

FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO
THE FEDERAL RESERVE BOARD

December 31, 1935
E-1126.

SUBJECT: 1936 Budget for Federal Reserve Bank.

Dear Sir:

It will be appreciated if you will forward to the Board, as soon after January 1 as practicable, a statement of the budget approved for the head office and each of its branches, if any, for the calendar year 1936 with separate figures for the first half and the second half of the year. If any material changes are subsequently made in the budget for the second half of the year the Board should be advised of such changes on or about July 1, 1936.

The budget statement as submitted to the Board should be prepared in accordance with the sample form attached and should show totals for each separate unit (department, division, section or expense unit) for which separate figures are shown in the budget approved by the bank's budget committee.

Very truly yours,



Chester Morrill,
Secretary.

Inclosure

TO CHAIRMEN OF THE FEDERAL RESERVE BANKS

Federal Reserve Bank of _____

(Indicate whether for head office or branch)

Unit*	Expenses		Budget		Expenses		Budget	
	1st Half, 1935		1st Half, 1936		2nd Half, 1935		2nd Half, 1936	

Total

Adjustments (specify necessary to place the above figures on Form E basis:

Total (must agree with Form E)

MEMORANDUM

Furniture and Equipment

*Totals should be shown for each department, division, section or expense unit for which separate figures are shown in the budget approved by the bank's budget committee.