IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

DEPARTMENT OF **Physical Education**

1. BUDGET ALLOWANCE:

	1942-43	1943-44	Requested 1944-45
Towel Room			
Towel Room	800.00	-	
Assistance	2300.00	2000.00	2000.00
Spec. Approp. for Asst.	3070.00		
	($6170.00)	($2000.00)	

2. EXPENDITURES:

		1943-44			
CLASSIFIED SERVICE	Exp. 1942-43	Exp. to Date	Est. Rest of Year	Total for Year	Recommended 1944-45
Clerk I or II					
Clerk Stenographer I or II					
Clerk Typist I or II					
Custodial Helper					
Janitor I					
Laborer					
UNCLASSIFIED SERVICE:					
Student art work					
Student animal care					
Student janitor work					
Student enrollment assistance					
Student equipment maintenance					
Student storeroom help	28.10				
Student stenographer					
Student typist	135.97	185.63	100.00	285.63	200.00
Student office assistance	550.43	235.68	150.00	385.68	300.00
Student teaching assistant	2115.45	436.35	200.00	636.35	300.00
Life Guards	34.93	9.50	0	9.50	
Pianist	109.55	38.85	20.00	52.85	50.00
Towel Room	2461.44	744.10	400.00	1144.10	1000.00
Watchman		286.45	160.00	446.45	500.00
Intramural Officials		21.00	30.00	51.00	50.00
Labor on Playgrounds & Equip.		794.84	300.00	1094.84	1000.00
TOTALS	5435.87	2746.40	1360.00	4106.40	3400.00

3. HOW PAID:

a. From salary budget allowance	5435.87	2000.00			2000.00
b. From Maint. or fee account*		746.40	1360.00	2106.40	1400.00
TOTALS	5435.87	2746.40	1360.00	2106.40	3400.00

*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, 1943-44

Classification	Rates	Remarks
Stenographer		
Typist	40¢	
Clerk	35¢	
Lab. technical assistant		
Paper grader		
Artist		
Storeroom assistant	40¢	
Laborer		
Dishwasher		
Equipment repairman		
Assistant instructor	50¢	
Intramural Officials	50¢	
Student Watchman	40¢	In gym at night from 6:30 to 10:30

MAINTENANCE FUND REPORT

Expenditures in 1942-'43, Estimates for 1943-'44, and Requests for 1944-'45

DEPARTMENT OF Physical Education

RESOURCES :

		1942-43	1943-44	Requested 1944-45
Regular budget allowance		1,600.00	1,600.00	1600.00
Balance forward from previous year		645.38	5,850.87	
Special budget allowance		400.00		
Fee income		11,313.26	3,196.62*	?
Other receipts	Unappropriated Funds	1,930.00		
	Transfer deposits	19.50		
	Tennis Court Maint.		488.56	
TOTALS		15,908.14	11,136.05	

*March 1

EXPENDITURES :	Expended 1942-43	1943-44 Expended to Date	1943-44 Est. Rest of Year	1943-44 Total for Year	Recommended 1944-45
1. General Maintenance :					
Office supplies	173.81	117.15	85.00	202.15	200.00
Postage	145.30	109.65	50.00	159.65	150.00
Printing					
Telephone & telegraph	78.57	67.34	40.00	107.34	100.00
Repairs, etc. Ath.Assoc.	592.86	759.12	200.00	959.12	800.00
Freight & express	7.52	6.30	5.00	11.30	15.00
*Lab. supplies Classroom	1690.29	1505.81	500.00	2005.81	1500.00
**Permanent equipment	3752.39	3528.18	200.00	3728.18	1000.00
Travel expense					

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

Steno. Bureau services					
Vis. Instr. Bur. services					
Association dues	22.00	19.00	3.00	22.00	22.00
Laundry	866.72	856.66	500.00	1356.66	1000.00
Photographic work					
Lease - Spencer Tract	100.00	100.00	--	100.00	100.00
Fee Refunds	397.71	143.90*	100.00	243.90	
TOTALS	7827.17	7213.11	1683.00	8896.11	
2. Payroll (item 3b on Irregular Payroll Report)		746.40	1360.00	2106.40	1400.00
GRAND TOTALS :	7827.17	7959.51	3043.00	11,002.51	

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

**Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized: (Combine smaller or miscellaneous items)		1943-44			
	Expended 1942 - 43	Expended to Date	Est. Rest of Year	Total for Year	Requested 1944-45
Towels	2224.00				
Pool Cleaner	150.00				
Clock, timers, horns, etc.	24.61				
Climbing Ropes	38.71				
Elec. Pencil	1.30				
Badminton Rackets & Presses	20.48				
Records	10.55				
Chlorinator Repairs	45.00				
Gas Mask - Chlorinator	20.00				
Ven. Blinds	32.83				
Filter Repairs, Pump, etc.	835.80				
Gym Mat Covers		205.65			
Gym Mats & Trucks		609.00			
Cl. Ropes, Par. & Horiz. Bars		1665.17			
Diving Board		114.00			
Lumber for Obstacle Course		597.59			
Cargo Net		40.84			
Lumber for Boxing-Ring		121.38			
Paint for Obstacle Course		37.00			
Recondition. Gym Mats		132.80			
Chlorinator		[illegible]	1125.00		
Towels					1000.00
Balls and Game equipt.					500.00
TOTALS . . .					

PHYSICAL EDUCATION FACULTY

Allen, F. C.	Kinesiology Theory and Practice of Athletic Training
Shenk, Henry	Org. and Admin. of Physical Education Hist. and Prin. of Physical Education Special Problems in Physical Education
Strait, Reginald	Supervised Teaching in Physical Education Principles of Community Recreation Remedial and Physical Examination
Kanehl, Raymond	Track and Field First Aid
Hoover, Ruth	Theory of Athletics I and II Officiating Theory of Swimming Gymnastics and Apparatus Swimming, Volleyball, Basketball, Track, Softball ~~Rnik Dance~~ Square Dance
Stapleton, Joie	Physical Exam. & Presc. of Exercise Supervised Teaching in Physical Education Content and Method of Physical Education Elem. School Playground Activities Recreational Sports, Archery, Badminton
Mrs. Dorothie Hunt	Modern Dance, Social Dance, Folk Dance Tap Dance, Recreative Sports, Tumbling, Tennis, Badminton

MAINTENANCE FUND REPORT

Expenditures in 1942-'43, Estimates for 1943-'44, and Requests for 1944-'45

DEPARTMENT OF **Physical Education**

RESOURCES :	1942-43	1943-44	Requested 1944-45
Regular budget allowance	1,600.00	1,600.00	1600.00
Balance forward from previous year	645.38	5,850.87	
Special budget allowance	400.00		
Fee income	11,313.26	3,196.62*	?
Other receipts — Unappropriated Funds	1,930.00		
Transfer deposits	19.50		
Tennis Court Maint.		488.56	
TOTALS	15,908.14	11,136.05	

*March 1

EXPENDITURES :	Expended 1942-43	1943-44 Expended to Date	1943-44 Est. Rest of Year	1943-44 Total for Year	Recommended 1944-45
1. General Maintenance :					
Office supplies	175.81	117.15	85.00	202.15	200.00
Postage	145.30	109.65	50.00	159.65	150.00
Printing					
Telephone & telegraph	78.57	67.34	40.00	107.34	100.00
Repairs, etc. Ath.Assoc.	592.86	759.12	200.00	959.12	800.00
Freight & express	7.52	6.30	5.00	11.30	15.00
*Lab. supplies Classroom	1690.29	1505.81	500.00	2005.81	1500.00
**Permanent equipment	3752.39	3528.18	200.00	3728.18	1000.00
Travel expense					

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

Steno. Bureau services					
Vis. Instr. Bur. services	22.00	19.00	3.00	22.00	22.00
Association dues	866.72	856.66	500.00	1356.66	1000.00
Laundry					
Photographic work	100.00	100.00	--	100.00	100.00
Lease - Spencer Tract	397.71	143.90*	100.00	243.90	
Fee Refunds					
TOTALS	7827.17	7213.11	1683.00	8896.11	
2. Payroll (item 3b on Irregular Payroll Report)		746.40	1360.00	2106.40	1400.00
GRAND TOTALS :	7827.17	7959.51	3043.00	11,002.51	

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

**Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized: (Combine smaller or miscellaneous items)		1943-44			
	Expended 1942 - 43	Expended to Date	Est. Rest of Year	Total for Year	Requested 1944-45
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Pool Cleaner	150.00				
Clock, timers, horns, etc.	24.61				
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Elec. Pencil	1.30				
Badminton Rackets & Presses	20.48				
Records	10.55				
Chlorinator Repairs	45.00				
Gas Mask - Chlorinator	20.00				
Ven. Blinds	32.83				
Filter Repairs, Pump, etc.	835.80				
Gym Mat Covers		205.65			
Gym Mats & Trucks		609.00			
Cl. Ropes, Par. & Horiz. Bars		1665.17			
Diving Board		114.00			
Lumber for Obstacle Course		597.59			
Cargo Net		40.84			
Lumber for Boxing Ring		121.38			
Paint for Obstacle Course		37.00			
Recondition. Gym Mats		132.80			
Chlorinator			1125.00		
Towels					1000.00
Balls and Game equipt.					500.00

IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

DEPARTMENT OF Physical Education

1. BUDGET ALLOWANCE:

	1942-43	1943-44	Requested 1944-45
Towel Room			
Towel Room	800.00	-	
Assistance	2300.00	2000.00	2000.00
Spec. Approp. for Asst.	3070.00		
	($6170.00)	($2000.00)	

