

THE UNIVERSITY OF KANSAS  
Lawrence

Office of  
The Chancellor

March 6, 1941

To Heads of Departments:

Enclosed is the schedule for the budget conferences for 1941-'42.

The budget is to be considered by the Central Budget Committee, composed of Dean Stouffer, Chairman, Dean Lawson, Dean Moreau, and Mr. Nichols, with the dean of the school or director of the division, and the head of the department concerned.

Department heads are urged to consult members of the permanent staff of the department for suggestions, and to bring to the conference any information or material bearing on the situation. It is important to present departmental needs in order of importance.

All indications point to a smaller enrollment next year as a result of various activities connected with the National Defense Program. Since between a fourth and a third of our income comes from fees, and since every drop of a hundred students curtails our income some \$10,000, we are faced with a serious economy problem.

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 were mailed to you recently should be filled in and brought to the conference. The conferences will be held in Mr. Nichols' office.

Sincerely yours,

DEANE W. MALOTT,  
Chancellor