

## FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO  
THE FEDERAL RESERVE BOARD

October 2, 1929  
St. 6340

SUBJECT: Allocation of Certain Expenses  
In Functional Expense Reports.

Dear Sir:

On the basis of replies to the Board's letter of June 7, 1929, St. 6218, regarding the allocation of certain expenses in functional expense reports the expenses in question should be handled as follows:

1. Should the cost of advertising for a particular article and telegraph and telephone charges in connection with the delivery of supplies purchased be charged to General Service - Purchasing and Stock Room Expense Unit or should they be charged to the expense unit for which the particular supplies are purchased.

The cost of advertising for a particular article and telegraph and telephone charges in connection with the delivery of supplies purchased should be charged to General Service - Purchasing and Stock Room expense unit.

2. Inasmuch as it is contemplated that all cafeteria expenses be shown as one item on form 96, should not help advertisements for the cafeteria and the cost of physical examinations for cafeteria employees be charged to Provision of Personnel - Cafeteria expense unit, rather than to the Hiring Employees and Employee's Records expense unit and the Welfare and Medical expense unit, respectively, as provided for by the Manual of Instructions.

The cost of help advertisements for the cafeteria and the cost of physical examinations for cafeteria employees should be charged to the Hiring Employees and Employee's Records expense unit and the Welfare and Medical expense unit, respectively.

- 2 -

3. Should U. S. securities received for transfer to and delivery by other Federal reserve banks, and securities delivered in accordance with instructions from other Federal reserve banks be included in operations of the Fiscal Agency Function, and if so how should the number of and amount of such securities handled be reported.

United States securities received for transfer to and delivery by other Federal reserve banks, and securities delivered in accordance with instructions from other Federal reserve banks should be included in Fiscal Agency transactions. The number and amount of such transactions should be shown separately in the "Exchanges" section on page 18 of form E.

Very truly yours,

E. L. Smead, Chief,  
Division of Bank Operations.

TO ALL GOVERNORS\*