

THE UNIVERSITY OF KANSAS

Business Office

DEPARTMENT STATEMENT

EXPENSE LEDGER

Department Physical Education

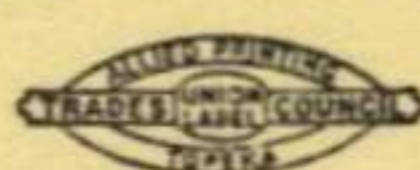
Account No. 3.19

Account Parts and Tools

Sheet No. 1

Division _____

DATE	DESCRIPTION	REFERENCE	ITEM	TOTAL TO DATE
OCT 31 45	AXE	1747	2.39	2.39



THE UNIVERSITY OF KANSAS

Business Office

DEPARTMENT STATEMENT

EXPENSE LEDGER

Department Physical Education
 Account Special Supplies
 Division _____

Account No. 3.08
 Sheet No. 1

DATE	DESCRIPTION	REFERENCE	ITEM	TOTAL TO DATE
JUL 31 45	GAME MATERIALS	B28346	72.27	72.27
SEP 6 45	SOAP	349	7.10	
	ARROWS	515	8.40	87.77
AUG 31 45	NETTING	612	18.00	105.77
AUG 31 45	TARGETS, ETC.	B28368	51.37	157.14
SEP 29 45	MINIT MIX LUME	1115	6.50	163.64
OCT 6 45	COLOR STANDARDS	1476	6.17	169.81
OCT 31 45	BWIMMING WALL CHARTS	1593	1.75	171.56
OCT 31 45	FOOT POWDER	B28471	15.68	187.24
NOV 30 45	SODA ASH, ALUM	2271	13.80	
	PHONO RECORDS	2272	2.12	
	HYDRATED LIME	2318	13.00	216.16
DEC 31 45	PHONO RECORDS	3007	5.50	221.66



THE UNIVERSITY OF KANSAS

Business Office

DEPARTMENT STATEMENT

EXPENSE LEDGER

Department Physical Education

Account No. 2.10

Account Repairs and Alterations-Equipment

Sheet No. 1

Division _____

DATE	DESCRIPTION	REFERENCE	ITEM	TOTAL TO DATE
OCT 31 45	OVERHAUL MIMEOGRAPH	1738	16.60	16.60
OCT 31 45	CLEAN TYPEWRITER	1648	12.20	28.80
NOV 6 45	TUNE PIANOS	2995	16.00	44.80



THE UNIVERSITY OF KANSAS
Business Office
DEPARTMENT STATEMENT
EXPENSE LEDGER

Department Physical Education
 Account Special Services
 Division _____

Account No. 2.09
 Sheet No. 1

DATE	DESCRIPTION	REFERENCE	ITEM	TOTAL TO DATE
SEP 6 45	LAUNDRY	424	40.79	40.79
AUG 31 45	LAUNDRY	728	53.98	94.77
OCT 6 45	DO	1507	62.00	156.77
OCT 31 45	DO	1782	52.60	209.37
NOV 30 45	DO	2484	40.58	249.95
DEC 31 45	DO	3168	63.54	313.49



THE UNIVERSITY OF KANSAS

Business Office

DEPARTMENT STATEMENT

EXPENSE LEDGER

Department Physical Education

Account No. 2.05

Account Communications

Sheet No. 1

Division _____

DATE	DESCRIPTION	REFERENCE	ITEM	TOTAL TO DATE
JUL 31 45	TELEPHONE	295	.50	.50
JUL 31 45	DO	295	8.15	8.65
AUG 31 45	DO	771	.50	9.15
AUG 31 45	DO	771	12.05	21.20
SEP 29 45	TELEPHONE	1277	.50	21.70
SEP 29 45	TELEPHONE	1277	4.65	26.35
SEP 29 45	WESTERN UNION	1282	1.20	27.55
OCT 31 45	TELEPHONE	1832	.50	28.05
OCT 31 45	DO	1832	.40	28.45
OCT 31 45	DO	1832	3.85	32.30
OCT 31 45	DO	1832	.30	32.60
NOV 30 45	DO	2548	.50	33.10
NOV 30 45	DO	2548	4.85	37.95
NOV 30 45	TELEPHONE	2548	1.75	39.70
NOV 30 45	WESTERN UNION	2570	3.61	43.31
NOV 30 45	DO	2570	.42	43.73
DEC 30 45	WESTERN UNION	2570		
DEC 31 45	TELEPHONE	3204	.50	44.23
DEC 31 45	DO	3204	5.75	49.98
DEC 31 45	DO	3204	.50	50.48
DEC 31 45	DO	3204	1.40	51.88
DEC 31 45	WESTERN UNION	3219	1.38	53.26



THE UNIVERSITY OF KANSAS

Business Office

DEPARTMENT STATEMENT

EXPENSE LEDGER

Department Physical Education

Account No. 2.01

Account Transportation of Things

Sheet No. 1

Division _____

DATE	DESCRIPTION	REFERENCE	ITEM	TOTAL TO DATE
JUL 31 45	EXPRESS	142	.35	
	SANTA FE TRAIL	293	.41	.76
AUG 31 45	EXPRESS	750	9.01	9.77
SEP 29 45	EXPRESS	1264	2.34	12.11
OCT 31 45	FREIGHT S. F.	1714	.55	12.66
OCT 31 45	EXPRESS	1815	5.32	17.98
NOV 30 45	EXPRESS	2531	1.41	19.39
DEC 31 45	EXPRESS	3184	2.70	22.09
DEC 31 45	EXPRESS--SANTA FE	3196	1.15	
	TRAIL	3196	.61	23.85



IRREGULAR PAYROLL REPORT

Total Hourly Payroll Expenditures for All Purposes

DEPARTMENT OF Physical Education

1. BUDGET ALLOWANCE:	For the Fiscal Year Indicated		
	Actual 1944-45	Estimated 1945-46	Requested 1946-47
Assistance Fund	896.00	800.00	2,500.00

2. EXPENDITURES:	Expended Fiscal Year 1944-45	Estimated Fiscal Yr. 1945-46		Recommended Fiscal Yr. 1946-47
		Expended to Date	Est. Rest of Year	
CLASSIFIED SERVICE:				
Clerk I or II				
Clerk Steno I or II				
Clerk Typist I or II				
Custodial Helper				
Janitor I				
Laborer				

UNCLASSIFIED SERVICE:					
Student art work					
Student animal care.					
Student janitor work	415.45				
Student enroll. asst.					
Student equip. maint.					
Student storeroom help					
Student stenographer					
Student typist					
Student office asst.	537.65	552.59	300.00	852.59	900.00
Student teach. asst.		148.50	250.00	398.50	500.00
Student Life Guard	84.85	15.70	15.00	30.70	60.00
Student Pianist	106.05	57.00	40.00	97.00	100.00
Intramurals	8.50	103.00	80.00	183.00	400.00
Towel Room	488.22	810.33	280.00	1,090.33	1,500.00
Student Watchman	66.00	130.00	120.00	250.00	250.00
TOTALS:	1,706.72	1,817.12	1,085.00	2,902.12	3,710.00

3. HOW PAID					
a. From salary budget allowance	896.00	896.00		896.00	2,500.00
b. From Maint. or fee account*	803.21	822.91	1,400.00	2,222.91	600.00
TOTALS:	1,699.21	1,718.91	1,400.00	3,118.91	3,100.00

* Carry totals on this line forward to item 2 of Maintenance Fund Report sheet.

On reverse side please give your current hourly pay rates.

HOURLY RATES FOR STUDENT HELP, 1945-46

Classification	Rates	Remarks
Stenographer		
Typist		
Clerk		
Lab. technical asst.		
Paper grader		
Artist		
Storeroom assistant		
Laborer	.50	
Dishwasher		
Equipment repairman		
Assistant instructor	.50	
Life Guard	.40	Raise to .50 an hour.
Pianist	.40	Raise to .50 an hour.
Intramurals	.50	
Towel Room	.50	
Watchman	.50	
Office Assistant	.40	Raise to .50 an hour.
TOTALS:	1,817.18	1,706.78
TOTALS:	1,718.91	1,692.51

* Carry totals on this line forward to item 2 of Maintenance Fund Report sheet.
 On reverse side please give your current hourly pay rates.

V-12 TOWEL SERVICE

<u>1945</u>	<u>Laundry</u>	<u>Labor</u>
July	41.24	none
August	51.50	none
September	52.60	none
October	20.95	121.07
November	41.85	103.25
December	33.90	102.00
January 1946	2.41	41.00
February	9.75	44.50
March	52.95	93.00

INCREASE IN RANK FOR FACULTY MEMBERS

Ruth Hoover

From
Assistant Professor
To
Associate Professor

Henry Shenk

From
Assistant Professor
To
Associate Professor

Reginald Strait

From
Instructor
To
Assistant Professor

Gloria Smith
(Increase in salary)

URGENT NEEDS

5 Toilets for Women

INTRAMURALS

<u>Activity</u>	<u>Hours Check Room Should Be Open</u>	<u>Dates</u>
Touch Football	4:00 - 3:00 ^{7:30}	Sept. 15 - Dec. 15 -- 5 weeks
Badminton	4:00 - 7:00	5 weeks
Basketball	6:30 - 10:30	Dec. 1 - Mar. 15 -- 12 weeks
Volleyball	6:30 - 10:30	Mar. 15 - Apr. 5 -- 5 weeks
Softball) Tennis) Horseshoes) Golf)	4:00 - 7:30	Apr. 1 - Jun. 1 -- 9 weeks
Handball - (Singles & Doubles)	4:00 - 7:30	Apr. 1 - Jun. 1 -- 9 weeks
Swimming	7:00 - 10:30	Apr. 20 - May 10 -- 2 weeks

Dr. Allen:

The above schedule is, of course, approximate. Our afternoon events require the locker room to be open until 7:30 P.M.

With events like badminton, horseshoes, tennis and handball the locker room should be open and available at all hours up to 7:30 P.M., or possibly 10:30 P.M. 5 days each week.

In a live, wide-awake intramural program, the facilities should be available for both practice and participation. It seems reasonable that the locker room should be open until 10:30 P.M. at least five days each week.

Ray Kanehl

RK;MF

REPAIRS AND MISC.

July 3	Annual Fee for Analysis of Pool	\$ 15.00
July 11	Service from B. & G. from May 24 to June 27	17.82
Sept 24	Kansan for Fall & Spring Semester	3.57
Oct. 3	Service from B. & G.	7.25
Oct. 4	Cleaning typewriter 1 set cork feed rolls Platen New keyboard Adjustment of typewriter	12.20
Oct. 18	Envelopes addressed by Kansas Press	1.00
Oct. 19	Tuning of 2 pianos Repairs on 2 pianos	16.00
Nov. 9	Service from B. & G.	14.75
Nov. 27	Stencils, etc., for Rebounds	10.80
Dec. 4	Envelopes addressed by Kansas Press	2.25
Dec. 6	Service from B. & G.	14.04
Dec. 6	Service from B. & G.	35.20
Dec. 17	Repair on Badminton Rackets	8.40
Dec. 31	Repairs on typewriters	26.30
Jan. 5	Service from B. & G.	2.94
Jan. 29	Mimeograph by Kansas Press	5.75
Feb. 11	Paint Paint	4.15
		<u>\$197.42</u>

ESTIMATE FOR REST OF YEAR

Repairs on Basketballs

Service from B. & G.

Repairs on Typewriters

Repair and Upkeep of Ball Diamonds -

Repair and Upkeep of Archery Field -

Repair Horseshoe Pits -

Repair Parallel Bars

Repair Springboards

with Am 525.55
Sept 1 - Apr 22

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

April 17, 1946

Dr. Forrest C. Allen
107 Robinson Gymnasium

Dear Dr. Allen:

I have talked with Mr. Shenk regarding our enrollment in Physical Education classes for the fall of 1946. We think there may be an enrollment of 300, exclusive of NROTC and those who participate in intramurals.

Also, it might be possible for the University High School to return to Robinson Gymnasium at an open period.

We feel the tentative program might fall in this pattern:

8:30	32M	50
9:30		20
9:30	34M	20
10:30		40
11:30	Soc. Dane.	35
1:30		
2:30		35
3:30		40
4:30		30
4:30	Beg. Swim.	30

Sincerely,

*Get Break down
Repairs
Send to Raymond Nichols
at once*

6

Reginald R. Strait
Reginald R. Strait

RRS:MF

*Mrs. Trench, expenditure, Dell Davidson Labor Chg?
Specifications - Tarring send to Ray Nichols
(Tennis Courts)*

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

March 31, 1944.

Dr. Forrest C. Allen,
Department of Physical Education,
University of Kansas.

Dear Dr. Allen:

In our recent conversation it was suggested that I write you relative to an increase in rank and you would be glad to take this up through the proper channels.

I came to the Physical Education Department a year ago last October. During that time I have been teaching physical fitness classes, having charge of the V-5 physical education program, teaching such academic courses as Personal Hygiene, Physical Examination and Prescription of Exercise, and Principles of Community Recreation. I also have charge of practice teaching for our majors in physical education. I am also attempting to keep our pool in an excellent condition from a bacterial standpoint.

As for my academic training I am a graduate of Ottawa University, the State University of Iowa with an M. A. in Physical Education, where I have also continued work towards the doctorate in physical education.

Thanking you for the opportunity of making this request,

Sincerely,

Reginald H. Strait

P.S. As you doubtless know, I am at present the President of the Kansas Health and Physical Education Association, and in the past two years have served as Vice-President and President-elect, respectively.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

April 2, 1946

Dr. F. C. Allen,
University of Kansas.

Dear Dr. Allen,

In reply to the discussion concerning our dancing instructor, Gloria Smith, I recommend a raise of two hundred dollars for the next year.

Miss Smith has done an excellent job of teaching; she is well liked by her students. Last summer she attended New York University, starting work toward a Master's degree.

Because of the many changes in the personnel of the dancing instructor, during the last few years, our majors have suffered by not having a strong foundation for the teaching of dancing. Miss Smith has been here two years and has started a good strong basis for them. With the work she has done I feel she is worthy of a raise.

Sincerely,

Ruth I Hoover

Ruth I. Hoover.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

April 2, 1946

Handwritten scribbles and numbers, including '48' and '2'.

Dr. F. C. Allen,
University of Kansas.

Dear Dr. Allen,

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our dancing instructor, Gloria Smith, I recommend
a raise of two hundred dollars for the next year.

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personnel of the dancing instructor, during the last
few years, our majors have suffered by not having
a strong foundation for the teaching of dancing.
Miss Smith has been here two years and has started
a good strong basis for them. With the work she
has done I feel she is worthy of a raise.

Sincerely,

Handwritten signature: Ruth I. Hoover

Ruth I. Hoover

Handwritten number '5' at the bottom left.

THE UNIVERSITY OF KANSAS
Lawrence

Office of
the Chancellor

June 11, 1945

TO HEADS OF DEPARTMENTS:

The budget of your department for 1945-46 as approved by the Board of Regents, is enclosed.

In order that our records may be complete and accurate will you please file in my office appointment blanks, with the endorsement of your dean, for each person on the regular payroll in your department who is

- (1) Newly appointed
- (2) Promoted in rank
- (3) Re-employed for service in office or laboratory, or on the faculty with the rank of instructor, assistant instructor, or assistant.

In teaching departments a duplicate blank in each case should be filed with the dean.

In all cases please state briefly "the qualifications of the candidate" and "the duties of the candidate."

Your prompt cooperation is requested in order that individual appointment notices can be mailed before July 1.

Appointment blanks may be secured at the Chancellor's office.

DEANE W. MALOTT
Chancellor

Appointment blanks are required for the following positions:

No. 6-12, 14 incl.

Handwritten signatures and initials at the bottom of the page.

VII. SCHOOL OF EDUCATION

C. Physical Education

1. F. C. Allen	9	Professor Athletics	2200 <u>900</u> 3100#
2. E. R. Elbel	9	Assoc. Prof.	0L
3. Ruth Hoover	9	Asst. Prof.	2700
4. Joie Stapleton	9	Asst. Prof. Education	2100 <u>400</u> 2500
5. Henry Shenk	9	Asst. Prof. Athletics	1300 <u>2100</u> 3400
6. Gloria M. Smith	9	Instructor (Beg. Nov. 1)	1800
7. R. R. Strait	9	Instructor Education	1200 <u>1200</u> 2400
8. Ray Kanehl	12 #	Instructor	3200**
9. Dean Nesmith	10	Instructor (beg. Sept. 1)	2200
10. Elmer Schaake	10	Instructor (beg. Sept. 1.)	2500
11. Edward Williams	12	Janitor I	1104
12. A. B. Commons	12	Laborer	1104
13. Assistance			896
14.	12	Cl-Steno. I	1320

** Additional from Athletic Assoc., \$200

Additional from Athletic Assoc., \$2300

Total Salaries	23,624
Maintenance	1,600

Contingent on full time summer employment
on V-12. Will be used on this?

BUDGET RECOMMENDATIONS FOR 194⁶-194⁷
VII. SCHOOL OF EDUCATION

DEPARTMENT OF _____

NAMES	Months of Service	DATA FOR CURRENT YEAR		RECOMMENDATIONS OF COMMITTEE		CHANCELLOR'S RECOMMENDATIONS	REMARKS
		Position	Salary	Position	Salary		
C. Physical Education							
1. F.C. Allen	9	Professor Athletics	2200 900 <u>3100</u> #				
2. E.R. Elbel	9	Assoc. Prof Vet. Office	600 2600 <u>3200</u>				
3. Ruth Hoover	9	Asst. Prof.	2700				
4. Joie Stapleton	9	Asst. Prof. Education	2100 400 <u>2500</u>				
5. Henry Shenk	9	Asst. Prof. Athletics	1300 2100 <u>3400</u>				
6. Gloria Smith	9	Instructor	1800				
7. R.R. Strait	9	Instructor Education	1200 1200 <u>2400</u>				
8. Ray Kanehl	12	Instructor Int. Ath.	2600 600 <u>3200</u> **				
9. Dean Nesmith	12	Instructor Int. Ath.	500 2140 <u>2640</u>				
10. Wayne Replogle	9	Instructor Int. Ath.	1050 1050 <u>2100</u>				
11. John Rfitsch	4½	Instructor	1500				
12. Edward Williams	12	Jan. I	1104				
13. A.B. Commons	12	Laborer	1104				
14. Marilyn French	12	Cl-St. I	1320				
15. Assistance			896				
TOTAL SALARIES FOR DEPARTMENT			21,974				
MAINTENANCE: Regular			1,600				
** Additional from Ath. Ass'n., \$200.							
# Additional from Ath. Ass'n., \$2300.							

CHANGES IN BUDGET CONFERENCE SCHEDULES

New Dates

Thursday, April 11

9:30 - Extension:
Ext. Classes
Ext. Centers
Radio
Vis. Instr.

Tuesday, April 16

9:00 - Sch. of Medicine
at Kansas City

Wednesday, April 17

9:30 - Housing
4:00 - Water Laboratory

Thursday, April 18

9:30 - Phys. Education ✓
2:00 - Education Series
2:15 - Education

Friday, April 19

9:30 - Chancellor's Office
10:00 - Graduate School
2:00 - Bldgs. & Grounds

THE UNIVERSITY OF KANSAS
Office of the Chancellor

February 26, 1946.

To Heads of Departments:

The schedule of conferences on the 1946-47 budget is enclosed.

The University faces the peak year of post-war enrollment. Apparently the enrollment will be limited only by the ability of the University to expand student housing, faculty, classrooms and offices, and clerical staff. Information and suggestions bearing on the enrollment in your department should be brought to the conference.

Conferences will be held in the office of the Graduate School. The committee for any conference will consist of the central Budget Committee, the head of the department concerned, and the dean or director interested in the work of the department under discussion.

The maintenance and irregular payroll forms which are enclosed should be completed and brought to the conference.

Sincerely yours,

DEANE W. MALOTT,
Chancellor.

encs.

BUDGET CONFERENCE SCHEDULE
for 1946-47

Monday, March 4

3:30 - Athletics

Tuesday, March 5

2:00 - Law
3:00 - Pharmacy
Drug Lab.

Wednesday, March 6

11:30 - Voice
2:00 - Violin
2:30 - Band & Orch.
3:15 - Org. & Theory

Thursday, March 7

10:30 - Draw. & Paint.
11:30 - Design
2:00 - Music Educa.
3:00 - Piano
Adm.

Friday, March 8

2:00 - Mech. Engr.
3:00 - Architecture
Build. Program
4:00 - Engr. Drawing

Saturday, March 9

9:00 - Civil Engr.
10:00 - Appl. Mech.
11:00 - Elec. Engr.

Monday, March 11

2:00 - Shop. Practice
3:00 - Aero. Engr.
4:00 - Petrol. Engr.

Tuesday, March 12

2:00 - Chem. Engr.
Research Fd.
3:30 - Mining & Met. Engr.
4:00 - Engr. Adm.
Engr. Bulletin

Wednesday, March 13

2:00 - Anatomy
3:00 - Biochemistry

Thursday, March 14

2:00 - Chemistry
3:30 - Physics

Friday, March 15

2:00 - Entomology
Ent. Museum
Ent. Field
3:00 - Botany
4:00 - Geology
Science Bulletin

Saturday, March 16

9:00 - Home Econ.
10:00 - Zoology
11:00 - English
Aids & Awards

Monday, March 18

11:30 - Mathematics
2:00 - Journalism
3:00 - Speech
4:00 - Soc. Sc. Series
4:15 - Human. Series

Tuesday, March 19

2:00 - History
3:00 - Pol. Sci.
4:00 - West. Civil.

Wednesday, March 20

2:30 - Physiology
3:30 - Bacteriology

Thursday, March 21

2:00 - Philosophy
2:30 - Psychology
3:30 - Sociology

Friday, March 22

2:00 - Latin & Greek
2:30 - Rom. Languages
3:30 - German

Saturday, March 23

9:00 - Sec. Train.
10:00 - Business
Bus. Series

Monday, April 1 ✓

2:00 - College Adm.
2:30 - Teach. Appt. Bur.
3:00 - Phys. Educ.

Tuesday, April 2

2:00 - Educ. Series
2:15 - Education

Wednesday, April 3

2:00 - Adv. Standing
Registrar
Gen. Biology
3:30 - Bus. Office

Thursday, April 4

2:00 - Univ. Press
2:45 - Health Service

Friday, April 5

2:00 - Govt. Research
3:00 - Alumni Assn.
3:30 - Mus. of Art
4:15 - Mil. Science

Saturday, April 6

9:00 - Mus. Nat. History
10:30 - Graduate School

Monday, April 8

2:00 - Geol. Survey
3:30 - Chan. Office

Tuesday, April 9

2:00 - Bldgs. & Grounds

Wednesday, April 10

2:00 - Public Relations
3:00 - Endow. Assn.
3:30 - Photo. Bureau
4:00 - Wilcox Museum
Human. Series

Thursday, April 11

2:00 - Libraries

Friday, April 12

2:00 - Extension:
Administration
Corres. Study
Lec. Course
Gen. Information

Saturday, April 13

9:00 - Extension:
Ext. Classes
Ext. Centers
Radio
Vis. Instr.

Monday, April 15

2:00 - Dean Stud. Aff.
Food Lab.
3:00 - Adv. of Women
4:00 - Corbin Hall

Tuesday, April 16

2:00 - Housing
3:00 - Water Lab.

Wednesday, April 17

2:00 - Vet. Bureau
3:00 - Guid. & Testing

MAINTENANCE FUND REPORT

Expenditures in 1943-'44, Estimates for 1944-'45, and Requests for 1945-'46

DEPARTMENT OF _____

RESOURCES:	1943-44	1944-45	Requested 1945-46
Balance forward from previous year	5850.87	-953.03	
Regular budget allowance	1600.00	1600.00	
Special budget allowance			
Fee Income	4504.37	2363.40	
Other Receipts <i>Navy V-12 - P Lys. Fu.</i>		1437.04	
<i>* Fee Income for Spring Sem. ?</i>		(1000.00)	Est.
<i>Jennis Club Maint.</i>	488.56	-	
TOTALS:	12,443.80	5447.41	Est.

Ja 3/1/45

EXPENDITURES:	1944-45				Recommended 1945-46
	Expended 1943-44	Expended to Date	Est. Rest of Year	Total for Year	
1. Maintenance:					
Office Supplies	183.56	123.61	85.00	208.61	200.00
Postage	174.65	163.50	50.00	213.50	200.00
Printing	33.69	34.28	10.00	44.28	30.00
Telephone & Telegraph	98.00	51.12	40.00	91.12	90.00
Repairs, etc.	950.12	635.97	400.00	1035.97	1000.00
Freight & express	6.80	42.81	10.00	52.81	15.00
*Lab. supplies	1908.61	335.32	300.00	635.32	500.00
**Permanent equipment	4983.49	60.00	-	60.00	1000.00
Travel expense					

List below any additional items carried on your books, such as -

Steno. Bureau services					
Vis. Instr. Bur. Serv.					
Association dues	24.00	9.00	5.00	14.00	15.00
Laundry	1300.40	717.68	500.00	1217.68	1200.00
Photographic work					
<i>Lease - Spencer Land</i>	100.00	100.00	-	100.00	100.00
<i>Fee Refunds</i>	207.40	205.75	50.00	255.75	200.00
TOTALS:	9972.71	2479.04	1450.00	3879.04	4650
2. Payroll (item 3b on Irregular Payroll Report)		235.16	815.00	1050.16	
GRAND TOTALS:		2714.20	2265.00	4929.20	4650

*Include items covered by student laboratory fees, such as chemicals, animals, animal food, ice, gas, lab. outlines, etc.

**Itemize on reverse side.

IRREGULAR PAYROLL REPORT

Total Hourly Payroll Expenditures for All Purposes

DEPARTMENT OF _____

1. BUDGET ALLOWANCE:

	1943-44	1944-45	Requested 1945-46
<i>Assistance</i>	896.00	896.00	

2. EXPENDITURES:

CLASSIFIED SERVICE:	Exp. 1943-44	1944-45		Total for Year	Recommended 1945-46
		Exp. to Date	Est. Rest of Year		
Clerk I or II					
Clerk Steno I or II					
Clerk Typist I or II					
Custodial Helper					
Janitor I					
Laborer					
UNCLASSIFIED SERVICE:					
Student art work					
Student animal care					
Student janitor work*	994.68	306.95	250.00	556.95	500.00
Student enroll. asst.					
Student equip. maint.					
Student storeroom help					
Student stenographer					
Student typist					
Student office asst.	631.01	330.05	250.00	580.05	500.00
Student teach. asst.	762.35	0	0	0	
" Life Guards	31.90	55.15	40.00	95.15	100.00
" Pianists	78.25	54.85	40.00	94.85	100.00
Intramurals	75.30	8.50	60.00	68.50	75.00
Travel Room	1025.40	309.66	175.00	484.66	400.
Watchman	447.35	66.00	0	66.00	
TOTALS:	4046.24	1131.16	815.00	1946.16	1675.00

3. HOW PAID:

a. From salary budget allowance	896.00		896.00
b. From Maint. or fee account*	235.16	815.00	1050.16
TOTALS:	1131.16	815.00	1946.16

* Carry totals on this line forward to item 2 of Maintenance Fund Report sheet.

On reverse side please give your current hourly pay rates.

V-12 TOWEL SERVICE

<u>1944</u>	<u>Laundry</u>	<u>Labor</u>
July	78.98	46.40
August	88.30	17.60
September	65.90	42.80
October	30.42	26.97
November	43.45	38.40
December	33.90	29.90
January 1945	49.35	35.80
February	49.04	32.70
March	34.75	30.40

V-12 TOWEL SERVICE

<u>1944</u>	<u>Laundry</u>	<u>Laber</u>
July	78.98	46.40
August	88.30	17.60
September	65.90	42.80
October	30.42	26.97
November	43.45	38.40
December	33.90	29.90
January 1945	49.35	35.80
February	49.04	32.70
March	34.75	30.40

BUDGET RECOMMENDATIONS FOR 1941-1942
C. Physical Education

DEPARTMENT OF _____

NAMES	Months of Service	DATA FOR CURRENT YEAR		RECOMMENDATIONS OF COMMITTEE		CHANCELLOR'S RECOMMENDATIONS	REMARKS
		Position	Salary	Position	Salary		
1. F.C. Allen	9	Professor Athletics	2200. 900. <u>3100//</u>				
2. E.R. Elbel	9	Assoc.Prof.	OL				
3. Ruth Hoover ✓	9	Asst.Prof.	2550.				
4. Joie Stapleton	9	Asst.Prof. Education	1950. 400. <u>2350.</u>				
5. Henry Shenk ✓	9	Asst.Prof. Athletics	2600. 800. <u>3400.</u>				
6. Gloria M. Smith	8	Instructor (Beg. Nov. 1)	1600.	<i>phone Ray</i>			<i>after Conference this Hoon</i>
7. R.R. Strait ✓	9	Instructor Education	2000. 400. <u>2400.</u>				
8. Ray Kanehl	12	Instructor	3200.				
9. Dean Nesmith	12	Instructor	2600.*				
10. Elmer Schaake	12	Instructor	3000.				
11. Edward Williams	12	Janitor I	1104.				
12. A.B. Commons	12	Laborer	1104.				
13. Assistance			896.				
14. Alberta Hulteen	12	Cl-Steno I	1300. ✓				
# Additional from Athletic Assoc.,			\$2300.				
* On leave							
TOTAL SALARIES FOR DEPARTMENT			26,104.				
MAINTENANCE: Regular			1,600.				
Special							

Faculty Dressing Room

Navy Personnel for Summer Session

1 man determine personnel

UNIVERSITY OF KANSAS
Lawrence

Office of the
Chancellor

March 13, 1945

To Heads of Departments:

The budget conference schedule for 1945-46
is enclosed.

The University faces another year of uncer-
tainty. Enrollment will depend somewhat on the progress
of the war. We have no assurance of any military pro-
gram after this semester, and it seems inevitable under
present Selective Service policies that civilian student
population will continue to decline. These facts should
guide you in formulating the requests for **your** depart-
ment for the year 1945-46.

Conferences will be held in the Chancellor's
Office. The committee for any conference will consist
of the Central Budget Committee, the head of the depart-
ment concerned, and the dean or director interested in
the work of the department under discussion.

The maintenance and irregular payroll forms
which are enclosed should be completed and brought to
the conference.

Sincerely yours,

DEANE W. MALOTT
Chancellor

BUDGET CONFERENCE SCHEDULE
for 1945-46

Wednesday, March 21

2:00 - Registrar
 Adv. Standing
3:00 - Bus. Office

Thursday, March 22

2:00 - Dean of Student Affairs
 Food Laboratory
 Employment Bureau
3:00 - Adviser of Women
3:30 - Corbin Hall

Friday, March 23

2:00 - University Press
2:30 - Pharmacy
 Drug Laboratory
3:30 - Endow. Ass'n.

Saturday, March 24

9:00 - Guidance Bureau
10:00 - App't. Bureau
10:30 - Water Laboratory

Monday, March 26

9:00 - Pol. Science
2:00 - Journalism
3:30 - Speech

Tuesday, March 27

9:00 - Sociology
2:00 - English
3:30 - Law

Wednesday, March 28

2:00 - Physiology
3:00 - Anatomy

Thursday, March 29

2:00 - Physics & Astronomy
3:00 - Chemistry

Friday, March 30

9:00 - Bur. Govt. Res.
 Soc. Sci. Series
10:00 - Photo. Bureau
2:00 - Education
 Univ. H. S.
 Education Series

Monday, April 2

2:00 - Design
3:00 - Draw. & Painting

Wednesday, April 4

2:00 - Violin
2:30 - Voice

Thursday, April 5

2:00 - School Music
3:00 - Organ & Theory

Friday, April 6

2:00 - Band & Orchestra
2:45 - Piano
3:15 - Fine Arts Adm.

Saturday, April 7

9:00 - Bdgs. & Grds.

Monday, April 9

2:00 - Psychology
3:30 - Philosophy

Tuesday, April 10

2:00 - History
3:00 - Home Economics

Wednesday, April 11

9:00 - Geology
2:00 - Bacteriology
3:30 - Biochemistry

Friday, April 13

9:00 - Geol. Survey
2:00 - Zoology
3:00 - Mus. of Mod. Vert.
3:30 - Mus. of Vert. Paleo.
4:00 - Museum Adm.

Saturday, April 14

9:00 - Phys. Education
10:00 - Athletics
10:30 - Mathematics
11:00 - Grad. School
11:30 - Aids & Awards

Monday, April 16

2:00 - Entomology
 Entom. Mus.
 Entom. Field
 Science Bull.
3:00 - Botany

Tuesday, April 17

2:00 - Rom. Languages
3:00 - German
 Latin & Greek
 Humanistic Ser.
4:00 - College Adm.

Wednesday, April 18

9:00 - Health Serv.
2:00 - Business
 Sec. Train.
 Bus. Series

Thursday, April 19

2:00 - Civil Engr.
3:00 - Engr. Draw.
3:30 - Elec. Engr.

Friday, April 20

2:00 - Shop Practice
3:00 - Petrol. Engr.
 Min. Engr.
 Research Fd.

Saturday, April 21

9:00 - Extension
10:30 - E.S.M.W.T.

Monday, April 23

9:00 - Veter. Bureau
 Navy V-12
9:30 - News Bureau
2:00 - Mech. Engr.
3:00 - Aero. Engr.
4:00 - Appl. Mech.

Tuesday, April 24

9:00 - Mil. Sci.
10:00 - Chan. Office
2:00 - Chem. Engr.
3:00 - Architecture
4:00 - Engr. Adm.

Wednesday, April 25

10:00 - Medicine, at
 K. C.

HOW TO PREPARE THE MAINTENANCE AND IRREGULAR PAYROLL
REPORT FORMS FOR THE ANNUAL BUDGET CONFERENCES

1. Maintenance Fund Report

Under "Resources", list all departmental maintenance income, whether derived from budget allotments, student laboratory fees, commercial receipts, departmental transfer checks, or other sources. Some items may be estimates, as in the case of laboratory fees. The column for 1945-'46 should be filled out completely.

Under "Expenditures", show actual expenditures for last year, estimates for the current year, and recommendations for next year, following the classification used in your departmental records. The headings on the report form are merely suggestive, and you may want to add to the list. Large departments may find it desirable to give a more detailed breakdown. The figures on the "Payroll" line will be carried forward from item 3b of the Irregular Payroll Report.

2. Irregular Payroll Report

Under "Budget Allowance", list only the salary items allotted to your department for use on the irregular payroll. Do not list fee income or maintenance funds used for payroll purposes. Be sure to give your requests for 1945-'46.

Under "Expenditures", classify for each year all irregular payrolls, regardless of what fund or allowance they are paid from. Include irregular payrolls charged against salary budget allowances, fee income, maintenance funds, or other income.

Under "How Paid", show (a) how much of each year's expenditure is paid from the budget allowances listed at the top of the sheet, and (b) how much is paid from the departmental maintenance account (which includes income from fees and other sources as well as the regular maintenance allotment). Carry item "2" forward to the line marked "2. Payroll" on the Maintenance Fund Report.

* * * *

The necessary forms for your departmental reports are attached. Three copies are sent for each fund, one for use as a work sheet and two for presentation at the budget conference. Additional copies of both forms may be secured at the Chancellor's Office or will be sent on request.

If you have any questions about preparation of the reports, please feel free to call me.

RAYMOND NICHOLS,

Secretary of the Budget Committee