

EXPLANATION OF FORMS TO BE USED BY DEPARTMENTS IN MAKING
REPORTS AT BUDGET CONFERENCES ON MAINTENANCE AND IRREGULAR PAYROLLS

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 the current year and for 1941-42 will be estimates, as in the case of laboratory fees. The column for 1941-42 should be filled out completely; the budget allowance necessary to cover the items proposed under "Expenditures" should be inserted. Please be sure that the estimated resources for 1941-42 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 under "General Maintenance" is merely suggestive, and you may want to add to the list. The larger departments will doubtless find it necessary to give a more detailed breakdown. The figures to be inserted on the "Payroll" line will be secured from item 3b of the Irregular Payroll Report.

Irregular Payroll Report

Under "Budget Allowance", list only the allotments made to your departmental salary budget for use on the irregular payroll. Do not list fee income or maintenance funds used for payroll purposes. Please give for 1941-42 the items you are requesting; they should not be 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 item 3, 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 on March 13. A complete schedule of the conferences will reach you in a few days.

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 are available at the Chancellor's Office and will be sent on request.

If you have any questions about preparation of any phase of the reports, please feel free to call on the Chancellor's Office for assistance.

RAYMOND NICHOLS,

Secretary of the Budget Committee