

The University of Kansas
Lawrence

Office of
The Chancellor

February 6, 1940

TO DEPARTMENT AND DIVISION HEADS:

Attached you will find the forms to be used in making your departmental maintenance and assistance reports to the Budget Committee this spring. The forms are being mailed out somewhat ahead of the budget conference schedule in order that you may have sufficient time to prepare your reports. We plan to start the conferences about March 1.

Please fill out the forms in detail. The reports are intended to show three things: (1) the ~~exact~~ departmental income and expenditures for 1938-39; (2) the income and expenditures for 1939-40 to date and the estimated totals for the entire year; and (3) the income estimated, budget allowances requested and expenditures recommended for 1940-41. If you do not keep office records along the lines of the two forms, you can easily compile the data called for from your office files, the Assistance Fund Report from your Irregular Payroll records and the Maintenance Fund Report from the monthly statements mailed to you by the Business Office.

The classifications of expenditures given on the forms are merely suggestive, and you may need to add to the lists to give an accurate picture of your department.

Additional copies of both forms are available at the Chancellor's Office and will be sent on request. If you have questions about preparation of any phase of the reports please feel free to call on this office for assistance.

Sincerely yours,

RAYMOND NICHOLS,

Secretary, Budget Committee