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COLLEGE FILES  
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Nanking  
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Priest, Elsie

1932 Jan-Jun

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0401

UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER

Nanking

April 16, 1932.

*ack. 5/16*

Mr. C. A. Evans,  
China Union Universities  
New York

My dear Mr. Evans:

Your letter of March 18th regarding the shipment of hospital supplies from Lewis Mfg. Co. has been received.

Our wires crossed rather badly on this shipment. The agents of the Silver Line advised us promptly that the goods were put off at Kobe and in storage, but also advised that they would come forward on the next Silver Line steamer, due about the same time as the "Pres. Adams," and of course there would be no freight charges although we would be obliged to pay for the storage in Kobe. I was very much surprised to have the goods come on the Dollar Line with a freight and storage bill of over two hundred dollars, and immediately took it up with the Silver Line as I knew their "Silver Cypress" was due at the same time. They replied that our agreement had been cancelled by orders from the shippers, and so we had no choice but to pay the heavy freight bill twice.

We appreciate your time and effort spent on our behalf and know that you intended to assist us to receive the goods more promptly. Perhaps, if you do not mind, in the future it may be better to let us handle all such cases unless we appeal to you for help. Naturally you cannot know conditions in Shanghai or Nanking and should not be expected to decide on the time for delivery of freight under our present unsettled conditions.

Sincerely yours,

*Elmer M. Priest*

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UNIVERSITY MICROFILMS  
SERIALS ACQUISITION  
300 NORTH ZEEB ROAD  
ANN ARBOR, MICHIGAN 48106

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**JOINT OFFICE**

0403

UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER

April 27, 1932.

ack. 6-6-32



Mr. B. A. Garside,  
China Union Universities,  
New York.

INDEXED

My dear Mr. Garside:

On March 7th you wrote that your office would look into the matter of buying a portable typewriter for me and let me know by the next mail. As there have been five mails since that letter and no word from the typewriter I am afraid it has gone into the files or else you have delayed sending it on account of conditions. Please let me know one way or another because I shall buy one here if it is causing you too much trouble.

Dr. Love is very anxious to hear about the two secretaries we asked you to check up - Miss Gleichauf and Miss Higgins. He has to give definite word about next year to Miss Lee on May 15th, and if we do not hear from you by that date, we shall probably cable. Miss Higgins has just written to him, and indicates that she has heard from your office. We are quite favorably impressed with her letters and from her "history" as reported to us, she sounds more promising than Miss Gleichauf. Although the final decision has not been made, and much will depend upon your investigation, I believe it is quite likely that we shall change secretaries for Dr. Love this summer.

That being the case, I believe I should give you a few definite details about that position. The government is paying us one hundred dollars gold at current rates as of the 20th of each month to cover the salary and allowances. It seemed best to us to have this position placed on usual University basis, and to have the salary paid from your office at the rate of 80.00 per month. In addition we have guaranteed travel on the basis of 1/3 of one trip for each year of service. That is paid from the balance of G\$20 00 over and above the salary item of 80.00 per month. In addition, we guaranteed medical allowance. I am enclosing a copy of the contract with Miss Lee for your information - as a matter of fact I think I sent you one last summer.

Dr. Love has written to Miss Higgins (did not keep a copy) but recalls he mentioned that there would be G\$100 00 per month, with 80.00 for salary and 20.00 reserved for travel. The understanding given Miss Higgins - and I presume the same went to Miss Gleichauf - was that she would be able to receive the full amount of 240 00 for travel. That is satisfactory, but in that case the clause about medical allowances must be eliminated -- or a clause inserted stating that for one year people no medical allowance will be granted. I think this should be our general policy. Otherwise it might prove very costly. The University will provide a room, and be sure to make it quite clear that it is very simply furnished! It is quite adequately furnished but a furnished room to some people seems to mean something quite elaborate. The room this particular person will have is the one I furnished for myself, but due to the size of our household, I have moved to the porch, and inasmuch as it answered my purpose for two years, I believe it should be satisfactory for anyone here for a short time.

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## TRANSFER

In case you decide that Miss Higgins' papers are favorable and have no other person to interview her, I feel sure Miss Minnie Vautrin of Ginling College - now on furlough - will be glad to do so. Her address is Shepherd, Illinois. I am today writing to Miss Vautrin and will mention it to her, so if you feel it necessary you may take the matter up with her directly. She knows conditions in Nanking, knows the people with whom Miss Higgins would have to live and to work and I think would be able to give valuable information concerning the qualifications of Miss Higgins for our work. Personally I feel her opinion would be worth much more than any board member who might be called upon to interview the candidate.

If Miss Higgins or anyone else should prove to be a valuable person, I think there would be a place for her on our staff permanently but at this stage it is wiser not to mention this side of it, but in choosing the person, it would be a good thing to have this longer view in mind.

There is another matter which I wish to mention. During these days when we find it difficult to find enough funds to carry the work, I have wondered if we should take some action about travel allowances. Many missions have adopted the policy of asking their members to travel second or tourist class, which is not at all uncomfortable on either the President or Empress lines. Ginling College has definitely asked everyone to travel this way for the present.

Inasmuch as I shall be the first one to "benefit" by such an action I feel it is in order for me to make the suggestion. I am planning on furlough for 1933, so shall be the first one of the University group to leave. However, it may be wiser to have the action on record in order that we may have a basis for adjustment with these short time people.

Our Board meeting will be the 20th of May. We are working on reports now and have spent about two weeks gathering together cost figures for use at the meeting. We dread the problems before us, but I suppose there will be a solution.

Sincerely yours,

*Elmer M. Priest*

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0406

# TRANSFER

OTTO KATZENSTEIN & COMPANY

Tree Seedsmen

P. O. Box 259

Atlanta, Georgia

April 28, 1932

Mr. C. A. Evans  
China Union Universities  
150 Fifth Avenue  
New York City

Dear Mr. Evans,

I have your of the 26th in regard to balance past due the Nan-  
king University.

Instead of improving conditions have grown worse steadily and your suggestion that "the seed business should be exceedingly prosperous at this time" might have been in order for normal years. It is most assuredly very far off the mark for this year when sales have fallen off fully 50% and for the past two or three years when they also have fallen off quite considerably. Together with this falling off of sales comes the inability to make collections. We have accounts still out for 1929 and quite a few for 1930 and 1931. It does not pay to press these customers too much because they are suffering also from the hard times and we know that they will pay whenever they can. This leaves me with a sadly depleted bank account and a head full of continuous worry.

I am holding on by the hair on my teeth. Have reduced all overhead to the extreme limit and I hope to weather this terrible period if given the opportunity to work my way out.

It is, however, quite out of the question that I can make any payments at this time on this account. The matter is and remains uppermost on my mind and just as soon as there is the least turn for the better I shall not require any reminder beyond my own conscience to show my appreciation for your patience by making a start.

Yours truly,

*O* Otto Katzenstein

0407

UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA



April 28, 1932.

Mr. B. A. Garside,  
China Union Universities,  
New York City.

**TRANSFER**

*ack. 6/8*

**INDEXED**

My dear Mr. Garside:

At the request of Miss Anderson, I am enclosing notice of her personal insurance with the Postal Life Insurance Company. Will you please pay it and charge against her salary? She is requesting the company to send the notices to your office directly in the future, and we shall appreciate having you clear the account twice a year, or once a year if preferable, and charge the same to her salary.

*Paid 4/9/32  
No 3709*

Please send Miss Anderson, full salary for June, July and August. That is, do not send the usual amount to the savings bank but of course make the other deductions as usual. As far as June is concerned, if you will send a check for the difference between 46.00 and the amount that would be due her after paying the insurance but not remitting to the savings bank. You will recall

*noted  
sc*

I am holding a check for her for 46.00 which I intended to use for the June salary.

*Paid 6/11/32  
No 3712  
25.23*

Sincerely yours,

*Elain M. Priest*

46.00	Already sent.
25.23	to be sent Miss Anderson.
2.00	annuity ins.
4.77	Postal life ins.
<u>80.00</u>	



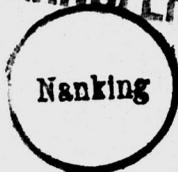
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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER



MAY 2, 1932. #1

Mr. C. E. Evans,  
China Union Universities,  
New York.

My dear Mr. Evans:

Your letter of April 2d concerning the second copy of Russell's "Soil Condition and Plant Growth" has reached us and after consulting with the library, we have decided it is necessary to return the book to Baker and Taylor. We have no use for two copies, and do not know of anyone who will buy it at this time.

Sincerely yours,

*Elmer M. Priest*

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May 1, 1932

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 28th inst.

in relation to the matter of the proposed amendment to the constitution of the University of Michigan, which was adopted by the Board of Regents at its meeting on April 28, 1932. The Board of Regents has considered the proposed amendment and has decided to refer it to the Board of Trustees for their consideration. The Board of Trustees will meet on May 15, 1932, and will have the honor to advise you of their decision.

Very truly yours,  
The Board of Regents

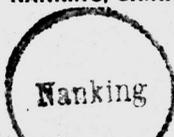
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0411

南京大學會計處  
UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

May 2, 1932. #2  
ack. 6-6-32



**TRANSFER**

Dear Mr. Garside;

The Royal Portable typewriter shipped from San Francisco for my personal use has arrived, and I am delighted to have it. I expect to be able to unpack it this evening, but wished to send you this note this morning.

Thank you very much for taking this trouble about it, - or Mr. Evans if he was the one that attended to the details.

Sincerely yours,

*Elmer M. Priest*

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TRANSFER

Nanking

INDEXED

Nanking

May 2, 1932 #1

My dear Miss Priest,

There are a few matters in your letters mentioned in my joint letter to you and President Chen, which I did not comment on in that joint epistle.

In your letter of February 22nd you ask that we cancel or else deposit in your Central Hanover Bank, the April and May remittances for Miss Lee and Miss Anderson. This letter was delayed in reaching us and the April checks had already been sent out. We might have made the deductions in May and June, but this might have crossed up any one of several courses you could have taken, so it seemed wiser for us to continue sending the regular May and June checks to these two young women. Possibly you will have them endorse these checks over to the University or make some other local adjustment.

In this same letter you raise the question of possible evacuation reimbursements for University-supported Western staff. It is indeed an embarrassing and perplexing question, though perhaps the gradual return to normal conditions since your letter was written has prevented it from growing to such proportions as it would have attained if serious and prolonged disturbances had taken place in Nanking. I can see that it would be difficult for Western staff members, in the face of the need of rigid economy on the field, to ask for any extra payments that would come out of budget income. On the other hand, where we might in normal times find some extra funds or surplus income that could have been appropriated for such expenses with a minimum of effect on current funds, just now it appears that all our balances will be in red for some time to come. It is not a good time to get extra appropriations for any purpose, no matter how worthy, for everybody is feeling the pinch of adversity. About all I can suggest would be that if there is a real need for meeting the additional expenses of evacuation, you send us a statement of just what amounts are involved, and we will bring up the matter either formally or informally as may seem best.

With all good wishes, and with the hope that we'll see you here in New York this summer, I am

Very cordially yours,

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TRANSFER

*full*



INDEXED

Nanking

May 2, 1932. #2

President Y. G. Chen,  
Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China.

My dear Dr. Chen and Miss Priest,

We enclose herewith copies of the minutes of the meeting of the Board of Founders held on April 15th, and also of the Joint meeting of the Nanking Executive Committee and the Yenching Executive Committee on April 28nd. Under separate cover we have already mailed you a supply of the Founders' minutes for distribution on the field.

Minutes of Founders' Meeting April 15th.

Situation on the Field. At the beginning of the meeting, the Board devoted some time to a discussion of the difficult times through which you have passed during recent months. All expressed the sincerest sympathy for these new troubles, and at the same time spoke warmly in praise for the way in which you carried on through the time of anxiety and uncertainty.

Financial Items. Since the budget estimates for next year had not yet come to hand, and there were no definite financial items requiring action, the Board merely reviewed briefly the present financial situation, and the prospects for the coming year. Just now the financial outlook is darker than it has been for many years. Since most of missionary work is carried along on a basis of promises made a year or so in advance, we have up to this point escaped the full effect of the steady decline in the general financial outlook and economic psychology. Now we are full in the trough of the depression. Nearly all the mission boards have closed last year's records in a very critical condition, and the pledges they are receiving for support this year are falling off still further. Even when we do "turn the corner" it will be a year or so before our missionary organizations can hope to feel the effect of the upswing.

Every statement made during the discussion of finances was pessimistic in its nature.

No doubt the budget estimates will be coming in soon, and we will then see just how we are coming out for next year.

Revision in Salary Schedule. By Action BF-610 the Founders made the amendment in Medical Allowances whereby staff members are asked to

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May 2 1932

contribute toward their hospital expenses two-thirds of the normal costs of living. I trust this will now be in a form that is in line with your judgment, and we hope that there will be very few occasions when hospital allowances of any sort are needed.

Correlated Program. If our present plans carry through, actions BF-811 and 812 will probably be quite important to the history of the University. Thus far five boards have agreed definitely to participate in the Associated Boards, not counting the Ginling College Committee, which took a rather non-committal action. We are having other meetings of various college boards during the coming months, and are tentatively planning to hold the organization meeting of the Associated Boards in the early fall if a satisfactory number take favorable action meantime.

Action BF-812 is the Founders' approval of the Correlated Program as a whole, and Nanking's participation therein. We recognize that Nanking's participation in the Correlated Program is a matter of field decision rather than home base action, but by BF-812 the Founders are merely reiterating approval already given both on the field and here in New York. I will be writing Dr. Chen again in a few days in my capacity as Secretary of the C.C.F.C. to report more fully the deliberations and decisions of the conferences held in February and April. Our greatest problem in any attempt at correlation is that of East China. The conference decided that the only feasible plan at present is to divide East China into two centers, one at Nanking, and one in and around Shanghai. Even though correlation in the Shanghai area cannot be attained at present, we hope we can go forward with the program elsewhere in China, including Nanking where correlation has already been largely attained.

Allocation of Famine Funds. This was dealt with only briefly at the Founders' meeting. A special joint meeting with the Yenching Executive Committee was arranged for April 22nd. I discuss that meeting below.

New Staff Members. Action BF-815 makes formal record of the appointment of Mr. and Mrs. Fenn. Action 816 approves the appointment of Mr. and Mrs. Wheeler, subject to final action by the Presbyterian Board, which was taken on April 18th. Dr. Scott has already sent President Chen a copy of his letter of April 20th, quoting Board action.

Miss Priest's letter of March 7th, and President Chen's letter of March 18th, ask for detailed information as to the new staff members coming out this summer. I give this information below, so far as it is now available:-

- Mr. and Mrs. Thompson:- Sailing Emp. of Japan, July 30th.
- Mr. and Mrs. Fenn:- Sailing not yet decided. Will be in Language School in Peiping for the year.
- Mr. and Mrs. Wheeler:- Probably sailing on Pres. Coolidge August 26th. Will be on University campus.
- Mr. and Mrs. Slocum:- Probably sailing on Pres. Coolidge August 26th. Will be in Peiping Language School for year.
- Mr. and Mrs. Riggs:- Appointment indefinitely postponed by American Board on account of finances. Will not go out this year.
- Dr. and Mrs. Slater:- I believe they are returning to the field this fall, but must check up with U.C.M.S.

0416

We are all keenly disappointed that the American Board is unable to carry through the appointment of Mr. and Mrs. Figgs, but there seems no help for the matter this year. I believe there is a dim hope that the American Board may send them out in the fall of 1933, but this is of course very uncertain just now. I will check up further on the plans for Dr. and Mrs. Slater, and will try to give you farther word within the next week. If there are any changes in the plans of these new staff members, I will cable you.

Minutes of Joint Meeting with Yenching on April 2nd

I have already written a special letter to President Chen and President Stuart jointly, quoting the two actions taken by this joint meeting of the Executive Committee. There is not much more I need add at this time. There was a cordial agreement by the Yenching Executive Committee that the entire principal of the Famine Funds should be turned over to the University of Nanking, and the meeting was devoted chiefly to a discussion of how the final disposition of these funds could be so handled as to avoid any misunderstandings or "loss of face" for anyone. From the standpoint of both the Nanking Founders and the Yenching Trustees it would have been embarrassing for us to present any petition directly to the China Famine Fund Committee requesting that all these funds be turned over to Nanking, for this might easily have been interpreted as a vote of lack of confidence in the Presidents of the two Universities in view of your joint request that the present allocation be made permanent. Our best procedure seemed to be, therefore, to address these two actions to the Presidents of the two Universities, and to leave to your judgment all matters as to who should be notified, and what actions should be taken by your Boards of Directors or other bodies on the field.

We sincerely hope that our course in this matter will prove to be the correct one, and that this problem may work out happily for all concerned.

I believe that this covers all matters in these two sets of minutes requiring attention or special comment. As a matter of record, let me acknowledge receipt of the following letters, some of which I have specifically referred to, others I have not. I believe that all matters in these letters have now been cleared:-

President Chen's letters of Feb. 22, March 18th.

Miss Priest's letters of February 20, 22, March 7th.

We hope that this will find the Nanking campus back to normal again, and looking forward to a satisfactory commencement season.

Very cordially yours,

mc/c

UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER

Nanking

MAY 5, 1932.

ack # 6-6-32

Mr. B. A. Garside,  
New York.

Dear Mr. Garside:

INDEXED

Dr. Love just came in and dictated this letter which I am enclosing. I think it covers nearly the same ground as my letter of April 27th, but today Dr. Love feels that perhaps we should arrange the contract a bit differently from Miss Lee's of last year. He feels as stated in the enclosed letter that we had better arrange to pay the secretary the full amount of G\$100 00 each month, and have no further responsibility for any allowances, etc.

I am inclined to feel this will be better than our present system. The government is fearfully slow about payments, but perhaps we could speed them up a bit on a regular basis of this type. It would mean that your office would not include the new secretary in the monthly salary list, but we would pay her directly from government funds here. This would eliminate some misunderstanding as well as bookkeeping for both of us. Now, Miss Lee seems to feel we are "making money" on the reserve for travel! As a matter of fact, I am a bit concerned at times to know if it will cover our obligations in gold as exchange was low a few months but I believe we shall about break even. Any balance goes back to the government as far as that is concerned.

I hope this is not becoming too confused. Anyway ignore the letter of April 27th and follow this one for the basis. This is mostly "friend padding" you know for Dr. Love, but I am hoping we may find a person who would prove valuable for the future work in the college. Dr. Love is anxious to find someone who has the proper training and spirit for the work.

So it seems to me that you will not need to advance any money to the candidate, but merely have the contract signed to be forwarded to us. Miss Higgins has accepted the proposal in her letter to Dr. Love, so she will know that she has to provide her own travel. The one point to make clear will be that no medical allowance is given but of course she could use the University hospital which allows very low charges to mission workers. Unless she had a long illness I do not think this would seem a heavy handicap.

We shall be looking for a cable about the first of June, and if one does not arrive we shall understand that you consider Miss Higgins a favorable candidate and are planning to appoint her, sending us full details by mail.

Sincerely yours,

Elmer M. Priest

*you have probably dismissed Miss Gleichauf is to be married  
therefore out of the picture.*

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0419

UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER



May 5, 1932. #2

ack 6-6-32

INDEXED

Mr. B. A. Garside,  
China Union Universities,  
150 Fifth Avenue, New York.

My dear Mr. Garside:

In connection with a secretary for Dr. Love during his term of service, we are interested in Miss Margaret Higgins of Evanston, Illinois about whom I wrote you some time ago. Dr. Love has just received a letter from Miss Higgins and she seems anxious to come to China even although he is not in a position to offer her a contract for more than eighteen to twenty-four months service dating from next September 15th.

Miss Higgins seems to be a likely candidate and a letter from the pastor for whom she worked for six years indicated that she is the type of person that we would like to have at the University. If your reports are favorable we would be glad if you will offer her a special type of contract, stating clearly that she will receive salary at the rate of one hundred dollars gold (G\$100 00) per month with no travel or other allowances except we shall provide a room simply furnished on the University campus.

If you do not have sufficient information relative to Miss Higgins to make a decision we would suggest that you ask her to call on Miss Minnie Vautrin, of Shepherd, Illinois. Dr. Love has already written President H. M. Moore of Lake Forest University, Lake Forest, Illinois, telling him that it may be that a letter may be sent to Miss Higgins asking her to arrange for an interview.

If for any reason it does not seem wise to appoint Miss Higgins, will you send us immediately information on other possible candidates for Dr. Love? Please keep the terms of this work in mind, as to length of service, salary and allowances as they are somewhat different from the regular University basis. I am sure you will realize that this is special, and therefore will not need to come under the ordinary regulations. We believe that it is better that any young lady who may be appointed for this position, should be a little more than a recent college graduate, and if possible one who has had some experience as well as a person in good health who will fit into our University community.

Will you please find out if Miss Higgins would be available before September 15th if we find we need her before that date? We have in mind that possibly there may be need to have her plan to arrive about August 15th, but this will be settled later. In case you find the report on Miss Higgins unsatisfactory, will you please cable us at once. Otherwise, we shall understand that you consider Miss Higgins a satisfactory candidate and are taking steps to arrange for her contract to begin September 15th unless we advise you to the contrary, in which case we will give you the date. If you decide to cable us, will you at the same time be looking for a suitable person for the position, sending us full details by mail.

Sincerely yours,

*Elmer M. Priest*

Copy Dr. Love

0420

OFFICE OF THE UNIVERSITY LIBRARIAN  
400 TAPPAN STREET, ANN ARBOR, MICH.

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 28th inst. regarding the purchase of the book "The History of the United States" by John P. Kennedy, published by the University of Michigan Press.

The book is now in the hands of the printer and will be ready for shipment in about two weeks. I am sorry that I cannot have it ready for you sooner.

I am sure that you will find the book very interesting and valuable. It is a fine example of the high quality of the University of Michigan Press.

I am sure that you will find the book very interesting and valuable. It is a fine example of the high quality of the University of Michigan Press.

I am sure that you will find the book very interesting and valuable. It is a fine example of the high quality of the University of Michigan Press.

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## UNIVERSITY OF NANKING

OFFICE OF THE TREASURER

NANKING, CHINA  
TRANSFER

May 11, 1932.

Nanking

ick. 6/22

Mr. C. A. Evans,  
China Union Universities,  
New York.

INDEXED

My dear Mr. Evans:

Your letter of January 26th regarding the method of growing the Davidia seed reached me in due time, but as this tree is not native of this province, we decided to refer the matter to our friends in Szechuen where they grow abundantly. The reply has just arrived.

The Agriculture College of Chengtu, Szechuen planted three hundred seeds of Davidia (collected nearby) in the season of 1930. Of the three hundred, seventy germinated and in the spring of 1931 they had their final stand of 50, the others having died during the year. These seedlings were about 4 inches high and showed vigorous growth. This college felt this was a good stand as the seeds are very difficult to germinate.

We wish you would advise the companies in America that the seeds we shipped them were furnished to us by this same source. They were the same seed as used by the college in Chengtu.

As I stated above Nanking is not the native habitat of the Davidia tree, and as far as I know it has never been found in this section of China. However, we have been trying to start it in our greenhouses, hoping to be able to shelter it sufficiently to secure a stand. The first time we had twenty seeds left over from the shipments sent to America. We planted them with exceedingly great care, but only two germinated, and we were not able to carry these two seedlings over the winter season. We hope to try again, but it is a well known fact among the nurseries in China that this tree is one of the most difficult to grow. Once the seedlings are past the first hard tests they become vigorous, but the first months seem almost impossible for this section.

We feel that the seeds were absolutely sound and if none germinated it was due to no fault of ours. We, or no other nursery in the world, are able to guarantee seeds shipped from our nursery. We stated very clearly to every firm buying Davidia seed that we had to collect the seeds from distant provinces. The process was very costly and we lost heavily on the project. If they failed to secure any results, we feel it may have been due to two things - (1) they were not familiar with the process of germinating these seeds and (2) due allowance was not made for the change of climate. Even in Szechuen where the trees are found growing wild it has been most difficult to secure success from seedlings.

Will you please advise the firms that have inquired about this matter, and it may be well to refer them to the Arnold Arboretum, Jamaica Plains, Mass. where considerable time has been spent experimenting with these seeds.

Sincerely yours,

Elis M. Priest

P.S. Please send the love to Mr. Ellis also and see if you can collect some of his bill.

0422

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# TRANSFER

Nanking

University of Nanking

May 15, 1932 #1

Miss Elsie M. Priest  
University of Nanking  
Nanking, China

My dear Miss Priest

We received a bill and communication from Hellige, Inc., and upon further inquiry they quote us the following from a letter written by Albert N. Steward. The letter was dated December 3, 1931.

"Last April you shipped to us by parcel post two soil testers and two bottles of indicator solution as per our order No. 2759. When we received the package after customs inspection at the post office, one of the soil testers was missing. Inquiries sent to the Customs House and to the Postal Commissioner have failed to produce any results so we are writing to inquire from you if this shipment was covered by any form of insurance through which you would be able to send us a replacement of the soil tester which was lost. We are definitely in need of another soil tester and desire that you send it to us promptly by parcel post.

"In case it is impossible to replace the one which was lost, please send an invoice to me and I will arrange for payment to be made through our New York office."

They claim that the account has never been attended to, and after considerable bickering back and forth we have decided to pay the account, and if it is not correct, kindly let us know and we will follow the claim still further. The shipment was not covered by any form of insurance.

Very truly yours

Assistant Treasurer

CAE:MS

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**TRANSFER**  
Nanking

*over*

**INDEXED**

Nanking

May 17, 1932 #1

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China.

My dear Miss Priest,

Let me acknowledge receipt of your two letters of April 13th, dealing with the clearance of various surplus and deficit accounts.

First letter of April 13th. This deals with Famine Fund matters.

You need not have taken the trouble to review at length the well-known process by which the National Savings & Trust Co. send us remittances. We are all familiar with that process, and quite satisfied with it. My query was based on the fact that our records here have always shown as a "Surplus" or "Deficit" on each fiscal year the amount we receive from the National Savings & Trust Co. in excess of, or in shortage of, the drafts drawn by the field on that year's accounts. This dates back some years before I had any connection with our Central Office and was in operation when you were here in 1926-27, so I did not wish to change it without being sure that such a change was agreeable to you. Your agreement that this be considered a part of the appropriation for the following year is the thing I desired. I am attaching a copy of our Journal Voucher No. 240 by which we clear this account. It should be a simple matter to keep the account straight in future.

Thanks for the comments on the Famine Fund land funds. We will await your draft for the last five thousand.

The whole question of the analysis of our Nanking plant account is one on which I have long hoped we could some day find an adequate solution. In all our Universities there was a great deal of vagueness in receiving and disbursing plant funds in the days when the building program was going ahead rapidly and everyone was more anxious about having funds available than about any detailed record of what was done. From Dr. North was the task of unscrambling several sets of plant accounts. I have taken advantage of the presence of the field treasurers from Fukien and West China to get those two sets of accounts into satisfactory shape, and by dint of endless correspondence we have Yenching in pretty fair condition. But Nanking is still in a state on our books where about all we have are several undifferentiated general headings, such as "Land", "University Buildings", "Hospital Buildings", "University Residences", and the like, and on the

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5/17/32

receipt side we have various funds that do not tie up in many cases with the buildings erected and the land purchased. I believe that you were working on such an analysis of Nanking plant accounts <sup>occurrences of</sup> when the March 24, 1927, made it necessary for you to turn your attention to other matters. Our Nanking Register of Trust Funds goes a part of the way toward clearing up these accounts, but does not complete the solution of many of the accounting details involved.

It is not a pleasant furlough assignment, but I hope that when you come back to the States for your year of "rest and refreshment" you will be able to bring along whatever records may be required to enable us to work out together a complete analysis of our plant expenditures and a tie-up between funds and disbursements. As you know, we have much of this material in our files here in New York, but there are many gaps, particularly in the expenditure side, which we cannot bridge with the facts available here.

Second Letter of April 13th This deals with Hospital matters.

I am very glad to have the final figures for missionary contributions to the Hospital in 1931. I will forward this to Dr. Carter as promised in my letter of April 20th. The M.\$3,000.00 for last year is now on its way to the field. I earnestly hope that the Foundation may soon take favorable action on the request which we have long discussed with them, and which was formally presented on March 25th, for a supplementary appropriation to cover loss on exchange on their last five-year appropriation. As I have already reported, it appears that the maximum we can hope for is the difference between the actual gold equivalent of their remittances, and the amount these would have cost at two to one. This amounts to \$4,998.64, gold.

I blush with shame that we have so long failed to clear off the 1930-31 hospital deficit as you instructed us long ago. You can report to the hospital group that the adjustment was not held up until our "accountant found time to do the necessary bookkeeping", as you generously suggest. The blame lies squarely on my greying head, for I failed to give the accountant the necessary instructions. My failure to give the instructions is due to the fact that I have not the necessary authority to put through all the entries that are necessary, and must get permission from the Founders before I can do so. I have been negligent, however, in not bringing the matter at issue to the attention of the Founders before this. We are having a meeting of the Executive Committee as soon as the budget for next year reaches us, and at that time I will bring the matter forward and ask their authorization to make the necessary entries. I hope this can be done before we close our books in May, so you will have the matter adjusted as speedily as possible.

What you are asking us to do is to clear a deficit of G.\$4,252.85 in the hospital accounts by the use of current general and agriculture surpluses in 1930-31. We are able to use those surpluses only to the extent that the field did not utilize last year the full amount of the budget appropriation of the Board of Founders. This brings up again the principles of the relationship between the Directors and the Founders which you discussed at some length in your letter of August 19, 1931, and which I discussed at even greater length on September 15th, 1931. I will not now go over that ground again.

Specifically we have available at this time to apply on this hospital

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# TRANSFER

deficit the following undrawn balances which belong to the field:-

145.2	Agriculture and Forestry,	1929-30 balance	\$869.87
145.3	"	"	"
		1930-31	2,696.62
			<u>\$3,466.49</u>

Both these sums are amounts which remain on our books because the field did not draw during the last two years the amount appropriated to you in Agriculture and Forestry. These funds are therefore yours, and we will be able to carry out any instructions you give regarding their disposition without referring to the Founders for any authorization.

This leaves us, however, a remainder of G.\$786.36 to be secured from current general surplus for 1930-31 to complete this clearance of the \$4,252.85 hospital deficit. But for last year we sent you exactly the amount appropriated by the Founders, closing the account by the draft for L.C.\$8,758.94 enclosed with our letter of June 30, 1931. The Founders instructed us that the surplus available in the 1930-31 current general account be added to our Retirement Reserve Fund, and this has accordingly be done. It will be necessary, therefore to ask the Founders for permission to transfer this \$786.36 from the Retirement Reserve account to the Hospital Deficit. They will perhaps raise no objection to granting this request, but since we are taking by this procedure general university funds to wipe off a hospital debt we are deviating somewhat from the policy we have usually followed.

I note you are planning to make a somewhat similar adjustment of any hospital deficit in 1931-32. As indicated above, we can make corresponding adjustments on our New York books without difficulty so long as these adjustments do not involve the use of more funds than the Founders have appropriated, but above that we must ask for special authorization. Anyway, we won't have any sizable surpluses to talk about this year, for the one industry which the present depression is promoting is the manufacture of red ink.

Very sorry this letter has dragged out so. This started in to be a one-page letter.

Cordially,

ms/g

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TRANSFER

Nanking

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May 17, 1932. #2

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

Let me acknowledge receipt of your letters of April 5th and April 9th.

Letter of April 5th. This informs us that Mr. C. M. Heh is now coming to Cornell University, and is to receive G \$1,500 fellowship remittances during the next year. We are sending him the first remittance of G. \$500 as requested, and will remit the remaining \$1,200 in accordance with the schedule you give, or any modification of that schedule Mr. Heh may request. I hope that I may have the privilege in meeting Mr. Heh while he is in this country.

Letter of April 9th. In this letter you mention first the question of secretaries for Dr. Love. Miss Gleichauf wrote in response to our inquiry that she has recently become engaged to be married and is no longer interested in a position in China. Miss Margaret Higgins is still definitely interested, and we have been collecting information in regard to her. I enclose herewith a copy of the application she sent us, together with a copy of one letter she enclosed and also a portrait of her. Miss Higgins seems to be well qualified for such a position, but I am becoming increasingly reluctant to pass judgment upon the qualifications of young single women for work in China, unless I have had very full opportunity to acquaint myself with them. As soon as our replies from references we are sending out have come in we will forward the material to the field for your study. Since Miss Higgins is in Illinois, we will not have an opportunity for any personal interview with her.

Mr. Reiser's secretary in the Agricultural Missions Foundation, Miss Lydia Pettus, has long been anxious to go out to China, and I believe would be very happy to go out as Dr. Love's secretary. I asked Mr. Reiser whether he could recommend her without reservation for such a position, but I found him somewhat reluctant to commit himself on the matter. I think perhaps his disappointment over an earlier experiment in choosing secretaries has made him very conservative. We certainly cannot bring forward Miss Pettus' name as a prospective candidate for an appointment unless she has the strong and qualified endorsement of Mr. Reiser. I am writing this in strict confidence of course, for I have not even mentioned to Miss Pettus the possibility of a secretarial appointment to Nanking, and I would not want anything to reach her that might spoil the effectiveness of her work for Mr. Reiser in Agricultural Missions Foundation.

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Miss Elsie M. Priest

May 17, 1952.

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We have already written at length to Dr. Chen regarding the actions taken jointly by the Nanking and Yenching Trustees on the matter of the allocation of Famine Funds. The final action was taken by the Famine Fund Committee on April 27th. This news reached you too late to be of any value. However, as the matter is still being held open, this action may be of some worth in its revelation of the fact that there is almost complete unanimity of judgment here in the United States that the entire funds should be allocated to the University of Nanking.

Sorry to note from comments in several of your letters that your typewriter has been giving you trouble. I hope that the portable which was shipped to you in March, has now arrived safely, and that you are finding it a help.

Very cordially yours,  
B A GARSIDE

BAG:PC

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**TRANSFER**  
UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

May 27, 1932.

Mr. B. A. Garside,  
New York.

Nanking

INDEXED

My dear Mr. Garside:

You will know that China is involved in a very serious strike in the post office, and all mail is held up. We understand that a temporary post office for outward mail has been established in Shanghai and as Mr. Buck is leaving for Shanghai tomorrow I am taking this opportunity to send this letter by him to be posted in Shanghai.

The annual meeting of the Board of Directors was held on the 20th and on the whole was a very satisfactory meeting. I am enclosing a copy of the report given to the board, a copy of the financial status as of May 1st, a statement of student fees and a copy of some cost figuring we have been doing lately. I am hoping other institutions in China may become interested to figure their costs per student credits and eventually we may have some figures for comparison. However, we feel we must do so for our own information and in making our plans for interchange of students between the colleges.

1. Statement for this year to May 1st. As nearly as we can tell at this date we shall have a deficit of about 20,000 00 at the close of June. After much discussion and careful consideration, it was voted to cut salaries next year sufficiently to meet this shortage. We estimate it will mean about 10% and yesterday the administration group worked on the problem to see the best way to work it out. We decided tentatively to include the cut in new contracts, to have it affective from September 1st (10 months) and after exempting all low salaried staff below 40 00 per month to apply a straight 10% for the staff unless we find our deficit is less than that amount. That will clear our books for this current year. I will send you later full details about deductions from foreign staff members to be paid through your office.

2. Budget for 1932-1933. The budget is not being sent to you today as we have to make certain changes, but I am enclosing a general summary which may be of some interest. You will note the original askings, which did not include any salary increases, were 64,343 33 more than anticipated income. We eliminated all new items and were still short 34,272 33. Then, we went through the whole thing very carefully and eliminated all items of equipment (not at all wise but inevitable this year) which left us short 20,257 33. Of course the reason for this shortage is the decrease in income for next year as reported by your office. After the material was typed we were informed that the Presbyterian Board had cut 10% or 840 00 for our figures and the board instructed us to put into the budget the item of 2,500 00 for staff retiring allowances, so the total shortage was \$23,597 33. It was finally decided to ask the administration to cut staff - or any other place possible - for one-half this amount or approximately 12,000 00. Yesterday plans were made to meet this cut, and I must say it is not easy. The deans were very splendid about it, but it means serious retrenchment in each college. Dr. Chen and I had worked out a plan before the meeting and as nobody had anything better to offer they accepted our plan - each college to cut 3,000. and the administration and other departments to cut 3,000. together. This makes the full 12,000. The balance of 12,000. will be left in the budget as anticipated income. You will note the item of 16,000. is still in the budget as it is impossible to eliminate it until new funds are found to take its place, but

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no other items are listed as "gain in exchange" unless we consider that the anticipated income of 12,000 00 will have to come from that source. There is nothing for contingent, and it is certainly not easy to operate a budget calling for 809,993 00 without a single cent for contingent.

The spirit among the administrative heads is very good. They are a bit discouraged, but are facing facts without questions. We have taken the attitude that it would be best for the morale of the whole school if all departments - even although they had sufficient funds - would retrench a bit, and have met with consent and earnest cooperation so far.

We are working over the budget now and will send you copies a little later after all the revisions are made. The two summary sheets will give you an idea of the totals and the problems involved. *See Budget 1932-33 5/27/32*

3. Gain in exchange. On page 3 of the typed report presented by the treasurer I have listed the items that were approved in January by the Board of Founders (eliminating the new items to represent 1/3 of the gain in exchange this year). You know these items have been spent and unless we can clear them they become definite deficits. Every one was authorized by the Board from time to time and we proceeded in good faith feeling sure they could be covered this year and thus close off these long standing items.

From one of your letters you indicated that the Founders might rescind the January action and not allow us to use any gain in exchange, but use it to make up shortages in appropriations for Class A funds. I do not want you to do so. What we hope is that you will allow us to take the cuts in Class A funds -- which has been done in figuring the statements enclosed -- and still use the gain in exchange as originally granted to clear these deficits. I think you will see my reasons for asking this method. We are appealing to the staff to meet the deficit in this year's accounts due to cuts, but it would not be possible to ask them to meet shortages on account of property items I am sure. For the morale of the whole institution it is better to clear off these property items, etc. and then take out cut in the appropriations. Perhaps this is not the ideal method for every year but this particular year seems an exception as we cannot afford to carry these deficits any longer.

It means that we are definitely planning on a shortage in income this year from New York, but in current items - not gain in exchange. I cannot see that it makes any difference in the long run to the Founders. They are forced to cut our income, but whether from guaranteed income or exchange should not make much difference. We prefer this time to have the income cut in order to have a definite case to put before our staff and at the same time to clear the account.

Exchange is good these days so we shall figure out the amount of gold that is due us and draw drafts especially as our bank accounts are low and all mail is held up so we cannot know what you may have sent. I am afraid final adjustments and details will have to be worked out later. Please have the June statement sent as early as possible - we have only one month between semesters to work it over. We are assuming the postal strikes will end in a short time.

4. Treasurer's furlough Thank you for your letter referring to my furlough. You will note I called it to the attention of the board, but no action was

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## TRANSFER

<sup>or requested</sup>  
taken at this time. Of course with present finances furloughs are out of the question anyway. A little later I will ask Dr. Chen his plans for the office during my absence - I do not know just what would be best, but I do not think our present staff could carry all the work without some help. On the other hand it would be rather costly to have anyone sent out from home unless the entire arrangement for the office was changed and that may be wise. We have thought for some time of having our entire business offices combined under one head, and if the funds permitted this might be best for the good of the whole institution. At present we have three distinct offices for the business department. However, that would naturally mean that the head of it all was Chinese, and whether a man of that type would care to be troubled even for a year with the petty details of my office would be a question. I will let you know later concerning this point.

I think I have covered all the main items connected with finances. There were petty things that were cleared, but you will see them in the minutes and there is no reason for taking time to list them here.

Sincerely yours,

*Elmer M. Priest*

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TRANSFER



INDEXED

May 31, 1932.

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

About this time last year we issued preliminary authorizations against the budget for the coming year. Many things have happened during the last twelve months and there is still a great deal of uncertainty in the world's situation to say nothing about conditions in the United States. In light of recent history as well as the uncertainty of the future we have been wondering just what action you would like our office to take in reference to remittances to the field.

The budget for next year has not been studied, but even so it would seem advisable to issue several authorizations which will permit you to draw in case of necessity, and in the meantime a more detailed study can be made and you will be in a better position to make recommendations. We are, therefore, authorizing drafts on three days sight to be charged on Account #31.

Authorization #3201	- July 1, 1932 or thereafter	- L.C.\$5,000.00
" #3202	August 1, " " "	\$5,000.00
" #3203	September 1, " " "	\$5,000.00

It is quite possible that with the checking account at the Central Hanover Bank you will not desire to use these authorizations, but we are leaving that decision to you.

Very cordially yours,

CAE:PC

CC: Accounting Office

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Nanking

INDEXED

June 6, 1932. 42

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

Let me acknowledge receipt of your letters of April 27th, May 2nd, and May 5th.

Your letters of April 27th and May 5th are devoted chiefly to discussion of arrangements for Dr. Love's secretary. We have written to Miss Vautrin and President Moore, requesting them to interview Miss Higgins, and have also been in direct correspondence with Miss Higgins. All the information we have been receiving in regard to her has been quite favorable, and if the reports of Miss Vautrin and President Moore are satisfactory, I hope we can secure formal approval from the Nanking Candidate Committee during the next week or so. In order to relieve Dr. Love's uncertainty as to his secretarial arrangements for next year, we will send you a cablegram as soon as the matter is settled.

I do not know exactly what has been written to Miss Higgins from the field, but I have reported to her in a general way the arrangements outlined in your two letters, and have asked whether these are satisfactory to her. As soon as a final decision is reached we will take up the preparation of employment agreement with her along these lines.

Your letter of May 2nd contains the good news that your typewriter arrived promptly. Since your letter of May 5th makes no further mention of the matter, I presume that when you unpacked it you found it in satisfactory condition. I hope that you will find it gives you good reliable service.

In your letter of April 27th you also raised the question as to the allowance we should make for travel in these times of financial stringency. All our other universities have now taken action, in line with Mission Board policy, whereby their missionaries are being asked to travel in special or tourist classes. This seems to be working out quite satisfactorily, for no one has raised any objection, and the cost of a journey to or from the Orient is thus reduced by about one-fourth. If agreeable to those of you on the field, we will ask the Nanking Trustees to approve a similar modification in our travel arrangements.

In this same letter you indicate that you are now planning to delay your furlough until the summer of 1933. We have suspected that you would make this

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Miss Elsie M. Priest

June 6, 1932.

-2-

change in your plans in order to postpone this added expense to the University at this time of financial difficulty, and in order to carry on the heavy responsibilities which the Field Treasurer's office will have to bear during the coming year. We all admire you the more for taking this unselfish attitude, but we are anxious that you shall not drive yourself so long and so hard without any adequate rest as to endanger your own health.

I note that a meeting of the Directors was to be called on May 20th. No doubt action was taken on the 1932-33 budget at that time, and within another week or so we will be receiving the material which we need as a basis for action by the Trustees on this very difficult problem. Every week brings us additional information as to cuts in income for next year, and it is going to be very difficult indeed for the Founders to discover income to meet even the most modest requests from the field.

Very cordially yours,

B A GARSIDE

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TRANSFER  
Nanking

INDEXED

June 7, 1952. #2

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

I am enclosing herewith copies of letters I have just received from the Rockefeller Foundation stating that they have appropriated G. \$2,421 to cover the University Hospital's losses on exchange in 1950-51.

We are keenly disappointed that the Foundation was unable to appropriate the entire amount we requested approximately G. \$5,000, but we are grateful that they have at least given us this \$2,241 assistance. In these days gifts of any kind are so few and far between that we rejoice to obtain even half what we have asked for.

I am requesting the Foundation to send us this G. \$2,421 at once, and undoubtedly they will be remitting it within a few days. Since our Hospital account shows a substantial deficit on the current fiscal year, we will keep this G. \$2,421 on hand until you send us any other instructions you may have in regard to it.

Very cordially yours,

BAG:PC  
Enc.

B A GARSIDE

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COPY

THE ROCKEFELLER FOUNDATION  
61 Broadway, New York

TRANSFER

June 3, 1932.

My dear Mr. Garside:

I have the honor to inform you that at a meeting of the Executive Committee of the Rockefeller Foundation held June 3, 1932, the following action was taken:

RESOLVED that the sum of Two thousand four hundred twenty-one dollars (\$2,421) be, and it is hereby, appropriated to the University of Nanking Hospital in consideration of the University's losses upon 1930 and 1931 payments of Appropriation CM 2763 due to depreciation in Chinese currency.

Very truly yours,

(Signed) Norma S. Thompson

Secretary

Mr. B. A. Garside,  
Nanking University,  
150 Fifth Avenue,  
New York City

NST:B

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TRANSFER

THE ROCKEFELLER FOUNDATION  
61 Broadway, New York

June 6, 1932.

Dear Mr. Garside:

Enclosed herewith is official notice from Mrs. Thompson, Secretary of the Rockefeller Foundation, concerning action taken by the Executive Committee appropriating \$2,421 to the University of Nanking Hospital to make up the losses from exchange on the Foundation's grant for the years 1930 and 1931.

The officers of the Foundation do not feel that such losses can be given consideration for a longer period as similar requests from other institutions have not been considered for a period prior to 1930.

Sincerely yours,

(Signed) W. S. Carter

Mr. B. A. Garside,  
Nanking University,  
150 Fifth Avenue,  
New York City.

WSC:H

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**TRANSFER**

Nanking

INDEXED

June 8, 1932.

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

I have just received from Dr. S. J. Corey a long delayed reply to the inquiry I sent him some weeks ago as to the plans for Dr. and Mrs. Slater during the coming year. He states that due to the financial conditions of the U. C. N. S., it will be impossible for Mr. and Mrs. Slater to return to China this year. He expresses the hope that they may be able to go out next year, but a conversation I have recently had with Dr. Alexander Paul seems to make even this hope a somewhat remote one.

I am sorry that this word has so long been delayed, though I suspect that you have long since ascertained from other sources that Dr. and Mrs. Slater are not planning to go to the field this year.

Very cordially yours,

B A GARSIDE

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA



June 8, 1932.

*ack. 7-18-32*

Mr. B. A. Garside,  
China Union Universities,  
New York.

INDEXED

Dear Mr. Garside:

Mr. and Mrs. Buck have decided to employ Miss Adaline Bucher for their personal secretary for the year commencing June 16, 1932, and as they will be on furlough they are arranging to have Miss Bucher go with them to America. It has seemed best to us all to have the contract given from the University of Nanking, and to have Miss Bucher on the same basis as all Western supported staff members. The plan now is to try Miss Bucher for one year and if the position proves to be mutually acceptable, to have her return to China when the Bucks return from furlough in the summer of 1933.

Miss Bucher has been employed as secretary for the United Christian Missionary Society in their local office, and has been in Nanking for about eighteen months. Her work is very acceptable to both Mr. and Mrs. Buck, and we feel it will be a definite contribution to the University to have this arrangement.

*See "Bucher, Miss Adaline" 6/8/32*

I am enclosing a copy of the contract which has been signed by Dr. Chen together with a copy of the letter from Mr. and Mrs. Buck, who will be responsible for all funds required to support Miss Bucher. They will undoubtedly prefer to pay the money to your office at stated times, and have you make the usual monthly payments for salary to Miss Bucher. Will you please arrange to send the following to Miss Bucher's home:

1/2 month salary for June	Gold \$40 00
July salary	<u>80 00</u> \$120 00

Her address is:

Miss Adaline Bucher,  
1637 Third Street,  
Madison, Illinois.

She will notify you directly concerning her address beginning August 1st and you will then be able to arrange for her salary monthly. She will probably reach home sometime during July and expects to spend a little time with her family before starting her work for Mr. and Mrs. Buck.

In order to have our records complete in the office, please record that all reports from the field etc. should be sent to Mrs. Charity E. Bucher, 1637 Third Street, Madison, Illinois. This is for the permanent records.

Miss Bucher will need clergy certificates, and we are enclosing the application blanks for both western and eastern certificates. We will give her a certificate to use for her trip home, but if you will have these certificates secured and mailed to the above address I shall appreciate it.

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## TRANSFER

In case this year of trial proves to be satisfactory, Miss Bucher will wish to share in the insurance policy now in force for the University staff members. In her case, she will pay 5% and Mr. and Mrs. Buck will pay the other 5%. We have wondered if it might be possible to have an arrangement whereby it could be retroactive from July 1st, 1932 but not to be definitely arranged until after this year was over. There is ample time to make this adjustment, but I am bringing it to your attention at this time. Probably you will wish to ~~take~~ make it up with both Miss Bucher and Mr. and Mrs. Buck. I am sure you will see them after they reach New York and can talk it over at that time making any necessary arrangements.

I believe this covers the matter for the present. In case there are any questions you may let me know or wait and discuss them directly with Mr. Buck when he arrives in New York. They will be home sometime this summer, and undoubtedly will be in New York by early fall.

Sincerely yours,

*Elsie M. Priest*

copy Mr. Buck

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# TRANSFER

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Nanking

*with Mrs. Owen's letter 6/9/32*

3 Ping Tsang Hsiang, Nanking,  
June 3, 1932.

President Y. G. Chen,  
The University of Nanking,  
Nanking.

Dear Dr. Chen:

In accordance with your agreement to employ Miss Adaline Bucher as our secretary for a period of one year, we agree to pay to the University of Nanking for Miss Bucher her salary at the rate of eighty dollars gold per month and one-half medical and oculist bills.

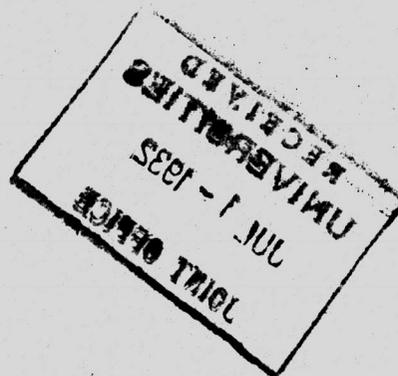
We are making arrangements directly with Miss Bucher for her travel during the year and for her room rent in America.

Please find enclosed two copies of the signed agreement.

Sincerely yours,

John Lossing Buck (signed)

Pearl S. Buck (signed)



0444

TRANSFER



3 Ping Tsang Hsiang, Nanking,  
June 3, 1932.

President Y. G. Chen,  
The University of Nanking,  
Nanking.

Dear Dr. Chen:

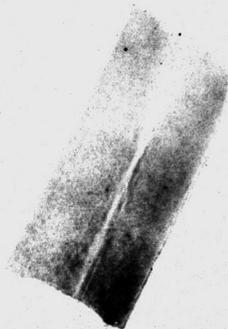
In accordance with your agreement to employ  
Miss Adaline Bucher as our secretary for a period of one year,  
we agree to pay to the University of Nanking for Miss Bucher  
her salary at the rate of eighty dollars per month and one-  
half medical and dental bills.  
We are making arrangements directly with Miss Bucher for  
her travel during the year and for her room rent in America.  
Please find enclosed two copies of the signed agreement.

Sincerely yours,

John Lossing Buck (signed)

Pearl S. Buck (signed)

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA



TRANSFER

(3) Dear Mr. Garside // Has anything been done about evacuation  
expenses? Miss Anderson is feeling very badly treated as  
Miss Lee has been given her expenses from government funds.  
If at all possible I wish you could arrange it. // As  
far as she is concerned I wish it takes more money  
to live when one is twenty five you know!

Sincerely yours,

Elaine M. Priest

June 9, 1932. #2

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*Mr. B. O. Yarnall*

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**TRANSFER**  
UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA



June 9, 1932. #3

*R. S. Baker*  
*ms 7 series*

Mr. C. A. Evans,  
China Union Universities,  
New York.

My dear Mr. Evans:

Reply to your letter of May 13th regarding requisitions  
No. 5887 and 5811:

On December 9th we sent No. 5811 covering "L-Baker, R.S.; Woodrow Wilson and world settlement." (second-hand) expecting the set of three volumes, but only Volume III was sent or billed to us. You forwarded the invoice from Doubleday, Doran & Co., calling for G\$8.20 on the February statement. For this reason requisition No. 5887 was forwarded asking for volumes I and II. Perhaps we are mistaken and Volume III is the only book of this title. It seemed to be the opinion of the professor who ordered the title that it was a complete set of which Volume III was a part. We do not wish to have a duplicate copy of Volume III and stated that point on the requisition. Please look it up and see what the title covers.

In reply to your letter of May 13th regarding the Hellige, Inc. account: On May 13th we sent a check clearing this account, so it has been paid twice. Will you please secure a refund? Inasmuch as we sent them a second order on March 24th, No. 6536 - and there was delay on account of one point in the order, it may be that you have not cleared the account and can make the necessary adjustment with them. The item you paid without a requisition was a replacement and it was delayed for one reason and another while Mr. Steward had it checked up carefully. He gave the word finally to clear the account and we did so immediately.

We have adopted the principle whereby we do not pay any bill if the original request was given that the account was to have been forwarded to your office for payment. Many times invoices and letters come to us but in every case we refer them back to you. In this way we avoid duplication and it may be the only safe way to follow for both offices. There are items that are purchased directly and for these items we send our check or draft from here. This is particularly true of items purchased in Europe.

Sincerely yours,

*Clara M. Christ*

JUL 11 1932

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0449

TRANSFER

COPY

UNIVERSITY OF NANKING  
Nanking, China



INDEXED

June 17, 1932. #1

National Savings and Trust Company,  
Washington, D. C.

Gentlemen:

In checking over our accounts for our fiscal year ending June 30th we do not find that we have received payment for the item of G. \$1,100.00 authorized in Minute No. 187 of the meeting of the China Famine Fund Committee held April 24, 1931 and reported to you on December 1, 1931 by Mr. Rawlinson. In Mr. Rawlinson's letter he asked you to remit to the University of Nanking from the Yenching University funds as early as possible. In case this item has been overlooked, may we request that it be paid as soon as possible in order that we may clear the account from our records?

Very truly yours,

(Signed) Elsie M. Priest

Field Treasurer.

*original to Mr. Baird  
7/14/32*

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UNIVERSITY OF NANKING

OFFICE OF THE TREASURER

NANKING, CHINA

June 17, 1932. #2

ack 7-13-32

Nanking

Mr. B. A. Garside,  
China Union Universities,  
New York.

Dear Mr. Garside:

INDEXED

For your information and files we enclose a copy of the minutes of the tenth annual meeting of the China Famine Fund Committee. This meeting attended to the routine matters, but did not take up in detail the matter of re-allocation of the funds. Now that Mr. Patton has returned to China we expect the final meeting to be held the first of next week.

I am also enclosing a copy of the letter sent to the Trustee by Mr. Rawlinson and a copy of his letter addressed to this office. We are sending the National Savings and Trust Company our usual request except that we are closing the account in March instead of May in accordance with Mr. Rawlinson's suggestion. The copy of this letter is also attached as well as copies of the budgets.

Under the present arrangement the University of Nanking presents the budget for Yenching University -- makes it out entirely as far as that is concerned - but has no jurisdiction over the control of expenditures except as we appeal to the loyalty of our own men at Yenching. From the treasurer's point of view it is most unsatisfactory and except that we realize this may be the last year we would protest most vigorously. You will note the special item of Gold \$485. to be paid to the Jefferson Academy at Tunghsien. Dr. Galt has promised this money and we have his signed statement to that effect so we felt it was a moral obligation that could not be overlooked. We are writing to the treasurer at Yenching University asking him to pay this money to Mr. Hunter at the earliest possible date. Meanwhile I presume you will hear from Yenching treasurer and can promptly adjust the matter.

Unless I have overlooked the item somewhere I do not find that you have paid the University of Nanking the item of G\$1,100 authorized by the China Famine Fund Committee from Yenching University accounts. We went to a good deal of trouble to have it adjusted satisfactorily last fall securing all the necessary documents, and I assumed that you would adjust the matter promptly. Now it is nearly the close of the year and we do not wish to carry forward such an item for a second time. Therefore, I am drawing a draft for G\$1,100.00 to complete this transaction. For your further information a copy of the letter authorizing this payment is enclosed. Of course you have a copy in your files but this will enable you to adjust it immediately.

This will clear the famine funds accounts for another year. Any balance on hand July 1st should be carried forward to become part of the appropriation for 1932-33 as usual.

Sincerely yours,

Elmer M. Priest

P.S. I enclose a letter for the Natl Sav & Trust Co. in case you desire one from the files re. 1100.

0451

# TRANSFER

June 17, 1932.

National Savings and Trust Co.,  
Washington, D. C.

Gentlemen:

The Tenth Annual Meeting of the China Famine Fund Committee was held on May 31st and the budget of the University of Nanking was approved, authorizing us to use Mex. \$145,730 00 , or not more than Gold \$40,000 00.

In accordance with the letter of June 6th sent to you by Mr. Frank Rawlinson, acting secretary of the China Famine Fund Committee, will you kindly make remittances as usual on the following dates:

August 1, 1932	G\$10,000 00
October 1, 1932	10,000 00
January 1, 1933	10,000 00
March 1, 1933	<u>10,000 00</u>
	G\$40,000 00

These payments should be sent to Mr. B. A. Garside, Asst. Treasurer, University of Nanking, 150 Fifth Avenue, New York City.

Following our usual custom any adjustments on account of unused balances or exchange gains will be made at the time of the final payment for the year - March 1, 1933. We are using the March payment as the final one at the suggestion of the Committee inasmuch as the present trustee agreement expires at the end of March 1933.

Very truly yours,

Field Treasurer.

cc. Mr. Garside.

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**TRANSFER**  
COPY

The China Famine Fund Committee, Shanghai

June 6, 1932.

National Savings & Trust Company,  
Washington, D. C.

My dear Sirs:

You will find enclosed a copy of the minutes of the Annual Meeting of the China Famine Fund Committee held in Shanghai on May 31st, 1932. These minutes include #199 through #214. Will you kindly note in particular item #209 which authorizes the payment to the University of Nanking of the sum of Mex.\$145,730 as expressed in the following resolution:

*authorizing the trustee*

"Resolved, that the total amount of the Budget as presented by the University of Nanking for the period of one year ending June 30, 1933, in the amount of Mex.\$145,730, be approved and the Secretary be instructed to address a letter to the Trustee to pay to the University of Nanking, as and when required and available, its proportion of the income accruing up to June 30, 1933, and of amounts out of the principal in so far as may be necessary to realize the sum of Mex \$145,730 (the proportion due from trust funds ) but not to exceed Gold dollars Forty Thousand (G\$40,000), and that a copy of said Budget be attached to and made a part of the minutes of this meeting."

Further please note as regards the Yenching University item #211 authorizing the payment of Mex \$18,000 and gold \$2,485, the minute reading in full as follows:

"Resolved, that the total amount of the Budget as presented by Yenching University for the period of one year ending June 30, 1933, in the amount of Mex. \$18,000 and Gold \$2,485, be approved and the Secretary instructed to address a letter to the Trustee authorizing the Trustee to pay to Yenching University, as and when required and available, its proportion of the income accruing up to June 30, 1933, and of amounts out of the principal in so far as may be necessary to realize the sums of Mex \$18,000 and Gold \$2,485, but not to exceed Gold Dollars Eight Thousand Nine Hundred and Twenty-five (Gold \$8,925), and that a copy of said Budget be attached to and made a part of the minutes of this meeting."

Yours respectfully,

(Frank Rawlinson)  
Acting Secretary

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# TRANSFER

COPY

The China Famine Fund Committee  
Shanghai

December 1, 1931.

National Savings and Trust Company,  
Washington, D.C.

My dear Sirs:

In my letter of May 20th authorizing you to pay certain funds to the University of Nanking and Yenching University I overlooked reference to a special appropriation contained in Minute #187 of the Annual Meeting held April 24, 1931, as follows:

"It was moved, seconded and duly voted that Gold \$1,100 be paid out of unexpended balances and/or gains in exchange occurring in the Budgets of Yenching for the years 1930-31 and 1931-32, towards the salary of Prof. C.H. Myers in view of the fact that Prof. Myers spent about two months in studying the situation at Yenching University and making recommendations on the program of cooperation between Yenching University and the University of Nanking."

While this resolution refers to Yenching University, inasmuch as the work is under the general control of the University of Nanking the money referred to must be paid to the University of Nanking. Will you please therefore pay to the University of Nanking the above sum at as early a date as possible.

Yours respectfully,

Frank Rawlinson,  
Acting Secretary.

cc: Miss Elsie Priest.

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**TRANSFER**  
COPY

The China Famine Fund Committee

June 6, 1932.

Miss Elsie M. Priest, Treasurer,  
University of Nanking,  
Nanking.

My dear Miss Priest:

I enclose herewith a copy of the minutes of the Annual meeting of the China Famine Fund Committee held in Shanghai on May 31st, 1932, together with a copy of a letter sent to the National Saving and Trust Company instructing them to act in accordance therewith in payment of the appropriation according to the budget as accepted by the committee.

I have to draw your attention to the fact that the present trust agreement expires at the end of March 1933. At its meeting the China Famine Fund Committee adopted a budget which includes the period ending June 30, 1933. You will not be able to draw money from the Trustee on the basis of the present trust agreement after the end of March 1933. You had better, therefore, take steps to draw all funds authorized before the end of March or such other steps as you deem wise under the circumstances.

On behalf of the China Famine Fund Committee I wish to draw your attention to the fact that at the annual meeting the Committee did not discuss at any great length the question of the final allocation of the fund. It was decided, however, that all material and suggestions relating thereto, which had come in to the Acting Secretary, should be held over for consideration at a special meeting in consultation with Mr. Patton.

Yours sincerely,

(Frank Rawlinson)  
Acting Secretary.

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

*Ack  
copy to [unclear]*

**TRANSFER**



June 21, 1932. #1

*ack. 7-20-32*

**INDEXED**

Mr. B. A. Garside,  
China Union Universities.

Dear Mr. Garside:

In accordance with the proposal made some time ago the Board of Directors approved of the absence from the field for four months for Miss Van Vliet who wishes to spend the summer at home. She is to have one month's salary - the equivalent of her vacation, but the other three months will be without salary. She sails for home June 28th on the President Taft. Therefore, please pay her July salary as usual to her bank, but cancel the August, September and October payments, beginning the usual payment again November 1st. As far as the insurance is concerned, if you will pay it each month and then deduct the whole from her November salary I think it will be satisfactory to her.

The final meeting for the re-allocation of the famine funds is to be held June 22d. We shall be glad to have it settled.

Sincerely yours,

*Elmer M. Priest*

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA



*Ack*

INDEXED

June 21, 1932. #2

*ack 7-20-32*

Mr. B. A. Garside,  
China Union Universities,  
New York

My dear Mr. Garside:

In accordance with the enclosed letter we have advanced Professor Weeks fifty dollars for incidental travel and expenses between Nanking and Berkeley, California. He will make the usual report to your office. You will note we have adjusted the overpayment from your office amounting to G\$65.75 in accordance with your advice. The Weeks left last night for Shanghai and sail on Friday for home. Due to the prevalence of cholera they are glad to leave China, but on the whole I think they have enjoyed the experience. Due to conditions beyond his or our control, it was not as valuable as we had hoped, but nobody could have foretold the war, evacuation etc.

Sincerely yours,

*Elaine M. Priest*

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# TRANSFER

June 13, 1932.

Dr. David Weeks,  
University

Dear Dr. Weeks:

In accordance with your request we have purchased a draft for G\$870 00 payable to the Dollar Steamship Lines to cover the following:

Cabin No. 148 on the Ss. "President Coolidge") For Mrs. Weeks and 3 children -- 3 tickets @ 215.	645 00
Either Cabin 149, berth P or 168, berth G: For yourself	<u>225 00</u>
New York draft enclosed.....	G\$ 870 00

We are allowing you the equivalent of first-class travel on the Pacific which we figure is equal to the following:

First class ticket on the Coolidge	G\$ 317 70
Plus advance for incidentals	<u>50 00</u>
Advanced from the University.....	G\$ 367 70
Less adjustment per letter Apr. 30th	<u>14 07</u>
University share.....	G\$ 353 63
We filled out your draft for the bal.	<u>516 37 870 00</u>

In accordance with our usual custom will you kindly send in a report of the expenses incurred on the trip for which the University is responsible, and make the necessary adjustment with Mr. B. A. Garside, China Union Universities, 150 Fifth Avenue, New York City. We are writing to him today advising him that the former account and overpayment of G\$65.75 has been adjusted on the field and that we are this date advancing you fifty dollars to cover incidental expenses from Nanking to Berkeley, California. Our regulations allow for ten gold dollars for tips on the boat for each person.

We hope you may have a pleasant voyage and will find the six months spent in Nanking an interesting memory. We have given you about the maximum of excitement during the period you have been here!

Sincerely yours,

Elsie M. Priest, Treasurer.

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER June 25, 1932.

ack 7-20-32

Mr. B. A. Garside,  
China Union Universities,  
New York.

Nanking

INDEXED

Dear Mr. Garside:

You are already familiar with the proposal for the return to China for work in the University for Mr. and Mrs. Charles H. Riggs, who were originally appointed under the American Board to the College of Agriculture and Forestry.

On the 18th we sent a cable to your office addressed for Mr. Reisner as follows:

"The expenditure you suggest is authorized - the balance required (for) salary Riggs assuming that (he) will be supported by American Board as soon as possible. They must arrive by first to fifth of September. Y. G. Chen and K.S.Sie."

We knew this would be clear to Mr. Reisner who could explain the whole situation to you.

Dean Sie has written a letter to Mr. Riggs explaining the whole matter and stating clearly exactly the amount that we understand is already available. We do not know the ages of the children so have had to estimate the amount from the University, but believe this will be approximately correct. It is understood that this expenditure will be covered from Famine Funds, and is already budgeted under "instructional staff not secured" so all charges should be made to this fund.

In thinking it over we decided that it would be a good thing to have the American Board informed very carefully of this transaction and if possible secure their cooperation. It is understood that they cannot support the Riggs' family this year or send them to China, but other funds are being secured for this matter. In the past it has seemed best to have the staff member considered a regular member of his own board with the support secured from other sources temporarily and in view of the long service under that board, I think this is the wisest plan for the Riggs' family if the Board agrees to the arrangement. Then, just as soon as possible they will assume the support, releasing these special funds and University funds. In line with this plan, Dean Sie has written a letter to Mr. Fairfield, Secretary of the American Board, but it seemed best to me to send to you and ask you to transmit it to Mr. Fairfield. We enclose a copy for your files as well. In this way we are are not dealing directly with any Mission Board, without your knowledge. However, we shall appreciate having you forward the letter promptly together with any supporting statements you are able to add.

There is a question in my mind as to the basis of salary for the Riggs' family, but as long as they are supported in part by the University I presume they must be considered under the University basis. It seems

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TRANSFER

6-25-32

Mr. Garside - 2

to me quite possible that any retirement scheme that may be in force the the American Board or such other special allowances, will still be granted to Mr. Riggs. We would not wish to take over this type of support or obligatbn as we could hardly afford to do so. Please make the arrangement as seems best under the circumstances, only please be sure to guard the point about having the American Board resume the support of the Riggs' family at the earliest possible date.

You will note we are asking them to travel second or tourist class from either Vancouver or Seattle, preferably Seattle probably for them. As most missionaries are traveling this way these days I do not think it will be a great hardship. Also please note that we are advancing only travel in addition to the item of Gold \$1,000.00 guaranteed for this purpose. I do not think it will be very much more than one thousand if they travel on tourist class at G\$185 00 per ticket.

Please advance to Mr. Riggs an additional amount sufficient to enable him to go to Berkeley, California for a conference with Dr. Weeks. As Dr. Weeks has just completed six months work in the field of irrigation and drainage, we feel that Mr. Riggs had better link up his work from the point where Dr. Weeks left off and thus save a lot of preliminary study over the same ground. We shall expect to be responsible for this trip, but please urge Mr. Riggs to be sure and take it as it seems of greatest importance to Dean Sie and the other staff members. This is also from Faine Funds.

I think this is quite clear, and hope this letter will be in your hands not later than July 15th to 18th so plans can be made to have the Riggs' family here for the opening of school. It is always difficult to have faculty members coming in late and we like to avoid it if possible. In case there is any radical change in plans, please be sure to cable us. Otherwise we shall be expecting a letter giving us the date of arrival for the Riggs' family. This is very important as we need to arrange for temporary entertainment until their house is ready. With a family of six it is not always easy.

Sincerely yours,

*Elmer M. Pruitt*

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**UNIVERSITY TRANSFER BANKING**  
**COLLEGE OF AGRICULTURE AND FORESTRY**  
NANKING, CHINA



June 25, 1932.

Mr. Wynn C. Fairfield, Secretary,  
American Board of Commissioners for Foreign Missions,  
14 Beacon Street,  
Boston, Mass.

Dear Mr. Fairfield:

We were much disappointed to learn that it would not be possible for your Board to send Mr. and Mrs. Charles H. Riggs to Nanking as your representatives on the faculty of the College of Agriculture and Forestry this fall. We have been looking forward to the new relationship with your Board and hope financial conditions may improve more rapidly than now anticipated in order that our original plans may be carried out.

Undoubtedly you have heard from Mr. Riggs and Mr. Reisner in regard to the proposed arrangement for Mr. and Mrs. Riggs in order that they may return to China for work in the University of Nanking this autumn. From letters we have received we understand that Mr. Riggs will be able to secure part of his support from personal friends, and in response to the recommendation from Mr. Reisner we have cabled that the University of Nanking will pay the balance of Mr. Riggs' salary, estimated at Gold \$1,100.00, until such time as it is financially possible for your Board to continue his support. We realize that there are certain privileges granted from the Board in the way of allowances for retirement, etc. and that we would not like to have Mr. Riggs lose by this arrangement, and assume that you will consider this temporary aid from the University in the same way that a gift to the Board would be considered.

We feel that Mr. Riggs is greatly needed in the field of farm machinery and although the University is facing definite shortages, we are willing to make this effort to have Mr. Riggs on the staff this fall. It seems unwise to us to allow a year or more to elapse between the time Mr. Riggs completes his work at Cornell and his return to China as we realize he will necessarily have to secure another position to support his family and it might be difficult for him to leave later.

Inasmuch as the American Board appointed Mr. Riggs to the University last year, we know that you realize the importance of this phase of agricultural work and recognize the need at the present time. This particular field has not been given the emphasis it should have received and we are most anxious

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# TRANSFER

Mr. W. C. Fairfield -2-

6/24/32

to have the work started at an early date. Therefore, we are assuming the obligation for the necessary amount until such time as your finances permit you to resume the support of Mr. and Mrs. Riggs. We know that this will be done at the earliest possible date inasmuch as they have been missionaries of your Board for so many years.

We are looking forward to having the Riggs family on our campus, especially as they will be the link in our new relationship with your Board.

Sincerely yours,

KSS:A

K. S. Sie, Dean

cc-BAG  
JHR

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**TRANSFER**

**UNIVERSITY OF NANKING**  
**COLLEGE OF AGRICULTURE AND FORESTRY**  
NANKING, CHINA

June 25, 1932.

Mr. Charles H. Riggs,  
119 York Street,  
Ithaca, New York.

Dear Mr. Riggs:

We have received letters from Mr. Reisner, Mr. Chang and Mr. Hsu in relation to your return to China this autumn for work in the University of Nanking. In response to the suggestion made in the letters, we sent a cable to Mr. Reisner as follows:

"The expenditure you suggest is authorized - the balance required (for) salary Riggs assuming that (he) will be supported by American Board as soon as possible. They must arrive by first to fifth of September.  
Y. G. Chen and K. S. Sie."

Undoubtedly you have heard from Mr. Reisner or Mr. Garside, secretary of the China Union Universities, and arrangements are being made for your return to China in order to be on the campus for the opening of the fall semester, September first. Classes are scheduled to commence on September 4th.

In order that the arrangement may be clearly understood by all of us, I am writing to give you the details as we understand them according to the letters received from Mr. Reisner. Your salary will be secured from the following sources:

Endowment of \$10,000	G\$ 500.00	
Cornell-in-China	500.00	
Personal friends	250.00	
Community church at East Lansing	<u>250.00</u>	1,500.00
Unsecured but authorized by the University, approximately		<u>1,100.00</u>
	G\$	<u>2,600.00</u>

We do not have the ages of your children so we cannot estimate exactly the amount of your salary, but from the letters assume that it will be approximately this amount. The University basis for salary and allowances is as follows:

"Single members G\$960 per year, married members G\$1,800 per year:- these salaries to be paid either in United States currency or in local currency, as the staff may elect. When paid in local currency the rate of exchange shall be the current rate except that the University will guarantee a minimum rate of two to one on such part of salary as is spent on the field. Salary begins on the date of sailing.

0465

# TRANSFER

Mr. Riggs: -2-

6/25/32

## Children's allowances:

<u>Age</u>	<u>Amount per year</u>
Up to five years inclusive	U.S. \$100 or Mex. \$200
Six to thirteen years, inc.	" 200 or Mex. 400
Fourteen years to college age	" 250 or Mex. 500
In college, but not beyond 21st birthday	" 300 or Mex. 600

## Residence

The University will supply residences and keep them in repair."

Mr. Garside will give you the full schedule for University supported staff members.

It occurs to us that in view of your many years of service under the American Board, you may wish to have some arrangement whereby certain of your privileges in relation to retirement allowances, etc. are continued by the Board. We would prefer to have an arrangement made that was of a temporary nature to be treated on the basis of a "gift" to the American Board with the definite understanding that they would assume full support for you and your family at the earliest possible date. With this in mind, we have written a letter to Mr. Fairfield, and enclose a copy for your information. In other words, we are anxious to have you on the field by September of this year and in order to make this possible, we are assuming obligation for part of your support.

From one letter we have received it was mentioned that you could secure from friends at Columbus about one thousand dollars for your return traveling expenses. If you arrange to travel by tourist class on either the Seattle or Canadian Pacific Steamship boats from Vancouver, we feel that you will be able to make a considerable saving, and will not require a great deal more than this amount. However, we wish to make it clear in this letter that we are willing to pay the amount required over the \$1,000.00 to cover your traveling expenses. I understand you can secure the best rates from either Seattle or Vancouver.

Before you leave for China we wish you to have a chance to talk with Dr. David Weeks of the Department of Agricultural Economics, University of California, Berkeley, California. Their home address is 1504 Le Roy Avenue, Berkeley, California. Dr. Weeks has spent the past semester at the University of Nanking and has given much time to the study of our irrigation and drainage problems. We feel it would be most valuable for you to have an opportunity to talk with him and secure his advice concerning the best method of meeting the problems. Will you please arrange your schedule in order to enable you to go to Berkeley before you sail and have this conference with Dr. Weeks? We shall arrange for the extra expenses involved in this trip, especially as it may mean that you will have

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Mr. Riggs -3-

# TRANSFER

6/25/32

to leave your family in Seattle and go to Berkeley for a few days from there. We are asking Mr. Garside to advance you some funds to cover this trip in addition to anything that may be required for your regular traveling expenses.

We are very glad to know that it will be possible for you to join our staff this autumn and can assure you of a warm welcome. The members of the staff are much interested to know the ages of your children and to make arrangements for them in the Hillcrest School. When you let us know the date of your arrival, please give us the names and ages of the children. If you have further questions about your life on the University campus, I am sure either Mr. Chang or Mr. Reisner can help to answer your questions.

With the pleasant expectation of seeing you in the early fall and kindest personal regards, I am,

Sincerely yours,

KSS:

K. S. Sie, Dean

cc-JHR  
BAG

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387352 (POSTMARK OF)

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POSTMASTER, per \_\_\_\_\_ (MAILING OFFICE)

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Form 3886 (Rev. 7-1-29)

05-6852 U. S. GOVERNMENT PRINTING OFFICE: 1929

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TRANSFER

*over*



INDEXED

Nanking

June 27, 1932.

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China.

My dear Miss Priest,

I am enclosing herewith the following material in connection with the closing of our Nanking accounts on June 30, 1932:-

- Trial Balance, June 30, 1932.
- Statement of Disbursements on Directors Budget during June
- Cash Statement for the Month of June
- Budget Analysis as of June 30, 1932.
- Various Invoices
- Copies of Journal Vouchers No. 242, 244, 245, 246, 247, 248, 249.

This will take up such items in connection with our closing as seem to require special comment.

(a) Current General, and Agriculture and Forestry. Within Class A funds, the Trustees appropriated, in the manner and the amount requested by the field, the sum of L.C.\$73,500.00 (action No.B.F.-568 (b), plus two-thirds of the gain on exchange on the funds transmitted within Class A(BF-804)

At the present time it is quite impossible for us to determine from the information available here in New York just how we are coming out on this appropriation. Nanking is the only one of our six universities where we now come to the end of the fiscal year without knowing exactly where we stand, so I hope we can in time work out a more systematic procedure between our two offices, but for the present we must wait for word from you before we can finally close our 1931-32 accounts.

I list below the items of expenditure within these accounts, indicating the information we need before we can make any final statement as to the 1931-32 accounts:

Item	Amount		Known Gain on Exchange	Remarks
	Gold	L.C.@2.10		
31 (a) Directors' Current Requisitions paid in U.S.A.	4,358.08	9,141.47		No gain unless for L.C. collections on purchases Do not know whether or not any gain on exchange
Drafts-#194	218.45	458.75		

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Miss Priest -2

June 27, 1932

Item	Amount		Known Gain on Exchange L.C.\$	Remarks
	Gold \$	L.C.@2.10		
Drafts-#201	315.00	661.50		Do not know whether or not any gain on exchange
#217	3,600.57	7,561.20	8,438.80	L.C. proceeds of draft reported
Deposits, H.H.				Do not know whether or not any gain on exchange.
Love Acct.	2,100.00	4,410.00		Gain on all of these funds converted into L.C.\$
Deposit in Central-Hanover	7,500.00	15,750.00		Gain depends on rate charged grads.
Diplomas,	490.00	1,029.00		
Transferred from				
Hospital	38.80	81.48		No gain
Gift on Field for				Gain is difference between L.C.\$210 and proceeds of this remittance
Hospital	100.00	210.00		
Rent check returned	.48	1.00		No gain
	<u>18,716.58</u>	<u>39,304.40</u>	<u>8,438.80</u>	
Less credits:-				
Refund, 1930				Refund on exchange depends on rate charged graduates
diplomas 56.25				
Due field,				No gain or loss on exchange
1930-31. 8.15				Any adjustment depends upon rates used by field
UCMS, 3				
drafts <u>23.41</u>	<u>37.81</u>	<u>134.40</u>		
	<u>18,629.57</u>	<u>39,120.00</u>		
41 (b) Agri. & Forestry	2,002.57	4,205.40		Chiefly salary and purchases in gold. Probably no gain on exchange
31.1 Salaries	4,055.00	8,515.50		No gain, unless on L.C. adjustments with staff, probably none then.
31.2 Advance, Hospital acct.	2,016.94	4,235.57		Gain on exchange equals difference between LC\$4,235.57 and amount charged hospital.
32 Library	<u>1,940.71</u>	<u>4,075.49</u>	<u>8,438.30</u>	Purchases in gold, probably no gain
	<u>23,643.79</u>	<u>60,157.98</u>		

The above rather detailed summary of our Class A disbursements seems to be necessary in order to arrive at any exact information as to how we stand on the exchange situation. Before I can close my accounts here, I need to know just how much local currency this G.\$28,643.79 actually produced, using 2.10 for payments in gold, and the actual rate for all sums converted into silver. I hope, therefore, that in spite of your innumerable other duties, you can send us this information quite soon.

Once this figure is available, we can quite easily figure the exchange gain to which the field and the trustees are entitled, as follows:-

On the field:- Total proceeds of above G.\$28,643.79 less L.C.\$73,500.00 gives gain on exchange on field. You are entitled to keep two-thirds of this difference. We request that you credit the remaining one-third as an advance by the trustees toward the 1932-33 budget, notifying us of the amount.

In New York:- L.C.\$73,500.00 at 2.10 is equivalent to G.\$35,000.00. The difference between G.\$35,000.00 and the amount disbursed, G.\$28,643.79, is G.\$6,356.21. Assuming that the amount disbursed to the field has already produced L.C.\$73,500.00 or more, this G.\$6,356.21 is the gain on exchange remaining in New York. If you find this assumption correct, you are therefore

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June 27, 1932

authorized to draw on us at three days the sum of G.\$4,237.47, this being two-thirds of G.\$6,356.21. Please inform us of the amount of local currency produced by this amount, so we will be able to report to the trustees exactly how much your gain in exchange amounted to in 1931-32.

This year our books have shown a distinction between general university and agriculture and forestry, but since I understand that you do not maintain this distinction on the field we are simplifying our records, and bringing them into accord with yours, by including agriculture and forestry with general university after July 1st, 1932.

Within Class B funds of General University, and Agriculture and Forestry accounts, most items have come in, and been disbursed to the field, as forecast when the budget was set up. You will note that there has been some shrinkage in Mission Board Grants for Cash Vacancies. The reduction by the Presbyterian Board is due to the fact that they are taking all available funds in these two vacancies from the beginning of their fiscal year April 1, 1932 to finance the outgoing expenses of the Penns and the Wheelers. The U.C.M.S. drop is due to the depression, and probably cannot be recovered. Mr. Dwight H. Day has been seriously hit, like nearly every body else, by the present hard times, and probably will not be able to pay the last half of his pledge toward the field treasurer's salary.

In accordance with the procedure we followed last year, we have charged under Class B such portion of the field treasurer's salary as was received from special sources, including \$240.00 gold from famine funds, (a total of G.\$545.00 in all) and have charged the rest under salaries in Class A. If this is not correct, please inform us.

You will note that the following is due you from Class B funds. You are authorized to draw on us for these amounts, less any drafts you may already have drawn, or we will deposit them to the credit of your account at the Central Hanover. If drafts are drawn, please indicate the accounts to be charged:-

Cornell-in-China	G.\$900.62
<del>H.Y.I. for Garsteers</del>	<del>1,000.00</del>
H.Y.I. for Chinese Depts.	4,926.41.

Of course all gain in exchange on these Class B funds belongs to the field.

(b) Famine Funds. We have closed these out on the basis of actual receipts and disbursements, and have carried forward the balance in hand to the new year.

(c) Hospital. Theoretically the Trustees would be entitled to one-third of any gain in exchange on Class A funds here, but since our disbursements in gold are well in excess of receipts in gold, this does not apply.

You will notice that we have combined Class A and Class B receipts and disbursements in making our closing entries. When this was done, our books showed a deficit of G.\$2,016.94. In accordance with your letter of April 13th, 1932, we charged this against your current general account, leaving you to make the necessary adjustments on the field. At

Miss Priest -4

June 27, 1932

the same time, we have used all available balances in current general and in agriculture and forestry, remaining from last year or previous years, to apply against the hospital deficit for 1931-32. This in accordance with your letter of April 13th, 1932. As I pointed out in my letter of May 17th, there is a part of this deficit still remaining (G.\$687.50) which can only be cleared by asking the Trustees for the reallocation of funds now assigned to the Retirement Reserve fund. The only other alternative would be to charge this \$687.50 to the 1932-33 current general account.

(c) Current Special. In the Current Special Section, we have on hand G.\$369.88 in scholarship funds. In January we authorized you to draw G.\$197.87 of this amount, the remainder has accrued since then. The details are as follows:-

<u>Scholarship</u>	<u>Authorized in January</u>	<u>Accrued Since January</u>	<u>Total Now on Hand</u>
Williams	G.\$28.12	G.\$24.44	G.\$52.56
Wood	28.12	24.44	52.56
Sherwin	<u>141.63</u>	<u>123.13</u>	<u>264.76</u>
	197.87	172.01	369.88

You are authorized to draw this G.\$369.88, less any portion already drawn, or else we will deposit it to your credit.

I hope that this will clear up all questions relating to the closing of our books on June 30th. I have received your letter of May 27th, and have kept in mind in the above discussion what you say as to the financial situation on the field and the need for gain in exchange voted by the Trustees. While there have been losses at a few points, we have on the whole closed the year in a much more satisfactory shape than we feared some months ago. However the prospects for 1932-33 are far from bright, and the long-threatened serious losses of income will then become a reality. We are still waiting for your 1932-33 budget estimates, and when they arrive will at once begin work on them.

Hoping you get a bit of vacation in spite of it all, I am

Very cordially yours,

BAG/G

Encls.

B A GARSIDE

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TRAILER



University of Nanking

June 28, 1952

INDEXED

Miss Elsie M. Priest  
University of Nanking  
Nanking, China

My dear Miss Priest:

Dr. Speer has kindly forwarded to me your letter of May 3rd. He has called particular attention to what you say as to Mr. Hoover's gift to the United Christian Missionary Society, and the possibility that the U.C.M.S. may be able to allocate \$50,000 of this amount to the completion of their endowment pledge toward the support of the University of Nanking.

Dr. Alexander Paul was in our office a few weeks ago and at that time we talked over at some length Mr. Hoover's gift to the U.C.M.S., and its possible availability to complete the Nanking pledge. I understood that the U.C.M.S. received only \$50,000 in all from Mr. Hoover, and that this was substantially less than the Society had hoped that he might bequeath to them. Dr. Paul seemed to think that because of this fact, and because the U.C.M.S. is now facing an extremely serious financial crisis, it is extremely unlikely that the Society will be able and willing to allocate \$50,000 of Mr. Hoover's bequest to complete the University of Nanking's pledge.

In his discussion of the subject, Dr. Paul made it clear that the U.C.M.S. has been raising some rather serious questions as to the nature and extent of its obligation both as to the principal of this \$50,000 endowment fund, and also as to the payment of annual interest until such date as the principal is paid. I understand that a number of the members of the Society feel that this obligation was assumed too lightly back in the days of pre-war prosperity, and that Dr. A. E. Cory and one or two others were over-enthusiastic and much too optimistic in urging the Society to undertake the obligation. The present period of economic stress creates a situation where all such problems and dissatisfactions come into the foreground for careful scrutiny.

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# TRANSFER

Miss Elsie M. Priest

-2-

June 28, 1952

I do not know whether there is anything our Nanking Board of Founders could or should do in regard to this possibility of having a part of Mr. Hoover's bequest allocated to the university, but I am suggesting to Dr. Speer the possibility that he might correspond informally with Dr. S. J. Corey on the subject.

Very cordially yours,

B A GARSIDE

BAG:W

Copy sent to Dr. Speer

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER



January 18, 1952.

ack 3-4-32

Mr. B. A. Garside,  
New York.

My dear Mr. Garside:

I do not wish to have another mail leave without sending this note to tell you how much I appreciate the work you have done to put the regulations for the staff into such excellent shape. Each member has been given a copy together with the actions taken by the Founders, and I am sure it will put on record a definite statement that we may all follow without question. The final decision for medical care was a little more generous than I had anticipated - as I felt each one should pay a proportion of their living expenses personally - but I am sure this decision was made after careful consideration and I am very glad to see that it is followed.

You will undoubtedly have "rumors" of the student trouble in Nanking. It has been rather difficult to manage them the past month or two. Finally, on Monday night over three hundred left for Shanghai to "persuade" the committee men - Chiang, Li and Yang - to return to Nanking. The seniors did not go but remained in school taking their examinations but except for the ones who were excused for medical or good reasons, the group went in spite of anything that could be done. It was evidently at the instigation of government officials, as the government put five cars at their disposal and urged them to go. The government is now deadlocked and unless something is done soon, it looks very discouraging. The plan is now to continue this semester for two weeks in February, having final examinations at the end and opening the new semester on the 17th to close July 8th. It makes a long year out in this way the time is largely made up.

Chinese

The administrators are very weary and have been meeting in hope that they would find a solution. Some of their meetings have lasted until early morning, and they are all very much in need of a rest. It is not easy to be in charge of any school work in China these days - especially in the capital.

Sincerely yours,

*Elmer M. Priest*

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0476

**TRANSFER**

**Nanking**

University of Nanking

January 19, 1932

*encl. 3/3*

Miss Elsie M. Priest  
University of Nanking  
Nanking, China

My dear Miss Priest

Bills have been received from the following publishing houses, Longmans, Green & Co. under Requisition #6361, and Dodd, Mead & Co. under Requisition #6862. We know there has been an oversight in not mailing copies of these requisitions to us, as of course we should have them in hand at the same time as the order reaches the publisher. We realize that you have been overburdened during these hectic days in China and can readily realize how such a thing could occur.

Saturday night I was ready to jump into bed when Mrs. Evans called my attention to the radio broadcast to the missionaries of the Presbyterian Board. So clad in pajamas and huddling around the radio we listened for an hour and a quarter to a most thrilling broadcast. We were glad to hear your name mentioned among those that were being remembered and trust that the message came through to you. This is one of the most interesting experiments that the radio has brought to us and it was a most inspiring thing to listen and at the same time think of the vast changes that have occurred in these latter days when the voice of one person reaches around the world.

Most cordially yours

*C. A. Evans*

Assistant Treasurer

CAE:MS

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**TRANSFER**  
Hanking

INDEXED

Hanking

January 25, 1932 #2

My dear Miss Priest,

At the meeting of the Founders on January 19th I brought up informally your letter of November 23rd telling of Miss Van Vliet's request for special leave of absence from the field this summer.

The Board's attitude toward the matter was quite sympathetic, and all agreed that they would cordially approve granting a leave of absence under the conditions set forth in your letter. Since we understand that formal action by the Founders is not desired until after the field has made the proper recommendations, no mention of the matter was made in the minutes of the meeting. However, the field can proceed as you may deem is wisest, with the assurance that the Founders will support such a recommendation if it comes to them.

New York is having a remarkably warm winter thus far. Somebody said it was due to a kindly Providence taking pity on the folks hardest hit by the depression - sort of a case of tempering the wind to the shorn lambs.

Cordially,

BAG/G

B A GARSIDE

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TRANSFER

Nanking

INDEXED

January 25, 1932. #3

President Y. C. Chen,  
Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Dr. Chen and Miss Priest:

We are enclosing herewith a copy of the Minutes of the meeting of the Nanking Founders held on the afternoon of January 19th. Under separate cover we are sending 58 copies of these Minutes for distribution on the field.

You will note that the meeting devoted its attention chiefly to matters arising from the Minutes of the meeting of the Board of Directors held on November 6th. When plans were made for this meeting of the Founders, we hoped that a supply of the final form of the Minutes would have arrived from China, but since this material has not come in I made excerpts from the tentative copy Dr. Chen sent us of all matters which were of primary interest to the Founders. I hope that the final draft of the Minutes will not contain any substantial modifications in these actions, although it was understood at this meeting that these Minutes could be taken up again later if the final draft brought to light anything new or different.

Development of the College of Agriculture and Forestry. Mr. Reisner was present and discussed briefly the proposed program for the development of the College of Agriculture and Forestry. The Board was very sympathetic to this program, but wished to guard two possible sources of misunderstanding. In the first place the Board did not wish to give unqualified approval to a program involving a large expansion of present resources, without making it clear that by such an approval the Board does not obligate itself to secure these additional funds. In the second place the Board was anxious that any proposal for new developments should be in accord with the Correlated Program for Christian Colleges in China. The amount which would be required for the complete development of this program for the College of Agriculture and Forestry would be several times the estimates given in the latest draft of the Correlated Program. By Action BF-599 the Founders tried to give us enthusiastic an endorsement as possible while still safeguarding these considerations.

Report of President Chen. The Board was very much impressed, not only by the Report President Chen presented to the November 6th meeting, but also by the news of developments since that date which show that the University has carried in a really remarkable way during the extremely trying times of recent months. The Board tried to express its admiration and appreciation in Action BF-600.

0479

Appreciation of Services of Dr. and Mrs. Myers and of Dr. Brady.

I am writing to these three warm friends of the University, and also to Cornell University and the U. C. M. S., to convey the Founders' appreciation of the services that they rendered in such a satisfactory manner.

Deficit in Department of Sericulture. The Board was happy to approve the suggestion of the field that the field balance of Mex. \$6,707.36 from gain on exchange for 1930-31 be applied toward the reduction of the deficit of the Department of Sericulture. As a general rule the Board likes to apply current surplus toward the clearance of current deficits, rather than toward the clearance of capital deficits, and it therefore expressed a preference that this money be used if possible toward clearing some part of the sericulture deficit arising from current expenditures, rather than toward meeting such a capital deficit as that on the second sericulture building. This latter part of Action BF-603, however, is merely an expression of the Board's preference, and is not at all binding. Of course it amounts to much the same thing in the end, whether particularly \$6,707.36 applies to one part of the deficit or some other part, so long as the entire deficit is taken care of.

Use of Gain on Exchange. In advance of the meeting I had sent to members of the Board of Founders, an excerpt from Miss Priest's letter of November 1931, in which she discusses in some detail urgency of the need for each of the items listed in Action D-600, and discusses also the possibilities of securing gain in exchange of local currency \$40,000 or more from income handled by the Board of Founders. The Board of Founders was inclined to take action authorizing the field to use all of this available gain in exchange up to Mex. \$40,000. But at the present time the economic situation is so serious that all our institutions are inevitably facing the possibility of serious losses of income during the next year or so. It seemed the part of wisdom therefore, to retain the present 1/3 gain on exchange accruing this year in order that we may have this in reserve for future contingencies. Of course we all hoped that some early upturn of the financial trend may enable us to get through without serious losses, but it would be wiser to economize quite rigidly now, than to go ahead without any curtailment and find ourselves facing some serious financial crisis a little later on.

On the basis of Action BF-604, the field is authorized to use as you may consider wisest 2/3 of all gain on exchange accruing from the funds supplied by the Board of Founders. Likewise 2/3 of any gain in exchange accruing here in New York will be transmitted to the field in due course. You will note that the Founders expressed a desire, after providing for the salary increases and allowances already authorized, <sup>that</sup> funds from gain on exchange ~~to~~ be used first for the clearance of existing deficits, as itemized in Action D-600. Here, again, the Board realized that at this distance it is impossible for us to know all the details of the items in the supplementary list, so <sup>as</sup> to form an accurate judgment as to their relative urgency, <sup>so</sup> we will leave the working out of these details in your hands.

Contract for Sale of Gold. On numerous occasions during recent years our Universities in China have asked for authorization to make contracts for the sale of gold during future months. Wherever it has been necessary for the field to know definitely how much local currency is to be obtained from a specified sum in gold, authorization for such contracts has usually been given.

January 25, 1932.

-3-

Where the funds involved are for current purposes, the established policy has usually been to send funds forward as needed and to take the rates then prevailing. As a matter of fact during past years almost every contract for future sales of gold has meant a substantial loss to the institution making the contract. This has been due to the gradual fall in the price of silver over this period. We realize that if and when the value of silver turns upward again such contracts for sales of gold will become profitable. The Founders felt however, that it is much more in accord with the established contracts of not only the College Boards, but also the cooperating Mission Boards, to send out current funds at the rates prevailing when such funds are transmitted.

Recommendation for Granting of Degrees. I am not sure of the spelling of a few of these names. The one copy of this list sent us by the field is rather dim in spots. We will try to see that if any corrections are necessary, they will be made before the list is transmitted to Albany.

Reduction of Methodist Appropriation. This reduction has for some months been considered inevitable, for the Methodist Board has been having a worse time than usual this year. We fear that some of the other Boards may follow suit, but are still keeping the hope that no other reductions will be necessary this year. In connection with the Methodist reduction, the Board raised serious questions of the propriety of the Methodist Board reducing so substantially the income that Mission Board is paying over to us from time to time on account of income from the trust fund of \$100,000 held by the Methodist Board for the University. If the principal of this fund is recognized as belonging to the University, the Mission Board is obligated to turn over all income received, regardless of how its own finances may be prospering. The exact status of this \$100,000 fund held by the Methodist Board has long been rather uncertain. I hope that we can clear it up at this time.

Very cordially yours,

DAG:PC  
Enc.

0481

UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

January 26, 1932.



ack 3-7-32

Mr. B. A. Garside,  
New York.

Dear Mr. Garside;

May I trouble you or someone in your office to make a personal purchase for me. For the past four years I have been trying to find enough money to purchase a portable typewriter for my own use, and at last I think I may be able to manage it this spring. In checking them over in Shanghai I find they are rather more costly in Chinese currency than seems warranted so I am writing to ask if you will have one purchased through the mission board in order to secure the discount and sent to me.

I wish to have a Royal and would prefer either blue or green. I wish to have the ordinary type - not elite. I have seen the latest model and like it very much, but if you find you can buy one of the model just before this last one at a price considerably less I am sure it will answer very well. I prefer the Royal to the other portables on the market at present. However, second choice would be the L.C. Smythe portable.

Will you please be sure that the keyboard is arranged with a double period and a double comma, with the colon and semi-colon on the same key, and if possible with the £ and ¤ signs although not absolutely necessary. I am not particularly interested in the fractions with the exception of  $\frac{1}{2}$  so the others may be eliminated.

It seems to me that it will be quite possible to have it packed and shipped by rail. The weight would seem to be within the limit, but it would need to be packed carefully and insured. Will you please have it addressed:

University of Nanking,  
c/o Miss E.M. Priest,  
Nanking, China

Inasmuch as I expect to do a large proportion of my office letters on it evenings, I feel quite justified in having it come in on our duty free permit.

You may deduct the cost from my salary whatever month it happens to come. I am hoping it may not cost more than 60.00 when the discount has been deducted. I have not seen a quotation lately but know it was possible to purchase them for about 50. a few years ago.

I am sorry to trouble you with this matter but know you can secure more discount than is possible for my family. Thank you very much.

Sincerely,

Elsie M. Priest

Paid 7/18/32  
No 3691

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UNIVERSITIES  
FEB 28 1932  
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0483

**TRANSFER**  
Nanking

University of Nanking

January 28, 1932

ack. 5/11/32

Miss Elsie M. Priest  
University of Nanking  
Nanking, China

My dear Miss Priest

The following is an exact copy of a notation written on one of our letters in response to an appeal for payment to F. M. Crayton & Sons:-

"We Have Ben Waiting To See What the Seeds Of Divida & The Other Kinde of Seeds Did Befor Answring Your Leter We Bought thes Seed For Fresh Seeds We Have Not A Single Plant From The Dididia Or the Cephotaxus We Planted Them in our Gresnhous And have Taken the Best of car And Not A single One of Them Germinated What Have You to Say About this The Above Is True"

If my memory serves me correctly, I believe you wrote us that the truth of the matter was that most of these people do not follow directions for planting seeds. From the above we are wondering what kind of language would be acceptable to this company and whether it will be possible for them to understand English. They have, however, sufficient smattering of the dialect including capitals to express an idea.

I have dictated an answer in response to this communication, but I am not very optimistic regarding the results, which brings me to the point of asking what results, if any, you guarantee on the seeds that are sold. Mr. Reisner has intimated that no guarantee is given, but isn't there some degree of assurance at least given that the seeds are first-class and with proper handling will successfully germinate?

I do not wish to burden you with additional correspondence, but if some one in the Agricultural Department could scribble a line covering these points, I would greatly appreciate it.

Very sincerely yours

Assistant Treasurer

CAE:MS

0484

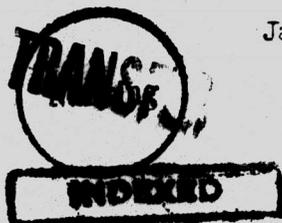
UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

January 28, 1932.

ack 3-7-32

Mr. S. A. Garside,  
New York.

Dear Mr. Garside:



We have had various correspondence concerning our secretaries and this morning Dr. Love came to see me feeling it might be well to have someone in mind for the future. During the past few months two young women have written to Dr. Love for a position and although he has not set either one, he was interested and felt it might be worthwhile to follow the matter with some investigation. After talking it over, we decided to send their addresses to you and to ask you to start the investigation in the usual manner, securing papers, recommendations (which are not of much value) and interviews if possible.

The first one applied last year, and was the person we asked you to send out for Dr. Love's office. You will recall she had accepted a position in Peiping and turned us down. She reached Japan, and for some reason the position was cancelled so she returned to California. From her recent letter she is studying at the Un. of California this year and hopes to return to the Orient when she has something definite in line. You can reach her--

*write*  
3-15-32 Miss Eleanor McDonald,  
c/o Dr. J. B. Weeks,  
336 Cordova Street,  
San Francisco, Cal.

In case her papers look promising and she seems a possible candidate for Dr. Love's office or for any of our University offices, would it not be worthwhile to arrange for an interview with Dr. Bowen. Although it might cost the University a few dollars, I am inclined to think it would be money well spent for I feel sure he could tell after seeing her as to her probable interest in mission work and her reasons for coming to China which will not be very clear in correspondence. If she is coming mainly for a chance to view the Gorges or some such thing, I would prefer to have her remain in California. We know a bit about her past history etc. but I do not think it worthwhile to repeat here as you will gather that material in the course of time.

The second one applied directly to Dr. Love, although he does not know her at all. Her name and address:

*write*  
3-15-32 Miss Margaret Higgins,  
1333 Judson Ave,  
Evanston, Illinois.

and for the past six years she has been the secretary for Dr. David Hugh Jones of the First Presbyterian Church of Evanston, Illinois. She wishes to enter foreign work now and from the letters should be rather valuable - but I have little faith in mere letters!

0485

TRANSFER

1-28-32

I am sure your first question will be "why investigate these people if there is no vacancy?" and it was my own, but changes come rapidly and Dr. Love's secretary has only a one year contract. He told me today that he did not feel he could renew it, and if there were funds available (which is doubtful at this stage) he hoped to secure a new person who was better qualified for the position. Miss Lee has not had very much training and I am sorry to say she is not particularly interested in her work which does not tend to help matters. The other side is the fact that it is very doubtful if the government will finance anyone from home. Dr. Love does not know the whole story of the very hard struggles of the men who recommended him to secure enough funds to maintain that office and I do not believe it is necessary that he should know it at present. The government is very hard up financially, and unless something happens most radically during the spring, I do not think it will be possible to continue to support his office -- but that is not our problem. It seemed only fair to let you know the whole story so you would know how to deal with the correspondence with these two women.

The only other place for a secretary is in the position now filled by Miss Anderson, who unfortunately is on a five year contract. She has improved very much during the past four or five months so there is some hope, but we are rather disappointed in the type of work. It is almost impossible to give her anything that carries any responsibility. I am not complaining for it is unavoidable, but I have all together too much secretarial work to do for the College of Agr and Forestry. It takes a great deal of time and with a full time secretary I should not have anything of this kind to do - but Dean Sie feels a bit hesitant to turn things over to her and so they land on my desk. When the next person is chosen I want to be very sure that a person of some maturity as to years and judgment is sent out. I fear this sounds rather like a personal matter - but it is not intended to do more than to give you an idea of some of our problems at present. Miss Anderson has no intention of leaving us - unless something more interesting appears on the scene. Positions are too hard to find in China to enable her to leave at the present time but it is the same as with Miss Lee, she has little interest in the work.

With these points in mind will you please take the matter up with these two persons and see if they are possible candidates? If there is time and if it works out that Dr. Love is to have another secretary I wish you could send the papers to him to go over. He is anxious to have a certain type person and may prefer to look them over himself.

I hope this may not cause you any unnecessary work. It seems a bit uncalled for at present but I am beginning to feel it is necessary to plan for the future!

Sincerely yours,

*Elmer M. Priest*

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FEB 29 1932  
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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

~~TRANSFER~~

Nanking

February 1, 1932.

Mr. B. A. Garside,  
New York.

My dear Mr. Garside:

The war clouds are particularly thick just now and we have been more tense these past few days than any time since 1928. It is a different problem and so much is involved.

This morning I was reminded that I had not sent you the addresses of the relatives of Dr. and Mrs. Love and while this will be too late to have them useful for this particular crisis, please put them on file for the future:

In case of any trouble please notify the following relatives of Dr. and Mrs. H. H. Love:

Mrs. C. H. Love,  
1754 Nelson Ave.,  
Memphis, Tenn.

Mr. H. B. Love,  
Lafayette Hotel,  
Atlantic City, N. J.

Mr. R. E. Love,  
Texas State Hotel,  
Houston, Texas

Some staff are asking for cables to be sent and we may send you one today or tomorrow, pending developments today. We hear that the newspapers in Shanghai have headlines that Nanking has been under fire which is untrue but which may alarm some of our relatives.

A truce for three days has been declared according to reports just in and if true it will give us a bit of leeway. Everyone is packed out there is no place to go so the consul-general has not issued orders to move, for the one American war destroyer in port could not take even the women and children. Four of the seven Japanese war boats in harbor went on up river toward Hankow this morning so the feeling of the people in general is a bit less tense than last evening. (*later returned!*)

The opening of college has been postponed for ten days inasmuch as we felt it was impossible to be responsible for students and to allow as many as possible to return to their homes. Many faculty members (Chinese) are sending their families to the country. For two reasons we are paying February salaries early (1) staff members need money and (2) if the banks close as has been the case in Shanghai, our money will be in the hands of the faculty and we shall not be responsible for salaries until March 25th. It will also reduce our bank balance to a little below zero! We cannot negotiate Shanghai checks or sell gold drafts today

0488

**TRANSFER**

2-1-32

but we have some funds on hand and I think will manage safely. I am  
wasting more sleep over Ginling funds just now! We shall have to raise  
some funds to carry us over and it is not easy just now - but all problems  
are finally solved by one way or another so I am expecting tomorrow may  
bring a change in conditions. We have not had Shanghai mail or papers  
for five days. The North Station in Shanghai was bombed and two walls  
fell in - no trains are running, but we expect communications will be  
established by river beginning today.

Don't you wish you were in China these days? It is a great life and if  
we come out on top this time I shall be very happy, but fear a rather  
serious shortage especially as school may be indefinitely postponed.

With best wishes,

Sincerely,

*Elie M. Priest*

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Nanking

# TRANSFER

UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING CHINA

February 2, 1932.

To the staff members:

In view of the difficulty of communications, the problem of buying rice at this time, and because the banks in Nanking have closed today we think it is advisable to pay your February salary in advance so that you may have some funds on hand for emergency needs. Please come to our office for the same as usual.

In case school cannot open by the end of the month and we are unable to collect student fees, it will seriously affect our financial condition for the future.

Sincerely yours,

Elsie M. Priest, Treasurer.

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... M.  
brief report of daily events in Nanking, China  
from January 29, 1932 to Feb. 7, 1932.

Nanking  
TRANSFER

### January 29th

The place is full of rumors this morning - there was a clash between the military forces of China and Japan in Shanghai last night. The reply to the ultimatum given by the Japanese Consul to the Mayor of Greater Shanghai was reported to have been favorable and acceptable to the Japanese. The trains between Shanghai and Nanking are not running through today, but are going as far as Soochow. In view of the trouble and because the banks may close in Shanghai - at least the Chinese banks - we transferred all funds on current deposit in the Shanghai Commercial and Savings Bank to Nanking. No change in our plans and college is supposed to open on February 1st as scheduled.

### January 30th

Confirmation of rumors of the fighting in Shanghai brings the word that the trouble started in the International Settlement near the district around North Station, which is just over the line in Chinese territory. The houses and shops etc on Maoshan Road were burned including the Commercial Press. North Station was bombed and much damage done although no particulars yet - no Shanghai mail of any kind since Thursday. We are checking up bank accounts and trying to see what arrangements can be made if found necessary to close Nanking banks. The opening of college seems doubtful as communication is doubtful.

### January 31st

Although Sunday we have had many "conferences". Still no mail from Shanghai but the news is not very promising. Mr. Bates, who was in Shanghai for a meeting when the trouble started, arrived by river boat this noon. He brings the first authentic news we have had and the future <sup>outlook</sup> is rather discouraging. Seven Japanese gunboats are in the port at Suiakwan but every Japanese national including the entire Consul staff have moved from the city. The Consulate has been moved completely to the N.Y.K. bulk where the office is being held, heavily guarded by Japanese troops. It was officially decided to postpone opening of college for ten days. Plans are being made by the ~~capsule~~ for the evacuation of various nationals, but there are no adequate facilities on the river (U.S. has one small destroyer in port while Mr. Britain has two) The word to date is to remain in our own homes as far as this part of town is concerned. Meanwhile our suitcases are packed. About four o'clock Mr. Sie (asst. treasurer) came over and we decided to secure some more cash for immediate use, to secure a definite statement from the banks as to the likelihood of their being able to give us notice in case of closing and to pack our deeds and important papers in one of my suitcases. Mr. Chen had asked me to notify the American staff members of advice given him by the Ministry of Education to have all lights low at night and in case of bombing to go to the basements. By the time we had accomplished all of this and I had made a flying trip to Ginling to check up on their cash, put a few valuable papers in one package etc. it was nearly eight o'clock and I was glad to know that the day had passed without trouble.

### February 1st

Still no mail from Shanghai. Most of the day was spent in "meetings". At Ginling, Mr. Lu (president) has not returned and no word has come from her which alarms us for fear she started and has been obliged to remain at some small place where she has no opportunity of communicating with us. There

0493

## TRANSFER

are about sixty girls on the Ginling campus and college was scheduled to begin on the 2d. After much discussion among the faculty it was decided to postpone the opening for one week but to provide some kind of extra-college program in order to keep the girls occupied. Many are talking of leaving but so far only a very few have actually gone. At the University plans were made to buy twenty dan of rice for emergency use, especially for servants, faculty on the campus and any students that might need it later. At present there are about one hundred students on the campus but they are being urged to go to friends and relatives in the city in case of trouble. We decided to allow faculty members to have part of their salary for February if they wished to send their families out for safety or buy some rice in advance. Everything seems peaceful enough now but still no mail from Shanghai.

We were just getting into bed or had gone when the first gun was heard. It was about eleven o'clock. The firing was fairly steady for about one-half hour with a few big guns and then rifle and machine gun fire. Instantly the guns started all lights in the city went out (evidently arranged by the government with the electric light plant). One of our Chinese friends who lives nearby and has a telephone came over a few times to give us the latest reports from the "press". About twelve o'clock the representative of the consulate for our neighborhood called to say the plan was for everyone to remain in their own house but advised that we should be dressed (later we discovered this was his "personal" advice and not consular advice but he gave it to us as from the consulate). By one o'clock the firing had ceased and some of us went back to bed. The rest of the night passed quietly enough.

February 2d

Everyone very much excited as was to be expected. The rumors were rather wilder than usual but the confirmed facts were that some of the shells were blanks (Japanese consular clinics all were blank) but the roof of the S&W bank was caving in as a result of one shell, and one was found near our farm at T.S.S. No casualties that we have heard. There are so many conflicting reports as to who fired first and the causes that I shall not attempt to say today - probably in time it will be decided! Japanese troops were landed on shore at Hsiakwan. General Ho has called all his troops within the city wall in order to prevent any chance for "misunderstandings" between troops. All aeroplanes have been sent out of the city also in order to eliminate any reason for Japanese to bring in their bombing planes.

About nine o'clock the man from the Honghai Commercial and Savings Bank came to our office to say that all banks in the city were officially closed on Monday night, February 1st. Because of our friendly relations they issued a pass allowing us to take as much cash as we felt we needed for the present. Immediately we checked up with Ginling and the hospital and then with the use of our bank pass took currency enough to insure staff payroll for the month of February in the three institutions and for emergency use during the month. Then in order to distribute the cash, we sent notices to the staff saying we would advance February salaries. As many staff members were trying to buy up rice or move their families this was greatly appreciated. It will be a relieve when our balance is reduced for I feel uneasy with so much cash in the vault. The tendency at this time is to be a bit too excited to get proper records made of things so most of the day I spent urging various offices to keep things in order! Our staff was very calm and very careful to keep all vouchers and records carefully made.

# TRANSFER

Inasmuch as we have not been able to collect or transfer Shanghai checks for some days our balances for all institutions at the bank were low, but the bank very kindly extended to us the privilege of overdrawing to any amount we thought necessary! We took advantage of the offer and made our plans accordingly.

Nearly every office commenced to send in their valuable records and we packed them into the vault. Fortunately the vault goes to the ceiling! We do not know that things are any safer there, but we shall at least hope so. Our only requirement is that everything shall be wrapped in paper, sealed if possible and clearly marked with the name of the department. We felt we could not accept loose folders etc.

It was impossible to buy twenty cans of rice, but finally we succeeded in buying five cans at a reasonable price 12.10 per can. This will provide about 400 meals or will last our servants and staff about five days. Perhaps they will be able to buy a little more today. We are only trying to have a small reserve for emergency use.

At Sining we had another meeting to meet the problem of plans for the campus as far as signals, telephone connections etc. There were many requests from people in the city asking for the privilege of living at Sining. Some were discussed frankly but refused - in case of alumni or faculty immediate families they will grant them the privilege to sleep there. The campus is low and the buildings are re-inforced concrete, so they seem about as safe as any place around here. The University has a slight disadvantage in being built on a hill!

It was seven o'clock when I reached home to find the ~~seem~~ family had packed up and left, evidently for the boat going to Shanghai. I think they will go to U.S. as soon as they can arrange for the same. I felt very sorry for them for it was very nerve-wracking especially if you had not been accustomed to hearing guns periodically! Many people did not undress, expecting more trouble in the night, but I felt I ~~xxx~~ ran more risk in not having proper sleep as far as my work was concerned so had a peaceful and quiet night, without any disturbances of any kind and awoke feeling much more able to meet the days "rumors". Still no news from Shanghai - there is word that there was a general strike in the post office which may account for part of the delay.

### February 3d

Everything quiet - no news and few rumors. One of our neighboring institutions was caught without cash so we have helped them out this morning for their immediate needs.

*Pres. Wu of Guilin came through via boat.*

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January 7 - 4:00 P.M.

# TRANSFER

February 3d and 4th were quiet in Nanking with no special news - all mails still held in Shanghai and no English newspapers. On February 4th someone had a brainwave that it would be a good opportunity to have our deeds photographed if we could make a reasonable bargain and we found it was<sup>not</sup> too costly and the results were highly satisfactory - all characters were legible in the sample taken. Therefore on Friday morning we started and while my part was not very important, it took time. We decided to number every deed and every envelope and that task fell to me. The pictures were taken in our Physics lab. and for the first fifty or so we had almost too much assistance! Then a usual it toned down and we went a bit faster. February 6th was Chinese New Year (old calendar) so everyone took a holiday and we had expected to finish our pictures on Monday.

On Friday evening, the 5th, word came from the consulate that they had decided it was a wise measure for women and children to leave Nanking and had arranged for a special car or two on the Peiping train or for reservations on the Shanghai boat. Naturally there was the usual excitement - with plans to be made, bags to be packed etc. etc. etc. -- those of you who have been in Nanking during various evacuations know that two thirds of the time is taken by consulting others! I came to the conclusion Friday night that each person would be wise to go into a room alone and make up their mind where to go and what to take! I also had a little suspicion that the one appointed to tell us was rather enjoying painting the picture in ~~rather~~ dark colors so early Saturday morning I went over to see Mr. Bates, who was also at the Consulate meeting, and found as I had expected that it was the desire of the consul to "thin the ranks" especially where children were concerned, and that he did not advise anyone with definite work to do to leave. Any men who had no other duties than teaching which is suspended of course, were asked to go with their families. That being the case, I could go ahead with my work to see that everyone had money enough, to pay salaries for those leaving etc.etc. The treasurer's office was popular all day!

The ones who left were as follows:

## University group only

### To Peiping, Tsinan or Tientsin

Mrs. Bates and two children, Mr. and Mrs. Snythe and baby, Mr. and Mrs. Buck and child, Miss Anderson and Miss Lee. Mrs. Daniels and three children, Dr. and Mrs. Brady and two children.

### To Shanghai

Mrs. Steward and four children, Mrs. Trimmer and two children, Mr. and Mrs. Jones and three children, Mr. and Mrs. Illick and three children Mr. and Mrs. Warren (going on to Manila) Dr. and Mrs. Love and two children (I think they finally left - have not seen them today, but they were undecided) *Mr. & Mrs. Mills & 3 children, Miss Whipple*

### Left in Nanking

Misses Hynds, Bauer, Jeffrey, VanVliet, Purcell Messrs. Bates, Steward, Young, Daniels, Trimmer and myself. Oh yes, Miss Wixon had planned to leave today but did not go after all.

Four of the Ginling group left <sup>to Peiping</sup> - Misses Hoffsommer, Carl, Whitmer and Mrs. Jane Thomas Bowles (Married at noon yesterday!) *Other Ginling staff here except Miss Chester Miss Scharke in Shanghai.*

0496

**TRANSFER**

By everything is quiet - few rumors even! and the ferry line and Peking  
ains are running on schedule and are not too greatly crowded. As to what  
appening, you have more news than we do in Nanking. Last night we received  
newspapers up to and including the 1st but no mail.

Inasmuch as we were not certain how long peace would reign we made arrange-  
ments with the photographers to continue our pictures of the deeds and had  
two cameras going all day. Mr. Sie Hsiang, my very faithful assistant,  
took charge of one and we took care of 152 deeds today. It turned very cold  
and we are having a heavy snowstorm. It gave wonderful light for the work  
but it was not particular pleasant. This morning I was very cold but this  
afternoon with the aid of another coat have been fairly comfortable. Anyway  
they are finished! In four days we shall have the prints, will have them  
listed and distributed. It is a great relief to have it done and they  
did it for only 1.00 per picture of three prints -- not too costly. It  
has kept Mr. Sie and me a bit busy and I hope we may have a few days to  
catch our breath for our routine work has suffered these days. Somehow it  
makes much extra work and I have to go to so many meetings that my hours  
cannot be given to the office.

I guess that is all - Miss Parcell and I are alone in our house as both  
the younger girls were anxious to leave. They did not require any urging  
but I am rather relieved to have them out - they have not much sense and  
find martial law and the lack of social events very irksome.

Nothing is expected to occur in Nanking for some time - if at all - it was  
merely a precautionary measure. I think most people are out in the city  
as far as families are concerned. I will go over to church and check up  
on the community!

This will be posted tomorrow the 8th. It carries my best wishes to you  
all.

Sincerely,

Elsie M. Priest

*Errors - please overlook*

RECEIVED  
MAR 15 1938  
JOINT OFFICE

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**TRANSFER**

CHINA UNION UNIVERSITIES  
150 Fifth Avenue  
New York City



February 8, 1932.