2. EXPENDITURES:

	1942-43	1943-44			
CLASSIFIED SERVICE	Exp. 1942-43	Exp. to Date	Est. Rest of Year	Total for Year	Recommended 1944-45
Clerk I or II					
Clerk Stenographer I or II					
Clerk Typist I or II					
Custodial Helper					
Janitor I					
Laborer					
UNCLASSIFIED SERVICE:					
Student art work					
Student animal care					
Student janitor work					
Student enrollment assistance					
Student equipment maintenance					
Student storeroom help	28.10				
Student stenographer					
Student typist	135.97	185.63	100.00	285.63	200.00
Student office assistance	550.43	235.68	150.00	385.68	300.00
Student teaching assistant	2115.45	436.35	200.00	636.35	300.00
Life Guards	34.93	9.50	0	9.50	
Pianist	109.55	38.85	20.00	52.85	50.00
Towel Room	2461.44	744.10	400.00	1144.10	1000.00
Watchman		286.45	160.00	446.45	500.00
Intramural Officials		21.00	30.00	51.00	50.00
Labor on Playgrounds & Equip.		794.84	300.00	1094.84	1000.00
TOTALS	5435.87	2746.40	1360.00	4106.40	3400.00

3. HOW PAID:

a. From salary budget allowance	5435.87	2000.00			2000.00
b. From Maint. or fee account*		746.40	1360.00	2106.40	1400.00
TOTALS	5435.87	2746.40	1360.00	2106.40	3400.00

*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, 1943-44

Classification	Rates	Remarks
Stenographer		
Typist	40¢	
Clerk	35¢	
Lab. technical assistant		
Paper grader		
Artist		
Storeroom assistant	40¢	
Laborer		
Dishwasher		
Equipment repairman		
Assistant instructor	50¢	
Intramural Officials	50¢	
Student Watchman	40¢	In gym at night from 6:30 to 10:30

BUDGET RECOMMENDATIONS FOR 194_ 194__

DEPARTMENT OF G. Physical Education

NAMES	Months of Service	DATA FOR CURRENT YEAR Position	DATA FOR CURRENT YEAR Salary	RECOMMENDATIONS OF COMMITTEE Position	RECOMMENDATIONS OF COMMITTEE Salary	CHANCELLOR'S RECOMMENDATIONS	REMARKS
1. F. C. Allen	9	Professor	2200.				
		Athletics	900.				
			3100#				
2. E. R. Elbel	9	Assoc.Prof.	(On leave)				
3. Ruth Hoover	9	Asst. Prof.	2550.				
4. Jole Stapleton	9	Asst. Prof.	1935.				
		Education	365.				
			2300.				
5. Henry Shenk	9	Asst. Prof.	2200.				
		Education	400.				
		Intercoll. athletics	650.				
			3250.				
6. Dorothie Hunt	8	Instructor	1600.				
7. R. R. Strait	9	Instructor	2400.				
8. May Kanehl	12	Instructor	3200.				
		Intercoll. athletics	100.				
			3300.				
9. Dean Nesmith	12	Instructor	2600.				
10. Vernon Hayes	12	Instructor	2750.				
11. Howard Porter	12	Instructor	2750.				
12. Elmer Schaake	12	Instructor	2750.				
13. Jackson Austin	12	Instructor	2363.34				
14. Vernon Johnson	9½	Janitor I	852.53				
15. A. B. Commons	12	Laborer	1104.				
16. Assistance			896.				
17. Alberta Hulteen	12	Clerk-Steno I	1242.				
# Additional from Athletic Association $2300.							
TOTAL SALARIES FOR DEPARTMENT			33,412.87				
MAINTENANCE Regular			1,600.				
Special							

C. Physical Education

July 1, 1943

1. F. C. Allen	9	Professor	2200
		Athletics	900
		Athletic Assn.	2300
			5400
2. E. R. Elbel	9	Assoc. Professor	On leave
3. Ruth Hoover	9	Asst. Professor	2500
4. Joie Stapleton	9	Asst. Professor	1935
		Education	365
			2300
5. Henry Shenk	9	Asst. Professor	2200
		Education	400
			2600
6. ~~Beverly Bliss~~ Dorothie C. Hunt	9	Instructor	1600
7. R. R. Strait	9	Instructor	2400
8. Ray Kanehl	12	Instructor	3200
9. Assistance			2000
10. Alberta Hulteen	12	Clerk-Steno. I	1242
		Total Salaries	19,277
		Maintenance	1,600

+16,408
35,685

Dean Nesmith	12	Instructor & Trainer	2600
Howard G. Porter	12	Instructor	3000
Vernon G. Hayes	12	Instructor	3000
Elmer Schaake	12	Instructor	3000
Jackson J. Austin	12	Instructor	2600
A. B. Commons	12	Supervisor, Check Room	1104
Vernon H. Johnson	12	Custodian	1104

16,408

BUDGET CONFERENCE

Salaries:

Increase in Rank: Strait, Kanehl

Teaching Loads

Swimming Pool -

New Chlorinator ($1125.00)

Memo regarding $5000 additional in 1942 when compulsory P. E. went into operation:

$1930 to Maintenance (for supplies)
$3070 to Assistance (for student instructors)

Dance Instructor - Mrs. Hunt will probably not teach next year. Miss Hoover would like to try to secure Patricia Roche, who now has had 3 years teaching experience, and would probably want $1700, if she is available.

