

## FEDERAL RESERVE BOARD

WASHINGTON

June 28, 1935  
B-1088ADDRESS OFFICIAL CORRESPONDENCE TO  
THE FEDERAL RESERVE BOARD

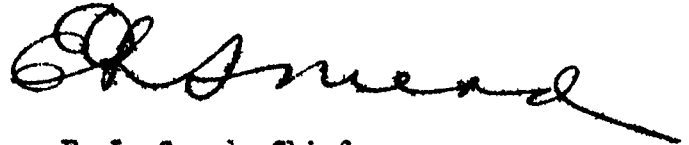
SUBJECT: Form E Manual

Dear Sir:

Referring to our telegram of June 21, 1935 (TRANS 2273), there are inclosed        copies of page 107-a of the "Manual of Instructions Governing the Preparation of Functional Expense Reports (Form E)".

It will be appreciated if you will have this page, which makes provision for the new unit "Work Relief Checks", inserted in the copies of the Manual on file at your bank and branches. In preparing the functional expense report for the first half, 1935, it is suggested that the figures for this unit be shown on page 22 and they should, of course, be included in the "Subtotal, Depository Operations" on page 19, and in the "Total, Fiscal Agency, Custodianship, and Depository" function on page 21.

Very truly yours,



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

Inclosures

TO ALL GOVERNORS