

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON



R-576

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD

December 13, 1939

Dear Sir:

It will be appreciated if you will mail to the Board as soon as practicable after January 1 a copy of the budget approved by your bank for its head office and each of its branches, if any, and for the head office and branches combined, for the calendar year 1940.

It will also be appreciated if the 1940 budgets furnished to the Board are prepared along functional lines in accordance with the sample form, R-576a, attached, totals for each function being shown as in the functional expense report, Form E.

Please also submit statements on Form R-576b and R-576c showing the itemization of the budgets of the statistical and analytical and bank examination functions.

In addition kindly prepare and submit with the budget statements memoranda setting forth in general the reasons for the principal increases and decreases in the budget estimates for 1940 as compared with actual expenses during 1939.

A supply of forms R-576a, R-576b, and R-576c is enclosed.

Very truly yours,

L. P. Bethea,
Assistant Secretary.

Enclosures

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS

SUMMARY OF BUDGET ESTIMATES, 1940

/R-576a
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Federal Reserve Bank of _____ * * * * *
(Indicate whether head office,
branch or "combined" report)

<u>Function</u>	Expenses, Year 1939	Budget, Year 1940
General overhead - Controllable		
General overhead - Noncontrollable		
Provision of space (less income and distribution)		
Furniture and equipment		
Provision of personnel		
General service		
Postage		
Insurance		
Failed banks		
Loans, rediscounts, and acceptances		
Securities		
Currency and coin		
Check collection		
Noncash collection		
Accounting		
Legal		
Bank and public relations		
Auditing		
Bank examination		
Federal Reserve note issues		
Statistical and analytical		
Securities exchange		
Fiscal agency, custodianship, and depository:		
Reimbursable expense		
Expense not reimbursable		
Foreign		
TOTAL (column 1 must agree with Form E)		

STATISTICAL AND ANALYTICAL BUDGET, 1940

Federal Reserve Bank of _____ (Indicate whether head office, branch or "combined" report)

<u>Expense Unit</u>	<u>Expenses, Year 1939</u>	<u>Budget, Year 1940</u>
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1. Statistical:

- a. Salaries - Officers*
- b. Salaries - Employees
- c. Retirement system contributions
for current service
- d. Traveling expenses
- e. Printing, stationery, and supplies
- f. Telephone and telegraph
- g. Postage and expressage
- h. All other

TOTAL

2. Monthly letter:

- a. Printing and stationery
- b. Postage and expressage

TOTAL

3. Library:

- a. Salaries - Officers*
- b. Salaries - Employees
- c. Retirement system contributions
for current service
- d. Traveling expenses
- e. Printing, stationery, and supplies
- f. Telephone and telegraph
- g. Newspapers, periodicals, books,
binding, clipping service, etc.
- h. All other

TOTAL

TOTAL, STATISTICAL AND
ANALYTICAL

Number of copies of Monthly Letter
printed for month of December 1939

*Indicate in a footnote the complete allocation of the time and salary of each officer whose salary is charged in whole or in part to this unit.

BANK EXAMINATION BUDGET, 1940

Federal Reserve Bank of _____ (Indicate whether head office, branch or "combined" report)

<u>Bank Examination Function</u>	Expenses, Year 1939	Budget, Year 1940
a. Salaries - Officers*		
b. Salaries - Employees		
c. Retirement system contributions for current service		
d. Traveling expenses		
e. Printing, stationery, and supplies		
f. Telephone and telegraph		
g. Copies of bank examination reports		
h. All other		
TOTAL		
DEDUCT - EXPENSES CHARGED AGAINST BANKS EXAMINED		
NET TOTAL, BANK EXAMINATION		

*Indicate in a footnote the complete allocation of the time and salary of each officer whose salary is charged in whole or in part to this function.