Miss Hoover also would like a change in the plumbing in the toilets if priorities could be obtained; new electric victrola.

V-12 Laundry Service (Towels)

	(Laundry)	(Labor)
July, 1943	$49.81	
August, 1943	98.49	
September, 1943	61.50	
October, 1943	41.60	$35.60
November, 1943	32.30	55.00
December, 1943	57.90	35.60
January, 1944	82.70	45.60
February, 1944	62.50	52.40
	$486.80	$274.20

V-12 Laundry Service (Towels)

	(Laundry)	(Labor)
July, 1943	$49.81	
August, 1943	98.49	
September, 1943	61.50	
October, 1943	41.60	$85.60
November, 1943	32.30	55.00
December, 1943	57.90	35.60
January, 1944	82.70	45.60
February, 1944	62.50	52.40
	$486.80	$274.20

V-12 Laundry Service (Towels)

	(Laundry)	(Labor)
July, 1943	$49.81	
August, 1943	98.49	
September, 1943	61.50	
October, 1943	41.60	$85.60
November, 1943	32.30	55.00
December, 1943	57.90	35.60
January, 1944	82.70	45.60
February, 1944	62.50	52.40
	$486.80	$274.20

Amounts due from the Army or Navy for laboratory fees of Army or Navy trainees should be reported as income under the statement of "Resources" on your Maintenance Fund Report. These items are being computed and will be transferred to you as soon as the Federal auditors have approved them. It is suggested that you report on the line under "Fee income", using approximately the following phrasing:

Due for lab. fees of Army & Navy trainees.

RN

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 24, 1944

To Heads of Departments:

The budget conference schedule for 1944-45 is enclosed.

At this conference, the budget for the year beginning July 1, 1944 will be considered. There will be no separate hearing for the summer work, as in previous years.

The University faces another year of war-time uncertainty. Military programs are on the wane and it seems inevitable that with present Selective Service policies, the civilian student population will continue to decline. These facts should guide you in formulating the requests for your department for the year 1944-45.

The budget committee is composed of Dean Stouffer (Chairman), Dean Lawson, Dean Reese, Mr. Nichols, the dean or director of the division, and the head of the department concerned.

The maintenance and assistance report forms which are enclosed should be filled in and brought to the conference. The conferences will be held in the Chancellor's Office.

DEANE W. MALOTT
Chancellor

HOW TO MAKE OUT 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 for 1943-'44 and for 1944-'45 will be estimates, as in the case of laboratory fees. The column for 1944-'45 should be filled out completely. Please be sure that the estimted resources for 1944-'45 equal the proposed expenditures.

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 classification given on the report form is 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 to be inserted 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 alloted to your department for use on the irregular payroll. Do not list fee income or maintenance funds used for payroll purposes. For 1943-'44 be sure to give the items you are requesting; they should total not less than the figure you will report on line 3a, near the bottom of the page.

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 "b" forward to the line marked "2. Payroll" on the Maintenance Fund Report.

It is planned that the budget conferences will start March 13. A complete schedule of the conferences is enclosed.

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

BUDGET CONFERENCE SCHEDULE
FOR 1944-1945

Monday, March 13

9:30 Education
2:00 Journalism
3:30 Speech

Tuesday, March 14 date changed
~~10:00 Physical Education~~
2:30 English

Wednesday, March 15
9:30 Political Science
11:00 Chemistry
2:00 Sociology
3:30 History

Thursday, March 16
9:30 Psychology
2:00 Sec. Training
3:30 Economics

Friday, March 17
9:30 Drawing & Painting
10:30 Band
Orchestra
11:30 Fine Arts Adm.
2:00 Design
3:30 Pub. Sch. Music

Saturday, March 18
9:00 Violin
9:45 Voice
10:30 Organ & Theory
11:15 Piano

Monday, March 27
2:00 ~~Home Economics~~ Philosophy
3:00 Zoology

Tuesday, March 28
9:30 Mathematics
10:30 Law
2:00 Home Economics
3:30 Botany

Wednesday, March 29
9:30 Bacteriology
11:00 Physiology
2:00 Anatomy
3:30 Biochemistry

Thursday, March 30
9:30 Physics
2:00 Romance Languages
3:30 German
Latin & Greek
College Adm.

Friday, March 31
9:30 Pharmacy
Drug Lab.
2:00 Geology

Saturday, April 1
9:00 Water Lab.
Sanitary Engr.

Monday, April 3
10:00 Aero. Engr.
2:00 Applied Mech.
3:00 Engr. Adm.

Tuesday, April 4
10:00 Elec. Engr.
2:00 Architecture

Wednesday, April 5
10:00 Shop Practice
2:00 Mech. Engr.

Thursday, April 6
10:00 Mining Engr.
Petrol. Engr.
2:00 Entomology
Entom. Field
Entom. Museum

Friday, April 7
2:00 Engr. Drawing
3:00 Chem. Engr.
4:00 Civil Engr.

Saturday, April 8
9:30 Health Service

Monday, April 10
9:30 Advanced Standing
10:00 Registrar's Office
2:00 Business Office
Athletics
3:00 Museum of Paleontology
4:00 Museum of Mammals

Thursday, April 13
10:00 Buildings & Grounds

Friday, April 14
10:00 Geological Survey

Saturday, April 15
9:00 Alumni Assn.
9:45 Thayer Museum
10:15 Photo Bureau
10:45 Psychology Tests
11:30 Bldg. Program

Monday, April 17
10:00 Milit. Science
10:45 News Bureau
11:30 Aids & Awards
2:00 Univ. Press
2:45 Research Fd.
3:15 Wt. & Measures
4:00 Wilcox Museum

Tuesday, April 18
10:00 Corbin Hall
11:00 Endow. Assn.
11:30 Appt. Bureau
2:00 Graduate School
3:30 Chancellor's Office

Wednesday, April 19
9:00 Sch. of Med. at
Kansas City.

Thursday, April 20
9:30 Adviser of Women
10:30 Men's Adviser
Food Lab.
11:30 Men's Employ.Bur.
2:00 Libraries

Friday, April 21
10:00 Extension

22. Physical Education

			Total	June	July	August
a. P. C. Allen	8	Professor	1333.33	444.44	444.44	444.45
b. Henry Shenk	3	Asst. Prof.	866.66	288.88	288.88	288.90

c. R. R. Strait	3	Instructor	800	266.66	266.66	266.68
d. Kathryn Schaake	3	Instructor	625	208.33	208.33	208.34
e. Towel room assistance			300			

THE UNIVERSITY OF KANSAS
Lawrence

Office of
the Chancellor

June 23, 1943

TO DEPARTMENT HEADS:

The budget of your department for the 1943 summer sessions is attached.

Individual salary notices are now being prepared and will be mailed within a day or two.

For the information of yourself and your staff, salaries are being paid as follows for the various summer terms, using the 1943-44 salaries as bases:

5-weeks term - 1/9 of the 9-months salary

8-weeks term - 20% of the 9-months salary

16-weeks term - 1/3 of the 9-months salary

RAYMOND NICHOLS
Executive Secretary

*

4 5 2.0 0
1 6 2.1 3
4 2.7 5
3 1.8 9
4.4 5
5 1 6.7 5
3 5.2 5
2.7 5
3.5 0
4.9 0
1.7 5
2.5 0
1,2 6 0.6 2 *

Jeb income 1941-42

July 1, 1942:

Regular budget allowance	1600.00
Bal. from previous year	645.38
Special budget allowance	400.00
	2645.38
Outstanding unpaid orders	236.20
Unencumbered maint. bal.	2409.18
Addl. from Unapp. funds	1930.
Transfer deposits	19.50
Fee income	9654.27
Total Resources:	#14,012.95
Fee Refunds, approx.	800.
	13,212.95

17.40
18.40
35.80

6,800

7212.95

Special Maintenance —— 400.00

Expenses:

Pool Cleaner	150.00
Soda Ash	7.34
Indicator, etc. for testing water	4.00
Chlorine	12.75
Filter Alum	1.53
Soda Ash	7.44
	183.06

1691
1493
28-0
1731

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

June 7 1944

JUN 12 1944

TO HEADS OF DEPARTMENTS:

The budget of your department for 1944-45 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."

We shall appreciate your prompt cooperation in order that individual appointment notices can be mailed before July 1. Blanks for your use are enclosed.

DEANE W. MALOTT
Chancellor

Appointment blanks are required for the following positions:

Mrs. Hulteen

As many of No.7-9 and 12 as you will need.

No.14-15.

