

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

Maintenance Fund Report

Under "Resources" list all departmental maintenance income, whether it is derived from budget allotments, student laboratory fees, commercial receipts, departmental transfer checks, or other sources. Some items for 1941-'42 and for 1942-'43 will be estimates, as in the case of laboratory fees. The column for 1942-'43 should be filled out completely. Please be sure that the estimated resources for 1942-'43 are equal to 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.

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. For 1941-'42 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 the 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.

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It is planned that the budget conferences will start early in March. A complete schedule of the conferences will reach you later.

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 from the Chancellor's Office or will be sent on request.

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

RAYMOND NICHOLS,

Secretary of the Budget Committee