

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

R-942



ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD

December 31, 1941

Dear Sir:

There are being forwarded to you today, under separate cover, copies of pages 21, 46, and 46-a (and revised pages of Table of Contents) of the "Manual of Instructions Governing the Preparation of Functional Expense Reports (Form E)". These pages have been revised in order to provide for a new unit, "Machine Tabulating", in the General Service function. An additional copy of each of these pages is enclosed for your information. Pages 121-g and 121-h, covering the "National Defense--District Coordinator" and "National Defense--Priorities Division" units, should be eliminated from the Manual.

Revised pages of Form E will be forwarded to you as soon as they are received from the printer.

Very truly yours,

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

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

Enclosures.

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS