



BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD
July 21, 1939

Dear Sir:

There are being forwarded to you under separate cover copies of pages 27, 33, 34, 34a, 121e and 121f of the "Manual of Instructions Governing the Preparation of Functional Expense Reports (Form E)", revised as of July 1, 1939. An additional copy of each of these pages is enclosed for your information.

Page 27 has been revised so as to permit the accumulation in the "Sick Relief and Extended Leave" unit of any costs occasioned because of employees absent as a result of jury duty or military service, in addition to those absent on account of illness. Changes in pages 33, 34 and 34a were necessary because of the revised leased wire procedure which became effective July 1, 1939. The new pages, 121e and 121f, are necessary in order to provide for expenses which may be incurred by Federal Reserve banks for the Federal Crop Insurance Corporation and the United States Maritime Commission.

Pages 7 and 22b of Form E are being reprinted to conform with the revised pages of the Manual and a supply thereof will be forwarded to you as soon as received from the printer.

Very truly yours,

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

Enclosures.

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS