

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 11, 1942

To Heads of Departments :

The budget conference schedule for 1942-'43 is enclosed.

Each departmental budget is to be considered by a committee composed of the central budget committee, the head of the department concerned, and the dean of the school or director of the division in which the department is budgeted. The central committee is composed of Dean Stouffer (Chairman), Dean Lawson, Dean Moreau, and Mr. Nichols.

Department heads are urged to consult members of their permanent staffs for suggestions, and to bring to the conference any information or material bearing on their budget problems. It is important that departmental needs be presented in order of their importance.

A smaller enrollment is in prospect again next year as a result of the war effort. Since we depend on student fees for one-fourth of our income, and since every drop of 100 students curtails our income some \$10,000, we are faced with further budget readjustments.

If each chairman faces squarely the opportunities to curtail expenses in his department, I am hopeful that we can successfully adjust ourselves to meet changing conditions.

The maintenance and assistance report forms which are attached should be filled in and brought to the conference. The conferences will be held in the Conference Room, 225 Frank Strong Hall.

Sincerely yours,

DEANE W. MALOTT,
Chancellor.