

FEDERAL RESERVE BOARD

455

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO
THE FEDERAL RESERVE BOARD

November 5, 1930
St. 6777

SUBJECT: 1931 Budget for Statistical
and Analytical Work.

Dear Sir:

It will be appreciated if, in accordance with the usual custom, you will kindly submit to the Board for approval a budget for the Statistical and Analytical Function of your bank (including branches, if any), for the year 1931. The budget should be prepared in accordance with the attached form and submitted to the Federal Reserve Board as soon as practicable after January 1, 1931.

Very truly yours,

E. M. McClelland,
Assistant Secretary.

Enclosure

TO ALL FEDERAL RESERVE AGENTS*

FEDERAL RESERVE BANK OF _____ (including branches)

456

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

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

	BUDGET for <u>1930</u>	EXPENSES during <u>1930</u>	BUDGET for <u>1931</u>
ADMINISTRATION:			
Salaries - officers			
Salaries - employees			
Traveling expenses			
Printing & stationery & other supplies			
Telephone and telegraph			
All other*			
TOTAL			
STATISTICAL:			
Salaries - employees			
Traveling expenses			
Printing & stationery & other supplies			
Telephone and telegraph			
Postage			
All other*			
TOTAL			
MONTHLY LETTER:			
Printing and stationery			
Postage			
TOTAL			
LIBRARY:			
Salaries - employees			
Traveling expenses			
Printing & stationery & other supplies			
Telephone and telegraph			
News service - subscriptions to periodicals, etc.			
Books			
All other*			
TOTAL			
GRAND TOTAL			

MEMORANDA:

Number of copies of monthly letter printed, December 1930 _____

Receipts from monthly letters sold:	Year 1930	\$ _____	Do not deduct from expenses
	Estimated, Year 1931	\$ _____	