

FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO
THE FEDERAL RESERVE BOARDJune 21, 1929
St. 6230SUBJECT: Condition Reports of State
Bank Members, Form 105.

Dear Sir:

There are being forwarded to you today under separate cover copies of form 105. Kindly hold the blank forms at your bank until receipt of telegraphic notice from the Board, whereupon three copies should be mailed to each state bank and trust company member with the request that the forms be held pending receipt of a call for condition reports. It is suggested that in your letter transmitting the blanks you call the banks' attention to the instructions previously furnished governing the preparation of the condition reports, so that if any bank has mislaid its copy of the instructions another copy may be promptly furnished for its use. Upon receipt of notice from the Board of the call for condition reports, kindly notify the banks thereof by mail and request them to fill out the reports and mail them to you promptly - in no case later than 10 days after receipt of the call.

The reports should be examined and checked in the usual manner, in accordance with the procedure outlined on page 2 of the Board's letter St. 5930 of October 1, 1928, before being forwarded to the Board. In addition to the checking specifically outlined in that letter, it might be well, in some cases at least, to compare some of the items with the previous report, particularly in Schedules E, F, and G, as we found a number of discrepancies between the March 27 reports and those previously submitted. In this connection it is suggested that where a report is found to be complete except that the word "None" is not shown against some of the items in the body of the report or in the schedules, or the par value of stock or number of shares is omitted from Schedule A, it will be sufficient to merely call the bank's attention to the omissions for its guidance in preparing future reports, instead of asking the bank to submit a letter giving the information that was omitted. The memorandum items in Schedules E and L should be answered, however, in every case.

Very truly yours,

E. M. McClelland,
Assistant Secretary.