

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

R-673



ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD

June 28, 1940.

Dear Sir:

There are being forwarded to you today under separate cover copies of page 48 of the "Manual of Instructions Governing the Preparation of Functional Expense Reports (Form E)", revised as of July 1, 1940. An additional copy of page 48 is enclosed for your information.

Page 48 was revised in order to clarify the instructions relating to the reporting of postage and expressage, particularly on items sent to nonpar banks for collection and credit to the Treasurer's General Account. It will be noted that, with certain exceptions, both postage and express charges on outgoing shipments are to be included in the revised "Postage and Expressage" function.

Very truly yours,

A handwritten signature in black ink, appearing to read "E. L. Smead".

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

Enclosure

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS