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November 23, 1940

Mr. Harold G. Olsen
Ohio State University
Columbus, Ohio

Dear Ole:

Please find enclosed a copy of the financial report of the Western and National NCAA Tournament, held in the Municipal Auditorium in Kansas City, Missouri on March 22, 23, 30, 1940. The original copy has been sent to J.W. St.Clair for his signature, and he in turn will forward it to you.

Since the two tournaments were held in such close proximity, from a calendar standpoint, I am letting one financial report do the job. If you desire to have this broken down into two tournaments we can do it, but it is only a matter of clerical work and at the present time I have not had the opportunity. Last summer my secretary who had done all the bookkeeping and clerical work resigned, and at the beginning of the school year a new secretary came in. This makes for added work at this moment and for that reason, and the fact that school is on in full swing, prohibits my doing this at the present time. However, it is an easy matter to break this down into two separate tournaments, if you desire.

You will also find enclosed a check which will balance the income and the expenditure. I have deducted the expense of my trips to Kansas City and also the trips to Chicago from the amount remaining in my hands. I am sending you a check for the difference.

A short summary of the Tournament may be in order:

Newspaper publicity:

I advertised in all the newspapers within a radius of 150 miles of Kansas City. I used two-inch double column and found that it got excellent results.

Clerical expense:

Clerical expense had to do with bookkeeping, ticket selling, public address system, the Naismith Memorial (between halves) as well as telegrams and telephone calls.

Luncheons:

The luncheon expense was for the four teams that gathered together prior to the first game of the Western Championship.

Ticket sellers & clerical help:

The ticket sellers and clerical help expense is for services at the Kansas City Municipal Auditorium.