

## FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO  
THE FEDERAL RESERVE BOARD

November 24, 1931.  
B-572.

SUBJECT: 1932 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 1932. 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, 1932.

Very truly yours,

Chester Morrill,  
Secretary.

Enclosure

TO ALL FEDERAL RESERVE AGENTS\*

## FEDERAL RESERVE BANK OF \_\_\_\_\_ (Including branches)

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>1931</u>	EXPENSES during <u>1931</u>	BUDGET for <u>1932</u>
<b>ADMINISTRATION:</b>			
Salaries - officers			
Salaries - employees			
Traveling expenses			
Printing & stationery & other supplies			
Telephone and telegraph			
All other*			
TOTAL			
<b>STATISTICAL:</b>			
Salaries - employees			
Traveling expenses			
Printing & stationery & other supplies			
Telephone and telegraph			
Postage			
All other*			
TOTAL			
<b>MONTHLY LETTER:</b>			
Printing and stationery			
Postage			
TOTAL			
<b>LIBRARY:</b>			
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 1931 \_\_\_\_\_

Receipts from monthly letters sold:	Year 1931	\$ _____	Do not deduct from expenses
	Estimated, Year 1932	\$ _____	

\*Classify, if in excess of \$100.