING _____, 192__.

Federal Reserve Bank or Branch at _____.

Property located at (street location) _____.

(Separate report should be made for each building.)

REMODELED BUILDING OPERATIONS	Current Quarter	Total to date	Estimated cost to complete
1. Original cost of land and building . . . \$	\$	\$	\$
2. Incidental expenditures connected with purchase			
3. Total (1 + 2)			
4. Cost of remodeling:			
(a) Building, exclusive of vaults and fixed machinery and equip- ment			
(b) Vault construction, including any additional structure or foundation made necessary by vault			
(c) Vault equipment, including doors, lining, and all interior equip- ment			
(d) Fixed machinery and equipment . .			
5. Miscellaneous building remodeling ex- penses incurred by F. R. Bank. . . .			
6. Fees: (a) Architects			
(b) Engineers			
7. Total cost (3 to 6)			
8. Less proceeds from sale of salvaged material			
9. Cost of building and building site . .			
10. Depreciation allowances charged off:			
(a) Charged to current net earnings			
(b) Charged to super-surplus			
(c) Total			
11. Book value of property (9- 10c). . . .			

MEMORANDA

12. Reserves against depreciation (as shown on form 34):-
 (a) Charged to current net earnings \$
 (b) Charged to super-surplus
 (c) Total

13. Floor space:
 (a) Occupied by F. R. Bank Sq. Ft.
 (b) Rented Sq. Ft.
 (c) Unoccupied Sq. Ft.
 (d) Total floor area in remodeled building Sq. Ft.