

## FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO  
THE FEDERAL RESERVE BOARD

December 15, 1925.  
St. 4760

SUBJECT: Functional Expense Reports.

Dear Sir:

There is enclosed herewith for your information a proof copy of revised form E, Functional Expense Report. The new form has been drawn up in accordance with the recommendations of the committee which met at the Board's offices on September 28 and 29, of which you were advised in the Board's letter St. 4672 of October 6, 1925. The form will be printed as indicated by the proof, except that the titles of the expense units will be shown in bold-face type and a few minor changes will be made in the ruling, etc.

The supply of the form will be forwarded to you as soon as received from the printer, which probably will be some time next month.

Very truly yours,

E. L. Smead, Secretary,  
Committee on Salaries,  
Expenditures and Efficiency.

Enclosure.

TO CHAIRMEN OF ALL FEDERAL RESERVE BANKS\*  
COPY TO GOVERNORS AND TO CHAIRMEN OF PROCEDURE COMMITTEES.