

# FEDERAL RESERVE BOARD

305

WASHINGTON

X-4723

ADDRESS OFFICIAL CORRESPONDENCE TO  
THE FEDERAL RESERVE BOARD

November 16, 1926.

SUBJECT: 1927 Budget for Statistical and Analytical Work.

Dear Sir:

In continuation of the policy adopted last year, will you kindly prepare and submit to the Board for approval, not later than December 10, a budget of expenditures covering work in the Statistical and Analytical function of your bank (including branches, if any), to be carried on during the year 1927. The budget should be submitted on the attached form which corresponds with the functional expense report form E, and which provides for showing in parallel columns the budget approved for and amounts actually expended during 1926 (December estimated) and the proposed budget for the calendar year 1927. The proposed salary payments as shown in the budget for 1927 should be based on the salary recommendations made for next year.

Very truly yours,

Walter L. Eddy,  
Secretary.

TO ALL FEDERAL RESERVE AGENTS.

Enclosure.

FEDERAL RESERVE BANK OF \_\_\_\_\_ (including branches)

Proposed budget of expenses in the Statistical and Analytical function (as defined in the Manual of Instructions covering functional expense reports form E) for the year 1927.

(All figures to be shown to the nearest dollar, cents omitted)

	<u>BUDGET</u> for <u>1926</u>	<u>EXPENSES</u> during <u>1926*</u>	<u>BUDGET</u> for <u>1927</u>
<b>ADMINISTRATION:</b>			
Salaries - officers			
Salaries - employees			
Traveling expenses			
Print. & stat. & other supplies			
Telephone and telegraph			
All other**			
<b>TOTAL</b>			
<b>STATISTICAL:</b>			
Salaries - employees			
Traveling expenses			
Print. & stat. & other supplies			
Telephone and telegraph			
Postage			
All other**			
<b>TOTAL</b>			
<b>MONTHLY LETTER:</b>			
Printing and stationery			
Postage			
<b>TOTAL</b>			
<b>LIBRARY:</b>			
Salaries - employees			
Traveling expenses			
Print. & stat. & other supplies			
Telephone and telegraph			
News service - subscription to periodicals, etc.			
Books			
All other ***			
<b>TOTAL</b>			
<b>GRAND TOTAL</b>			

**MEMORANDA:**

Number of copies of monthly letter printed, December 1926 \_\_\_\_\_

Receipts from monthly letters sold:	Year 1926	\$ _____	Do not deduct from expenses
	Estimated, Year 1927	\$ _____	

\*December expenses estimated.  
\*\*Classify, if in excess of \$100.