	Mo.	Title	1943-44	1944-45	Remarks
C. Physical Education					
F. C. Allen	9	Professor	2200	2200	
		Athletics	900	900	
		Ath. Assn.	2300		
			5400	3100#	
2. E. R. Elbel	9	Assoc. Prof.	OL	On leave	
3. Ruth Hoover	9	Asst. Prof.	2550	2550	
4. Joie Stapleton	9	Asst. Prof.	1935	1935	$50
		Education	365	365	
			2300	2350	
5. Henry Shenk	9	Asst. Prof.	2600	2600	
		Athletics	650	800	
			3250	3400	
Gloria Smith					
6. Dorothie Hunt	8	Instructor	1600	1700	Expand to 9½ months. Vacancy.
7. R. R. Strait	9	Instructor	2000	2000	
		Education	400	400	
			2400	2400	
8. Ray Kanehl	12	Instructor	3200	3200	
		Intercoll. Athletics	100	100	
			3300	3300	
9. Dean Nesmith	12	Instructor	2600	2600	
10. Vernon Hayes	11	Instructor	2750	----	
11. Howard Porter	11	Instructor	2750	----	
12. Elmer Schaake	11	Instructor	2750	3000	Expand to 12 months.
13. Jackson Austin	11	Instructor	2383.34	----	Position dropped.
Ed Williams					
14. Vernon Johnson	9¼	Janitor I	852.33	1104	Expand to 12 mo. Vacancy.
15. A. B. Commons	12	Laborer	1104	1104	

Additional from Athletic Association $2300.

	Mo.	Title	1943-44	1944-45	Remarks
C. Physical Education (Cont.)					
16. Assistance			896	896	
17. Alberta Hulteen	12	Cl-Steno I	1242	1300	$58
		Total Salaries	33,412.87	26,239	
		Maintenance	1,600	1,600	

MAINTENANCE FUND REPORT

Expenditures in 1942-'43, Estimates for 1943-'44, and Requests for 1944-'45

DEPARTMENT OF _____

RESOURCES :	1942-43	1943-44	Requested 1944-45
Regular budget allowance	1600	1600.00	1600.00
Balance forward from previous year	645.38	5850.87	
Special budget allowance	400.00		
Fee income	11,313.26	3196.62*	
*Due for V-12 Naval training course Laundry Sa		(761.00)*	
Other receipts Unapplied Funds	1930.00		
Laboratory Deposits	19.50		
Tennis Court maint.		488.56	
TOTALS	15,908.14	11,136.05	

EXPENDITURES :	Expended 1942-43	1943-44 Expended to Date	1943-44 Est. Rest of Year	1943-44 Total for Year	Recommended 1944-45
1. General Maintenance :					
Office supplies	173.81	117.15	85.00	202.15	200.00
Postage	145.30	109.65	50.00	159.65	150.00
Printing					
Telephone & telegraph	78.57	67.34	40.00	107.34	100.00
Repairs, etc. K.U.A.A.	592.86	759.12	200.00	959.12	800.00
Freight & express	7.52	6.30	5.00	11.30	15.00
*Lab. supplies Classroom	1690.29	1505.81	500.00	2005.81	1500.00
**Permanent equipment	3752.39	3528.18	200.00	3728.18	1000.00
Travel expense					

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

Steno. Bureau services					
Vis. Instr. Bur. services					
Association dues	22.00	19.00	3.00	22.00	22.00
Laundry	866.72	856.66	500.00	1356.66	1000.00
Photographic work					
Lease - Spencer Lect	100.00	100.00	—	100.00	100.00
Fee Refunds	397.71	143.96*	100.00	243.96	
TOTALS	7827.17	7213.11	1683.00	8896.11	
2. Payroll (item 3b on Irregular Payroll Report)	0.	746.40	1360.00	2106.40	1400.00
GRAND TOTALS :	7827.17	7959.51	3043.00	11002.51	

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

**Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized: (Combine smaller or miscellaneous items)		1943-44			
	Expended 1942 - 43	Expended to Date	Est. Rest of Year	Total for Year	Requested 1944-45
Towels	2224.00				
Pool Cleaner	150.00				
Clock, timer, horns, etc.	24.61				
Climbing Rope	38.71				
El. Pot. Coil	1.30				
Balm, Rackets + Press	20.48				
Records	10.55				
Chlorinator Repairs	45.00				
Gas mask	20.00				
Ven. Blinds	32.83				
Filter, Repairs, Pump, etc.	835.80				
Mat Covers		205.65			
Mats + Trucks		609.00			
Cl. Ropes, Par. + Hor. Bars		1665.17			
Diving Board		14.00			
Lumber, Obst. Course		597.59			
Carp Net		40.94			
Lumber for Boxing Ring		121.38			
Paint for Obst. Course		37.00			
Reconditioning Gym Mats		192.80			
Chlorinator			1125.00		
Towels			~~1000.00~~		1000.00
TOTALS . . .					

IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

DEPARTMENT OF _____

1. BUDGET ALLOWANCE:

	1942-43	1943-44	Requested 1944-45
Jewel Room	800.00	0	
Assistance	2300.00	2000.00	2000.00
Spec. Appr. for Asst.	3070.00		
	6170.00	2000.00	2000.00

2. EXPENDITURES:

	1943-44				
CLASSIFIED SERVICE	Exp. 1942-43	Exp. to Date	Est. Rest of Year	Total for Year	Recommended 1944-45
Clerk I or II					
Clerk Stenographer I or II					
Clerk Typist I or II					
Custodial Helper					
Janitor I					
Laborer					
UNCLASSIFIED SERVICE:					
Student art work					
Student animal care					
Student janitor work					
Student enrollment assistance					
Student equipment maintenance					
Student storeroom help	28.10				
Student stenographer					
Student typist	135.97	185.63	100.00	285.63	200.00
Student office assistance	550.43	235.68	150.00	385.68	300.00
Student teaching assistant	2115.45	436.35	200.00	636.35	300.00
Life Saving	34.93	9.50	0	9.50	
Pianist	109.55	32.85	20	52.85	50.00
Jewel Room	2461.44	744.10	400.	1144.10	1000.00
Waitresses		286.45	160.	446.45	500.00
Instrument Rental		21.00	30.	51.00	50.00
Laboratory Fee		794.84	300.	1094.84	1000.00
TOTALS . . . . . $	5435.87	2746.40	1360.00	4106.40	3400.00

3. HOW PAID:

a. From salary budget allowance	5435.87	2000.00			2000.00
b. From Maint. or fee account*		946.40	1360.00	2106.40	1400.00
TOTALS	5435.87	2746.40	1360.00	2106.40	3400.00

*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, 1943-44

Classification	Rates	Remarks
Stenographer		
Typist	.40	
Clerk	.35	
Lab. technical assistant		
Paper grader		
Artist		
Storeroom assistant	.40	
Laborer		
Dishwasher		
Equipment repairman		
Assistant instructor	.50	
Intramural Officials	.50	
Stud. Watchman	.40	In gym from 6:30 to 11 pm

MAINTENANCE FUND REPORT

Expenditures in 1941-'42, Estimates for 1942-'43, and Requests for 1943-'44

DEPARTMENT OF Phys. Ed.

RESOURCES :	1941-42	1942-43	Requested 1943-44
Regular budget allowance	1600.00	1600	1600.00
Balance forward from previous year	550.31	645.38	
Special budget allowance	685.00	400.00	400.00
Fee income	1260.62	9654.27	5000.00
Other receipts Unapp. Funds		1930.00	
T. Def.	415.43	19.50	
TOTALS	4511.36	14,239.15	7000.00

EXPENDITURES :	Expended 1941-42	1942-43 Expended to Date	1942-43 Est. Rest of Year	1942-43 Total for Year	Recommended 1943-44
1. General Maintenance :					
Office supplies	182.30	128.39	75.00	203.39	200.00
Postage	154.54	103.90	50.00	153.90	150.00
Printing					
Telephone & telegraph	96.13	55.85	40.00	95.85	100.00
Repairs, etc.					
Freight & express	12.24	7.17	5.00	12.17	15.00
*Lab. supplies - Classroom	321.84	1094.99	500.00	1594.99	973.00
**Permanent equipment	972.28	1493.10	250.00	1743.10	1000.00 ? towels
Travel expense					
List below any additional items carried on your books, such as -					
Steno. Bureau services					
Vis. Instr. Bur. services					
Association dues	11.00	7.00	5.00	12.00	12.00
Laundry	179.93	479.96	350.00	829.96	600.00
Photographic work					
Repairs + care of play-grounds + Equipment	835.46	656.94	400.00	1056.94	800.00
Dance - Speech Dept	60.00	100.00		100.00	100.00
Fee Refunds		397.71	400.00	797.71	500.00
TOTALS	2825.72	4525.01	2075.00	6600.01	4450.00
2. Payroll (item 3b on Irregular Payroll Report)	588.89			281.69	2550
GRAND TOTALS :	3414.61			6881.70	7000

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

**Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized: (Combine smaller or miscellaneous items)		1942-43			
	Expended 1941-42	Expended to Date	Est. Rest of Year	Total for Year	Requested 1943-44
Piano	75.00				
Records	6.40				
Pipe for tennis courts	27.36				
Bookcase	24.28				
Mats	126.66				
Piano	60.00				
Climbing Rope	15.00				
Slide	36.00				
Tennis Nets	85.26				
Horizontal Bar	97.10				
Mimeo	60.00				
Piano Cover	3.95				
Wire netting for tennis etc.	15.30	15.30			
Fish truck	99.00	99.00			
Wagon + rack	20.80				
Parallel bar	51.20				
Floodlights for playground	105.84	105.84			
Wire netting (Foster et)	69.09	69.09			
Jewels		1258.00			
Pool cleaner		150.00			
Elec. clock		5.50			
Timers + horns, whistles		19.11			
Climbing Ropes		38.71			
Badminton Rackets + press		20.48			
Elec. Pencil for marking eggs		1.30			
Mats			200		
Benches in dr. room			10		
Ropes			40		
Jewels					1000
TOTALS	972.28	1493.10	250	1743.10	1000

IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

DEPARTMENT OF ~~Phys. Ed.~~

1. BUDGET ALLOWANCE :

	1941-42	1942-43	Requested 1943-44
Jewel Room	800.00	800.00	800.00
Asst. Instr.	2300.00	2300.00	2300.
Spec. Appro. for asst.		3070.00	
	3100.00	6170.00	3100.00

