

FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO
THE FEDERAL RESERVE BOARDNovember 30, 1932.
B-855.SUBJECT: 1933 Budget for Statistical
and Analytical Work.

Dear Sir:

In accordance with your usual practice, a statement of the budget for the Statistical and Analytical function of your bank (including branches, if any), for the calendar year 1933 should be forwarded to the Federal Reserve Board as soon after January 1 as practicable. The budget should be prepared in accordance with the attached form.

Very truly yours,

Chester Morrill,
Secretary.

Inclosure.

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>1932</u>	EXPENSES during <u>1932</u>	BUDGET for <u>1933</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 1932 _____

Receipts from monthly letters sold:	Year 1932	\$ _____	Do not deduct from expenses
	Estimated, Year 1933	\$ _____	

*Classify, if in excess of \$100.