To Relatives of Missionary Staff  
at University of Nanking

Dear Friends:

The following cablegram has just been received from the University  
of Nanking:-

EVACUATED, TO PEIPING MISS LEE, MISS ANDERSON, MRS. BATES AND CHILDREN,  
AND SMYTHE, BRADY, AND BUCK FAMILIES; TO TSINANFU MRS. DANIELS AND  
CHILDREN; TO SHANGHAI MISS WHIPPLE, MRS. THOMER AND CHILDREN, MRS.  
STEWART AND CHILDREN, AND WARREN, LOVE, WEEKS, MILLS, JONES AND ILLICK  
FAMILIES. OTHERS REMAIN.

From the fact that most of the men and some of the women on the staff  
are remaining on the campus we assume there is not considered to be any  
immediate danger.

Very sincerely yours,

Secretary

BAG:FC

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA



February 8, 1938.

Mr. W. W. Wardside,  
China Union Universities,  
New York

Dear Mr. Wardside;

The enclosed confirmation of the cable we are today sending will give you news of the evacuation of the University staff members. It was a precautionary move on the part of the Minister and Consul-general in Nanking, and does not indicate any serious trouble expected immediately. They felt there were too many American children in the city to feel quite easy about the possibility of evacuation. This will give a record of the present location of each family and I think is clear as to the ones remaining at the University. There are five men, Drs. Trimmer and Daniels, Messrs. Bates, Shepard and Young. There are seven women: Misses Lynds, Wiron, (see reply in a day or two) MacVliet, Jeffrey, Baker, Purcell and Fisher. We are staying until there is some further word from the Consul.

I asked you to deposit 2,500.00 in the New York bank account. We are out of funds in Nanking and all banks in Nanking are closed. It is absolutely impossible to me to issue a draft, but for people leaving town, we find we can give them a gold check and have been paid the full for this account.

The Ginling College checks for salaries were caught in the mail so I have since the trouble started the 28th of January and as they needed funds to arrange for their living expenses I paid them from the University account. In all Ginling College owes the University Eleven Hundred Fifty-two gold dollars (1,152.00). I shall try to write to Mr. Carter today, asking him to refund the same to you, but in case I do not find a chance to do so will you please take the matter up with him according to this letter? I could not find any other method of giving them funds and as some left for Peiping and some are in Shanghai they will be able to negotiate the gold checks very easily.

School is postponed indefinitely - What else can we do with the problems of transportation etc. Many faculty have left town. We have made careful plans for protection of property, care of ones here etc.

Sincerely yours,

Elmer M. Purcell

0500

UNIVERSITY OF MICHIGAN



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RECEIVED  
UNIVERSITIES  
MAR 12 1932  
JOINT OFFICE

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# TRANSFER

L.C.O.	NANTUSHAN	NEWYORK	
EVACUATED	PEIPING	LEE	ANDERSON
WIFE	CHILDREN	BATES	FAMILIES
SMYTHE	BRADY	BUCK	TSINANFU
WIFE	CHILDREN	DANIELS	SHANGHAI
WHIPPLE	WIFE	CHILDREN	TRIMMER
STEWART	FAMILIES	WARREN	LOVE
WEEKS	MILLS	JONES	ILLICK
OTHERS	REMAIN	INFORM	FAMILIES
DEPOSIT	5,000.	NEWYORK	

University of Nanking  
February 8, 1932

RECEIVED  
UNIVERSITIES  
MAR 15 1932  
JOINT OFFICE

Nanking.

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TRANSFER  
Nanking

Nanking, Feb. 13, 1932.

Dear friends:

Another week has passed and Nanking remains quiet. It has been a very busy week for us.

On February 9th the British Consul sent advice to their nationals to leave so Miss Purcell left on Wednesday the 10th with Miss Wixon, Miss Lyon, Miss Mossman and Miss Bond. That leaves four at Ginling - Mrs. Thurston, Misses Spicer, Tappert, Case. The University group remains as before - Bates, Young, Steward and myself and the Hospital group, Daniels, Trimmer, VanVliet, Hynds, Jeffrey and Bauer. I am working strenuously these days to have every thing in order with complete statements, estimates, etc. in case it seems wise to go to Shanghai. It is not easy to attempt to carry on part of the work in Shanghai and is costly besides so as long as Nanking remains quiet I shall remain here and make my "daily rounds".

Ginling College is registering students for Junior and Senior work today and a few special cases like the two year students in P. Education. We expect about sixty - and I must go over and check the fees this afternoon. The colleges at the University may do the same thing next week - depending on the way things seem in three or four days. Middle School will likely open in a few days as they have so many day students.

Grace Bauer had a very serious operation two weeks ago and is still unable to be moved. She will be flat for six weeks but if things remain calm for another week, the danger of moving her will not be quite as acute. She has had trouble with her hip joint and it was finally decided to operate and do something or other to release the muscles or nerves -- all a bit beyond my brain. I know she is not able to turn yet and it is a matter of grave concern to us all.

The hospital is always a serious problem and we feel rather worried over it this time. There are a good many student nurses who are young and who may be rather frightened if the American nurses should have to leave. The place is full of patients now and things are going orderly and calmly over there. I am a bit worried over the business end ~~xxx~~ as Mr. Sie King-tsu has been quite ill and is not in physical condition yet to face any emergency should one arise. I shall spend a day over in that office the first of the week and bring all books up to date as that is worrying him these days. Every day of peace and calmness means that much more done in preparation for the future!

One thing that was a great relief to me was to be able to pack up all the deeds and important papers and send them to Shanghai by Miss Purcell. Also to be able to send the Ginling ones by Mrs. Myer a few days ago relieves my mind! So if we leave I shall grab a checkbook under each arm and not have to worry over deeds and the like. The photographs were completed and while there was not time to check them all back as Miss Purcell left before the picture were all dry! we have the sets in order and with a few exceptions I think they are correctly numbered. A few cases happened to have the numbers blurred in printing so we are not quite sure and shall have to wait to check with the original. At present one set is in our inner safe, one set in our special vault file and one set in my suitcase! It is my plan to send one set to New York just as soon as possible. Then if all of China evaporates we shall have evidence of our ownership safely in another country.

0504

TRANSFER

2-13-32

have had so much to do, and it has been such nerve-racking work for most part that my main assistant was worn out two days ago and we had to send him home for a few days. I think he will be all right on Monday but I feel a bit that way myself! Today being Saturday, I shall only spend a little time this afternoon checking at Ginling and will take the weekend rather calmly. For the past two Sundays we have had to work under full pressure but there seems nothing in the picture today that warrants it and I think it may be of more value to the work if I make up a bit of sleep.

Inasmuch as I was left alone in the house at the end of the lane, it seemed best to sleep at the nurses' house, so I am living in two places! I am still eating luncheon and dinner at my own house but having breakfast at the nurses with Van and Jeff. The Ginling group have urged me to join them but I am a bit lazy and prefer not to take that trip more than once a day. Last night Han Lih-wu gave a dinner to which I was invited and tonight all the American staff left in the University and Hospital are having a dinner together. However our social life is not exactly thrilling! I think there must be about twenty left in the mission community. If we open even on a limited schedule some of the men, now in Shanghai, will return.

Someone told someone else in the usual way that I was leaving on a certain boat and one day was completely lost as far as any work was concerned. It took all my time answering the telephone, answering notes and receiving my friends, but it accomplished one thing! I had been trying to have certain departments clear accounts that were outstanding and some of them had been as usual rather tardy about it. After the day was over I checked up to find I had every report in with one exception - so the "rumor" although false, accomplished some good. Naturally we have had rumors ~~circulating~~ for days but now mail is coming through more promptly and last night we received our newspapers up to the 10th. All communication is better and it looks more peaceful around here, although fighting still continues at Shanghai. You know more about that than we do I am sure!

Not a word has been heard from the Weeks or others who left for Shanghai, and we are wondering if the Weeks went on to U.S.A. immediately. Too bad, they had been here only one week and besides it was a costly trip for them and for us to arrange for that house - we finally agreed to buy furnishings in lieu of giving him any living allowance while here. We bought the furniture but he is not here - so we lost out all around, due to no fault of his of course. I think the Loves went on to Canton but we do not know definitely. P.W. Tsou sent a letter, written the day before the Loves arrived in Shanghai, suggesting that they plan to do so and thus enable Dr. Love to carry on some important work in Kwantung while his family lived in peace nearby! It would seem a reasonable proposition and no more costly than living in Shanghai these days.

I do not know what may happen this week but I have a strong feeling that it will remain quiet so I hope that by another week we may have plans for the opening of college and the carrying on of our work. Meanwhile we are all carrying on the work as regularly as possible and all the Administrators are here - every office is open as usual and every officer is planning for his department. They have been very splendid and it has been a great joy to see the way they have been facing the problems together. There is nothing like a war to bring people closely together!

Sincerely yours,

Hsie M. Priest.

MAR 1 1932

JOINT OFFICE

0505

... have had so much to do, and it has been such nerve-racking work for most part that my main concern was to get out two days ago and we had to send him home for a few days. I think he will be all right on Monday and I feel a bit better myself! Today being Saturday, I shall only spend a little time this afternoon checking at dining and will take the weekend rather calmly. For the past two Sundays we have had to work under full pressure but there seems nothing in the picture today that warrants it and I think it may be of more value to the work if I make up a bit of sleep.

Inasmuch as I was left alone in the house at the end of the lane, it seemed best to sleep at the nurse's house, so I am living in two places! I am still eating luncheon and dinner at my own house but having breakfast at the nurse's with Van and Bert. The dining group have urged me to join them but I am a bit lazy and prefer not to take that trip more than once a day. Last night Han Lin-w gave a dinner to which I was invited and to-night all the American staff left in the University and hospital are having a dinner together. However our social life is not exactly thriving! I think there must be about twenty left in the mission community. If we open even on a limited scale some of the men, now in Shanghai, will re- turn.

Someone told someone else in the usual way that I was leaving on a certain post and one day was completely lost as far as any work was concerned. I took all my time answering the telephone, answering notes and receiving my friends, but it accomplished one thing! I had been trying to have certain departments clear accounts that were outstanding and some of them had been as usual rather tardy about it. After the day was over I checked up to find I had every report in with one exception - so the "room" although false, accomplished some good. Naturally we have had more ~~trouble~~ gave but now mail is coming through more promptly and last night we re- ceived our newspapers up to the 10th. All communication is better and it looks more cheerful around here, although fighting still continues in Shanghai. You know more about that than we do I am sure!

Not a word has been heard from the folks or others who left for Shanghai, and we are wondering if the weeks went on to 3.3.32. Immediately, too bad, they had been here only one week and besides it was a costly trip for them and for us to arrange for that house - we finally agreed to pay transportation in lieu of giving him any living allowance while here. We bought the furniture but he is not here - so we lost out all around, due to no fault of his of course. I think the lovers went on to Canton and we do not know definitely. I.W. Tsou sent a letter, written the day before the lovers ar- rived in Shanghai, suggesting that they plan to go to and that enable us to carry on some important work in Shanghai while his family lived in peace nearby! It would seem a reasonable proposition and no more costly than living in Shanghai these days.

I do not know what may happen this week but I have a strong feeling that it will remain quiet so I hope that by another week we may have plans for the opening of college and the carrying on of our work. Meanwhile we are all carrying on the work as regularly as possible and all the administrators are here - every office is open as usual and every officer is planning for his department. They have been very splendid and it has been a great joy to see the way they have been taking the problems together. There is nothing like a war to bring people closely together!

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JOINT OFFICE

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INDEXED

February 18, 1932.

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

This letter will report on recent cuts in Mission Board appropriations to Nanking.

Methodist Board. The Methodist Board ~~is~~ making a 15% cut in their 1932 appropriations to all our China Colleges. They notified us that for the University of Nanking, instead of giving us G \$7,000 as was done in 1931, they would give us 15% less, or a total of G \$5,950. I pointed out that the Methodist Board is not really appropriating this entire amount from current funds, since the major portion of this sum is income on the G \$100,000 Trust Fund held by the Methodist Board on behalf of the University. The income received from this Trust Fund last year was G \$5,000 leaving only G 2,000 coming from current funds. The Methodist Board agreed to the soundness of this contention and recognized that a 15% cut on current appropriations would mean simply the reduction of G \$2,000 to G \$1,700. As regards the income on the G \$100,000 fund however, the Board had already reported to us that due to the present situation in the investment market, it would be necessary for the Board to reduce all income appropriations on permanent investments from 5% to 4%. Thus the income on our \$100,000 Trust Fund would be \$4,500.

On this revised basis the total amount to be received from the Methodist Board in 1932 is G \$4,500 for agriculture plus \$1,700 of general funds, \$6,200 in all.

When we this week received the first quarterly remittances from the Methodist Board they came in the form of two checks, one for G \$1,125 on account of income from the trust fund, and G \$562.50 on account of the general appropriation. I pointed out that the latter check was for \$62.50 less than one quarter of the current appropriation of \$1,700. The Methodist Board then informed me that this difference amounting to G \$250 for the year, would be made up from special contributions of designated funds.

When we reminded the Board of this matter however, it was discovered that an error had been made by the Methodist Board's financial officers in sending to the Associated Mission Treasurers one remittance of G \$102.55, which should have been paid ~~over~~ to our New York Office to apply on this \$250 shortage. Accordingly,

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the Methodist Board is instructing the Associated Mission Treasurers to pay for this G \$102.55 to you. It seems to me that in view of the nature of this gift you are entitled to receive this amount in gold, or its equivalent in Mex. at the prevailing rate. I hope that this can be obtained without difficulty or friction, for sometimes one loses more than one gains in arguments over, who is entitled to gains on exchange in small gifts of this kind.

On the standpoint of our Nanking accounting I presume that the simplest procedure would be for you to credit our current budget account with L.C. \$215.35, the equivalent of G \$102.55 at the fixed budget rate of 2.10 to 1 and to credit the balance to your gain in exchange account on the field. Upon receipt of word from you that this gift has been received, we will likewise charge Account 31 with G \$102.55 or L.C. \$215.35.

United Christian Missionary Society. I have recently received a letter from Dr. Stephen J. Corey, in which he writes as follows:-

"I am writing you with regard to our payments to Nanking University in connection with the severe financial situation which we face. Because of a serious falling off in receipts we are under the necessity of making drastic reductions in our missionary payments for January and February, even though we are just beginning on our new budgets which had already been seriously cut. We had not applied the former reductions in budgets to these union understandings, but had made our own work stand the stricture. Now we are under the necessity of making the readjustments apply to the union work as well. We will be obliged to withhold the payments for the first quarter of the year which we usually make in January, then after we can have conference together on the matter we will notify you as to the amounts which we will have to reduce from the items of our stated appropriations. Alexander Paul, our secretary for China, is away just now. The amounts which will be affected are as follows:

University substitutes	\$2,600
Nanking University appropriation	3,000
Nanking University Hospital	750
Ginling College	1,500

We deeply regret this necessary step. It is the most difficult situation we have yet faced."

We have received nothing from the United Christian Missionary Society since December, either on account of the regular appropriations or University substitute salaries; and from what Dr. Corey writes it appears that the amounts and the dates of further receipts this year are quite problematical. I will keep you informed of developments.

Effect of these reductions on 1931-32 Budget. My own personal opinion is that when the Board of Founders by Action BF-568 (b) informed the Board of Directors that the Founders "will contribute the sum of L.C.\$78,350 toward the 1931-32 budget of the University, to be derived from the following general sources (Class A)....." they assumed an obligation that is still binding even though some of the anticipated sources of income did not materialize.

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February 18, 1952.

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The Founders undertook to send out L. C. \$78,500 of funds for the general University, and L. C. \$4,850 for the Hospital; and I believe we should make good on this pledge even though we should incur a serious deficit at the end of the current fiscal year which would have to be made the first charge on anticipated income for 1952-53. However, this is merely my own personal opinion, and will have to be either confirmed or modified by the Board of Founders at its next meeting. In the meantime we will continue to carry on our accounting for this Year's budget on the basis of appropriations made by the Founders.

These reductions of income will, however, have a direct effect upon the amount of funds available for the field this year by their reduction of available gain on exchange. When the Trustees on January 19th by Action BF-604 voted "to allow the field to use 2/3 of this year's gain on exchange from funds for which the Founders are responsible up to a maximum of Mex. \$40,000," I believe it was clearly understood that we could not consider that any gain on exchange had accrued until after our available funds had produced the L. C. \$78,550 which the Founders guaranteed to furnish the field under Action BF-568 (b). Here again we have a point which has not been clearly defined which will need further consideration by the Founders.

As the situation appears to me, the field can/continue to rely upon receiving the full amount of the Founders' guarantee of L. C. \$78,550, but cannot count ~~on~~ too heavily on gain in exchange on funds transmitted through the Board of Founders until we can see more clearly how our accounts will stand as we approach the end of the fiscal year.

You will note that the United Christian Missionary Society's appropriation for University substitutes is transmitted to the field as and when received by the Board of Founders as a "Class B" item. If therefore, there is no loss of income at this point the Founders would not have the same direct obligation to make up the shortage from some other source.

I am sorry that such financial problems as this should arise when the University is already so sorely tried by the disturbed conditions in China.

Very cordially yours,

BAG:PC

0509

TRANSFER  
Nanking

Nanking, February 20 1932

Feb 5/2/32

Dear friends:

I am not sure that there has been sufficient "news" this past week to warrant a letter. You will know all that has happened in Shanghai and will have much later news than this letter regarding the general outlook. At this stage it is not very hopeful.

Nanking has been very quiet all the week. We have been working on plans for the opening of school and yesterday it was formally decided by the University Council Executive Committee (the highest committee in the internal administration) to open school on the 26th and 27th with classes to begin on the 30th. Accordingly letters were mailed to all students, their parents, teachers - both foreign and Chinese - giving the dates and leaving the matter entirely to them as to whether or not they returned at this time. It is hard to say what one should do, but it is quite clear that families will not return for the present. Middle School opens on the 22d for registration with classes to begin on the 25th. We are prepared for small enrolment in all departments but in view of the tremendous losses to education in this part of China, it seemed only right to make the effort to carry on this spring. We know we may have to close our doors in a few weeks time! but we may be able to carry through the spring. Under every circumstance, it will be the most difficult semester we have faced for a long time.

Last night Miss Lyds took Grace Bauer to Peiping. Grace will be taken to P. S. C. and in about three weeks she should be able to be up a bit. It is a relief to everyone to have her away from Nanking for it would not be a very easy matter to move her on stretchers should there be a sudden emergency, especially as the plan now is to go out of Hopingmen (old Shentzemen) and walk to the river from that point should the Hsiakwan avenues become impossible.

On Wednesday Dr. Weeks arrived on the scene from Shanghai. He came up to pack the rest of his things, to talk over plans for the future, to get some money and to see for himself how conditions were in Nanking. It is most unfortunate that the Weeks family happened to come but nobody could have foreseen evacuation, and all the rest. We had a conference - Dr. Chen, Dean Sie, Dr. Weeks and myself - and decided the best thing for them to do immediately was to leave Shanghai which is much on the nerves of the whole family. They were to start immediately for Peiping, where he would visit Jimmie Yen's work, Tunghsien station, talk the matter over with Bucks and then make his plans. Anyway the family could be left there for the present, and we advised them to take their trunks along and leave inientsin so if necessary they could take a boat atientsin and start for home. There was talk of having them start for home anyway, and we had thought that the family probably had done so but they could not secure sailings until March 15th or so. I believe that a trip to Peiping will help to erase the impressions gathered in Nanking and Shanghai! We dismissed their servants, locked up the house and closed all accounts as we do not anticipate they will return to Nanking.

We have filed blue prints with lists of property with the American Consul who will take them to the mayor to ask for special protection. In case the Japanese do arrive in Nanking, do occupy buildings and all the worst hopes it will give the American Consul information to press for release of our property inasmuch as it is American owned. We did the same for Ginling.

I believe I can give you nothing further.

Sincerely yours,  
Elsie M. Priest.

0510



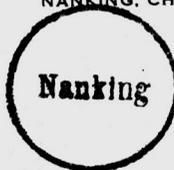
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**TRANSFER**  
UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA



February 22, 1932.