2. EXPENDITURES :

	Expended 1941-42	Mar. 1 1942-43 Expended to Date	Est. Rest of Year	Total for Year	Recommended 1943-44
Typist	200.47	94.68	90.00	184.68	150.00
Stenographer	288.13				
Office assistance	187.09	426.42	350.00	776.42	700.00
Technical assistance					
Laboratory assistance					
Art Work					
Dishwashing					
Storeroom assistance					
Animal care					
Equipment maintenance					
Enrollment assistance					
Asst. Instructors	395.65	1440.65	1200.00	2640.65	2000.00
Life Guards	110.09	15.58	120.00	135.58	150.00
Pianists	161.35	76.30	50.00	126.30	150.00
Jewel Room Asst.	1427.22	1449.96	1100.00	2549.96	2500.00
Student Labor on Playgrounds	465.69				
" " Golf course	87.51				
Care of Swimming Equipment	206.46				
Labor on new Tennis Court	159.23				
Repairs on archery Equipt.	5~~.~~.69	28.10	10.00	38.10	
TOTALS	3688.89	3531.69	2920.00	6451.69	5650

3. HOW PAID :

a. From salary budget allowance	3100.	3531.69	2920.00	6170.00	3100
b. From maint. or fee account*	588.89			281.69	2550
TOTALS	3688.89			6451.69	5650

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

On reverse side please give your current hourly pay rates.

HOURLY RATES FOR STUDENT HELP, 1942-43

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Classification	Rates	Remarks
Stenographer		
Typist		
Clerk	.35	
Lab. assistant (technical)		
Lab. assistant (teaching)		
Paper grader		
Artist		
~~Store~~Fuel room assistant	.35	
Laborer		
Dishwasher		
Equipment repairman		
Assistant instructor	.50	
Life Guard	.35	
Pianist	.35	

October 26, 1944.

Mr. Raymond Nichols,
Chancellor's Office.

Dear Ray:

Your explanation regarding the deposits are entirely satisfactory. You are correct in regard to the chlorinator. I told the budget committee that our maintenance funds were ample to take care of the expenditure, and they were.

I have never been interested in having a large balance, nor have I been interested in spending the money just because we had it.

The fact that our actual balance on June 30 is roughly $500 is entirely satisfactory. If it is possible to make the transfer for towel service to the V-12 program on a quarterly basis we prefer this arrangement. This will allow us to keep in balance without "CR's" showing on our ledger sheet.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

October 24, 1944

Memorandum to Dr. Allen:

A transfer check for $1437.04 has been deposited to the credit of the maintenance fund of the Physical Education department in payment for laundrying of towels and services of the check room attendant for the Navy V-12 Program for the fiscal year which ended on June 30th. This is the amount reported by your office as paid out during the fiscal year for the purposes indicated.

Concerning the chlorinator, it is my understanding that you told the budget committee at your conference last spring that your maintenance funds were ample to take care of this expenditure and we therefore authorized it on that basis.

When you take into consideration the deposit of $1437.04 which I mentioned in the first paragraph your actual balance on June 30th became roughly $500.00.

If you will look back on your Business Office statement for October 1943 you will find a deposit of $488.56. This is exactly the amount which was charged against your funds last August in payment to M. N. Penny under the contract for the construction of the tennis courts. Since the payment was exactly the same as the deposit you can forget this transaction.

I assume that with the deposit to cover expenses paid by you in connection with the V-12 program your accounts are in good shape and you will be able to carry on this year. You will be paid, of course, for laundrying of towels and the services of a check room attendant for the V-12 Program this year and I can make this transfer to you quarterly, semi-annually, or annually, whichever you prefer.

Sincerely yours,

Raymond Nichols

Executive Secretary

RN:gs

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

June 18½ 1943

TO HEADS OF DEPARTMENTS:

The budget of your department for 1943-44 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 for each person on the regular payroll in your department who is

(1) Newly appointed for next year.
(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 addition, a duplicate blank for each member of the instructional staff should be filed with your dean.

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

We shall appreciate your prompt cooperation in order that individual notices can be mailed before July 1. Blanks for your use are enclosed.

DEANE W. MALOTT
Chancellor

Appointment blanks are required for the following positions:

6, 7, 8, and 10 inclusive

THE UNIVERSITY OF KANSAS

LAWRENCE

UNIVERSITY LIBRARY
C. M. BAKER, DIRECTOR

To the Department of **Physical Education**

Gentlemen:

Below is the unencumbered balance of the Library Fund for your department, as of April 9, 1945.

Balance..... $118.00

I urge that book orders be sent in no later than May 30. Owing to lack of assistants the Order Department probably will not be able to place orders received after June 10.

As usual, balances up to $50 will be carried forward into next year.

Respectfully,

C. M. Baker
Director of Libraries