



BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

R-444

181

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD

April 12, 1939

Dear Sir:

In 1935, following a suggestion made by one of the Reserve banks, advice was requested from each Federal Reserve bank as to whether it would prefer to have the spacing on the daily balance sheet, Form F. R. 34, changed so that reports thereon might readily be prepared on an adding machine. The replies to the above-mentioned request indicated that a majority of the banks were not, at that time, in favor of changing the spacing on Form F. R. 34.

Recently the suggestion was again received that the spacing on Form F. R. 34 be changed to adapt it for use on an adding machine and in looking into this matter it appears that by providing for only two amount columns, one for assets and one for liabilities, the form may be revised to accommodate adding machine type without changing its present size. It also appears that by eliminating the columnar ruling for dollars and cents, reports may be prepared equally as well on an adding machine, typewriter, or bookkeeping machine.

There is enclosed a sample copy of the face of the 1939 edition of Form F. R. 34 ruled as outlined above and it will be appreciated if you will advise us whether you would favor the suggested ruling or any modification thereof. The changed ruling, if adopted, would be used in the 1940 edition of Form F. R. 34. The enclosed sample merely illustrates the suggested ruling and does not reflect any other changes which may be made in the form.

Form F. R. 34 is usually sent to the printer each year about November 10, and we would be pleased to receive annually before that time any suggestions which you might care to make with respect to the form, including those relating to the addition, elimination, consolidation or rearrangement of the items appearing thereon.

Very truly yours,

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

Enclosure.