*Acc 5/2/32*

Mr. B. A. Garside,  
New York.

Dear Mr. Garside:

**INDEXED**

I have just written a letter for Dr. Chen concerning the postponement of the annual meeting so will not comment on it further except to say that it is almost impossible to face next year at this time. Many department heads are away, and the ones here are much puzzled to know what may happen. I felt sure you would understand the situation but in order to have it on record we have written to you giving the outlook as we see it today.

Tomorrow morning Dr. Chen and I plan to go over the whole question of budget for the spring very carefully, make proposals for salary cuts etc. You will realize what a problem it is - how difficult to cut salaries and all the rest. Some of the staff have been working very hard and instead of having a "holiday" forced upon them have had double work. This is especially true of all the administration staff, and yet if we propose a cut, it will have to include everyone. If only it could rain dollars instead of bullets for a few hours!

Letters were sent again to American staff members, stating clearly that nobody was being urged to return to Nanking at this time, but we hope a few of the teaching faculty will return! I am sure they will. So far Nanking has been very quiet -- almost dull! Up until noon today sixty-five students had registered at Middle School and Mr. Djang is hoping there will be over 400. We have no idea how many college students may return - another week will tell.

Every member of the administrative staff is here, carrying on his part of the work, meeting daily to read the latest "rumors" or bulletins and planning for the property and the staff. Generally speaking they are showing a very fine spirit of cooperation, and even the most pessimistic ones are "standing by".

When Miss Lee and Miss Anderson left for Peiping, I gave them salary for two months - February and March. This note should have been sent to you before this time but it was not until I was checking through the salary checks that I recalled I had not notified you. I will hold the checks you sent for February, and of course this will not reach you before March is posted, but you may as well cancel the April and May checks from your books. Or, if you choose to keep the accounts clear, you may deposit with the Central Hanover Bank and Trust Co. as I gave them gold checks from that account. These were the only ones advanced.

This brings up another matter that is on my mind these days in a most conflicting way. It is costing the ones who left for Shanghai or Peiping more to live than it would cost them in Nanking. It has been customary in the past to allow a certain amount for evacuation expenses, but my conflict comes in this way. The Chinese staff are proposing to cut their

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No. 2.

TRANSFER

2-22-32

Salaries a certain percentage in order to prevent too heavy a deficit this spring and it would be most embarrassing for the western staff to ask for evacuation expenses in addition to their salaries under these circumstances especially as there are many of the Chinese staff who have sent their families out of the city at a good deal of expense. The ones involved will be:

Miss Maude E. Whipple  
Hilda M. Anderson  
Mary Nelson Lee (only a small part University)  
Minnie H. Purcell  
Grace Bauer  
Iva Hynds

to the present time. What the future holds for the rest of us will be revealed in due time. If conditions in Nanking become too serious we shall open an office in Shanghai and for your information, I have made tentative arrangements with the National Christian Council to use one of their rooms. Therefore, if we are forced to leave Nanking, you may address me

c/o Mr. E. C. Lobenstine,  
23 Yuen Ming Yuen Road,  
Shanghai.

That will be another item of expense which we hope to avoid and we shall only leave when conditions become serious.

I shall appreciate very much if you would informally advise me concerning this question of evacuation expenses. Nobody has asked for any assistance to date, and nothing has been said about the matter, but experience has led me to be prepared! I expect it will be a serious drain for a few members. In this connection, the question of salary cuts is involved - and I hardly know how to propose it for western staff members. I am not writing with the idea that you will take the question up with the Board as yet, but in order to have your advice and the experience of other institutions in similar cases. //

Very careful lists with blue prints of all property were filed through the American Consul with the mayor in order to have the groundwork laid for special protection should we need it later.

Mails are very slow between here and Shanghai but it is possible to send by air now which helps for important letters -- too costly for every letter. We have our newspapers to Friday the 19th which is better than has been the case for the past three weeks.

I was glad you sent the expression of appreciation in the minutes and letter to Dr. Chen -- it seemed to cheer him considerably and these are rather discouraging days!

Sincerely yours,

*Elaine M. Priest*

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER

Nanking

February 27, 1932.

ack 3-29-32

Mr. B. A. Garside,  
New York.

Dear Mr. Garside:

INDEXED

Although there has been no opportunity to bring up the matter of the leave of absence for Miss Van Vliet this summer, she is planning to go unless conditions make it seem unwise for her to be away. Therefore will you please secure the clergy certificates for her use? I enclose the blanks, and shall be glad to have you send the certificates to her or to me as soon as possible. She is sailing on May 31st if her plans are carried out. Therefore there is time to have the same returned to us.

If Nanking should have trouble you will know of it and in that case, probably she will not leave for the summer. At this stage it is difficult to make any predictions!

We are busy registering for second semester. Students are returning and it looks as if we would have from 250 to 300 in the colleges (around 50c/o) Nearly all the senior class are here and many of the junior students so the loss will be in the lower classes. The Middle School has 350 with promise of about fifty more during the next few days. Mails are so very slow these days that many of the students have not had time to reach Nanking. It takes from 6 to 8 days for a letter to go to Shanghai ordinary post and from 3 to 4 days for airmail! In ordinary times two days is quite ample for ordinary post! Fees are not being paid very well - students dislike to give up their funds for fear we shall have to close in a short time.

We have not checked over the faculty members as yet, but many of the Chinese faculty came in today. Messrs. Smythe, Jones, Illick and Mills are returning in time to be here Monday the 29th. Nanking remains very quiet but very apprehensive. However, there is a chance of carrying on for the spring without too much interruption.

Word has just come of the death of Mr. W. H. Hoover, who gave us the ten year trust fund of 50,000. in 1929. Dr. Chen has written a note to the oldest son, H. W. Hoover of North Canton, Ohio.

Sincerely yours,

Elmer M. Priest

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**TRANSFER**



**INDEXED**

February 27, 1952. #1

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

We have this week received notice that the April 1st, 1952 dividends of the Aluminum Company of America will be reduced 50%. This has been feared for some time, but we were hoping that the Company would at least retain its full dividend through July 1st of this year. Now that the reduction has actually been made, there seems to be little hope of any restoration of the full dividend until business conditions improve very definitely.

It seems therefore that we must make our plans for the fiscal year 1952-53 in the expectation of a reduction of at least \$4,200 on our 1400 shares on Aluminum Preferred Stock. Also since the trust funds held for us by the Harvard-Yenching Institute are invested largely in Aluminum Preferred Stock, we will have to expect almost 50% reduction in income received from the Institute.

No doubt your budget estimates will already be on their way to us when this letter reaches you. This will however, give you an advance warning of what we may have to expect in the way of action by the Founders in defining their contribution to the University's budget for next year.

So far as the fiscal year 1951-52 is concerned we will lose only \$1,050 on the April 1st dividend, together with whatever reduction the Harvard-Yenching Institute may make on the payment of their last quarterly installment of income for this year.

As I have previously stated my own opinion is that our Nanking Founders are obligated to supply the University with the full amount they underwrote in their Class "A" appropriation at the beginning of the year, even though losses of income means that this will create a deficit. However, such losses of income will inevitably mean a rapid decrease in the amount available from gain on exchange, so the University will be unable to count on little, if anything beyond the L. C. \$16,000 approved by the Founders by Action BF-570.

With the Japs raising Cain in Shanghai, and income both from endowment and mission sources being reduced at the home base, our China colleges are certainly having their share of troubles.

Very cordially yours,

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER

March 3, 1932.

ack. 4/25

Nanking

Mr. C. A. Evans,  
China Union Universities,  
Shanghai New York.

My dear Mr. Evans:

Replying to your various letters regarding invoices  
and orders:

Letter of January 30th. You are correct, Order 5835 was a duplicate order and should be cancelled.

Please purchase the cheap edition of the New International Yearbook order 5826, which has been quoted to us at G\$6.75.

Please cancel order No. 5825.

We would like you to send us Beale's Treatise on the Conflict of Laws Volume 1, Part 1 - our order 5823. When the second part is printed we will place a further order for the same.

The other items, being out of print or else not yet printed may as well be cancelled for the present.

The letter from the American Library Association regarding Order 5821 has arrived also - we shall keep the book they sent as it will answer our purpose.

The letter from Rus was also noted. We have Rus 1930 so please cancel the order. We shall re-order in 1935. Our assistant librarian in charge of annual publications was over-zealous and nobody caught the error.

Letter of January 19th. I do not find any "gray" copies not mailed to you so presume in the course of time the copies of 6361 and 6362 reached you. I find these two orders happened to be personal copies for Dr. Smythe - perhaps he failed to give me all the copies and I did not check it through correctly. If so, apologies - anyway please pay them.

I presume you know that radio is contraband still in China although not observed too strictly these days. We have a radio in the laboratory made by the Physics department but have had trouble securing parts! They use it constantly these days to get the reports from Japan and our three professors who understand Japanese are overworked translating the messages! They also are able to get reports from Manila but I have not heard of any one hearing from America so I am afraid the Presbyterian message did not reach many missionaries but it will be most valuable propaganda for our friends at home and we appreciate the messages sent. The other element involved would be the time element -- evening messages would reach China in the wee small hours of the morning and I fear most of us are in bed!

Sincerely yours,

Elmer M. Priest

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UNIVERSITY OF NANKING

OFFICE OF THE TREASURER

NANKING, CHINA



March 7, 1932.

*Acc 5/2/32*

Mr. B. A. Garside,  
China Union Universities,  
New York.

My dear Mr. Garside:

INDEXED

There are one or two things that I would like to mention for fear we may be involved in war and I forget about them.

In the first place will you please keep in close touch with the Mission Boards who are planning to send us new people this year and in case there are any changes let us know by wire. The housing situation is still acute in the University group and we are reserving certain houses for the mission staff members scheduled to come out next autumn. We must know whether they are coming directly to Nanking or to Peiping for Language study the first year, and if you would be good enough to send us definite information it would be appreciated. It makes a lot of difference in planning for work, as well as houses.

The ones on our list for next fall are:

- Aug 26 cont'd*  
Baptist Board -- Mr. and Mrs. Slocum - now in Ithaca, N.Y.
  - 10/20/32*  
Presbyterian -- Mr. and Mrs. J.C. Thomson - returning from furlough
  - Mr. and Mrs. Fenn - probably lang. school 1st yr.
  - Mr. and Mrs. Wheeler - if they come, to Nanking.
  - 10/20/32*  
American Board -- Mr. and Mrs. Riggs - directly to Nanking
  - U.C.M.S. -- Dr. and Mrs. Slater <sup>*Return by train*</sup> - probably delayed a year on account of financial condition of board.
  - (for hospital)
- Please confirm for us.

To date, we have nothing definite about any one of the above except we expect the Thomsons to return. Inasmuch as the Bucks are leaving for furlough we can adjust houses without trouble for them. Conditions may be such that nobody will return but we are planning for normal times. You may wish to address the above letter to Dr. Chen in which case please send me a copy. I presume he will be writing you in a few days about it but inasmuch as I am acting as secretary these days for important letters we combine our letters eliminating as many as possible. We must know (1) who is definitely coming (2) if they are going to Peiping for language or coming to Nanking directly (3) the dates they will arrive. The fall semester was originally scheduled to open about August 30th. Now the spring semester will not close until July 28th so it is possible we may delay opening a few days. I hope so!

This morning we have in the colleges 269 students, in the Middle School 415 or just a little more than one-half the usual numbers. The outlook is not very promising this morning - in fact everyone seems rather depressed. We are gathering together some important papers to send out, and have figured out refunds in case we have to close school next week. I do not feel personally that the Japanese will be able to reach Nanking as quickly as that, but I guess it is inevitable that they are on the way. The thought of the probable destruction ahead of us makes us all a bit discouraged, but few people have any faith in the league action now.

0520

3-7-32

# TRANSFER

No. 2.

In the meantime everything on the campus is orderly and work is going along normally and quietly. The largest number of students are in the College of Agriculture and Forestry with the College of Arts second and although the College of Science are third, they have a larger percentage of their previous enrolment here. They have always been a smaller college as far as numbers are concerned.

We plan for next year one hour and the next we are planning for the plant, our records, etc. in case we have to close the school! On the whole the spirit is excellent but it is rather a sad outlook for the future of China unless something is done to stop the destruction of lives and property of innocent people.

*Noted  
MS*

In case Arthur H. Thomas Co. presents an invoice for a recent order please do not pay it at present. We asked them not to use a line that had Japanese connections, but they evidently did not take us seriously and shipped as usual by a Japanese agent. Naturally we cannot negotiate our papers at this end now, and I presume the shipment was put off at Kobe. Temporarily we have advised them that the responsibility is theirs until such time as we can secure the goods.

If you have not shipped the portable typewriter to me, perhaps it had better be cancelled. If already sent, it will be quite satisfactory and I will arrange for it. Mail and parcels are coming through in fairly good time now but we do not know what may happen a month hence.

Sincerely yours,

*Elmer M. Priest*

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INDEXED

March 7, 1932. #1

ack 4/13

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

I am attaching herewith a confirmation copy of a cablegram we sent on March 3rd at the request of Mr. Reisner. I trust you will be able to decode our meaning that Dr. Scott has not sent the letter concerning famine funds to which you refer in your cablegram of February 24th.

A cablegram from Peiping today informs us that Dr. Stuart is on the Pacific sailing for the United States aboard the "Empress of Russia." He is due in Vancouver on March 21st.

Dr. Scott has turned over to me a sheaf of correspondence including letters and statements from Mr. Reisner, Dr. Speer, Dr. Stuart, and Dean Sic relative to the reallocation of famine funds at the end of the present ten year period in March 1933. We will take this matter up with Dr. Stuart as soon as he arrives here, and will probably also seek to bring together a joint Committee of the Nanking and Yenching Trustees for a thorough consideration of the various factors which must be considered.

I am enclosing herewith the usual financial statements as of February 29th. You will note that our cash balance carried in our current bank account is still quite large (\$32,398.80).

As yet we have not had time to hear from you in reply to the inquiry made in our letter of January 11th as to what adjustments should be made of the Famine Fund balances that have been accruing on our books for several years. Balances in this account amount to about one-half of our total cash in hand. Another \$10,000 approximately is in our plant section in the "Famine Funds for Land" account. However, we have received since March 1st your draft #211 for \$5,000 which reduces by one-half the Famine Funds available for land. For the time being we are charging draft #211 to Account 21A, the general land account of the University. If there would be any advantage of doing so we could divide up Account 21A into some such division as:-

Land - General  
Famine Funds  
Silk Association Funds

Do you think such a subdivision would be worth while, and if so

0523

Miss Elsie M. Priest

March 7, 1952.

-2-

what subdivision would you suggest?

I trust you will find all the material accurate and intelligible.

Very cordially yours,

BAG:PC  
Enc.

E A GARSIDE

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0524



March 7, 1952. #2

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

Let me acknowledge receipt of your letters of January 26th and 28th.

Your letter of January 26th requests that we purchase a Royal portable typewriter. Mr. Evans is following up this order for you and will make every effort to carry out all your specifications. We should be able to give you a definite report on this in the next China mail. I believe the total cost will not be more than the \$60. you give as a maximum figure.

*to well within*

Your second letter deals with the ever-perplexing problem of secretaries.

I am beginning correspondence with Miss Gleichauf and Miss Higgins. I trust that if Miss Gleichauf appears to be at all promising we will be able to arrange an interview between her and Dr. Bowen. I am not sure who we can get to interview Miss Higgins in Illinois, though possibly we might get one of the Chicago ladies on our Yenching Board of Trustees to do this for us. As soon as we have anything at all definite to report on either of these two young women I will communicate with you further. Just at the present time we have our Central Office files jammed with young people applying for positions in China. Since January 1st I have received well over 100 applications. Of course many of the applications are influenced by the economic depression now affecting everyone here in the West, and some are attracted by the unusual lure which the Orient holds at the present time. However, there are undoubtedly a number of these applicants who are deeply in earnest in their desire for Christian service in China, and have the necessary professional and religious qualifications to succeed.

The perplexing problem is to find these potentially successful appointees in such a mass of applications. Some of our most promising prospects have turned out so poorly during recent years, that I am becoming less and less impressed with the ability of our Candidate Committees, myself, or even the missionaries at home on furlough, to select secretaries who will make good when they arrive in China. We will do the best we can and will keep you informed of any progress we make.

Very cordially yours,

BAG:PC

B A GARSIDE

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over  
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TRANSFER

Nanking

INDEXED

March 22, 1932.

Miss Elsie M. Priest,  
University of Nanking,  
Nanking, China

My dear Miss Priest:

The last mail brought a sheaf of correspondence from your office, including your letters to me dated February 1st, and February 8th, and your general letters telling of the day by day happenings in Nanking from January 29th to February 13th.

This material gives us a vivid picture of a very strenuous and nerve-racking fortnight. We can appreciate to some extent the size of the burden you were carrying and the intensity of the strain under which you were working during these days when accurate information was lacking, and almost anything might have happened. Once again we are filled with admiration for the cool and capable way in which you carried on.

The absence of any special news dispatches from Nanking during recent weeks we have taken to indicate that no serious crises have been encountered during that time, and that you are gradually returning to a state of normalcy. I trust that it has now been possible for the University to begin the regular work of the spring semester.

The deposit of G \$5,000 was placed in your Central Hanover Bank and Trust Company account as requested in your cablegram, and since that time we have been holding ourselves in readiness to make any further deposits you might request. We have just received Mr. Carter's check for \$1,152 gold on the Ginling College account, and we are today depositing this amount to the credit of your account in the Central Hanover Bank. As you will have noted from the February 29th financial statements the total of our cash on hand at that date was G \$32,398.80.

I have just received a letter from Dr. W. S. Carter of the Rockefeller Foundation which seems to offer distinct encouragement that the Foundation may be willing to make a supplementary appropriation to cover the deficit of approximately G \$4,252.85 standing in the Hospital account on July 1st of last year. Though he gives as his judgment that it would be inadvisable for us to ask for the full amount of G \$7,182.79 as suggested by President Chen, since this would involve the Foundation some rather serious questions of general policy. I will communicate further with you in regard to this as soon as we have anything definite to report.

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Miss Elsie M. Priest

March 22, 1952.

-2-

We sincerely hope that when this letter reaches Banking it will find conditions there somewhat more nearly restored to normal. The added strain of these recent weeks is, it seems to me, another weighty reason why you should plan to begin your furlough this summer. Is there anything the Founders can do in the way of assisting in making arrangements for carrying on the Field Treasurer's work during your absence from the field.

Very cordially yours,

BAG:PC

B A GARSIDE

CC: Accounting Office

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

**TRANSFER**



April 5, 1932.

*ack. 5-17-32*

Mr. B. A. Garside,  
China Union Universities,  
150 Fifth Avenue, New York.

My dear Mr. Garside:

**INDEXED**

One of our instructors, Mr. C. M. Heh (Heh Ching-ming) was granted a fellowship under the Famine Funds for this year under the same terms and arrangement as the ones granted to Mr. Chang and Mr. Shen. Mr. Heh was delayed on account of health until this spring, but is now sailing for America on the President Hoover on April 15th. He will be at Cornell University, Ithaca, New York during the next year.

Will you kindly send him funds as follows:

*NOTE to Mr. Garside*

May 15th	Gold \$300 00	<i>- part #1 - May 17, 1932</i>
September 15th	300 00	
January 1st 1933	200 00	
April 1st 1933	200 00	
June 15th 1933	<u>500 00</u>	1,500 00

These dates may be changed after Mr. Heh arrives and finds the needs. I have asked him to write to you directly. We have advanced 500 00 for his traveling expenses. Until Mr. Heh sends you his address, please send the funds to him care of Dr. C. H. Myers, Cornell University, Ithaca, New York.

I hope Mr. Heh will be able to visit New York City before he returns to China, and if so, I am sure he will call at your office.

Sincerely yours,

*Elsie M. Priest*

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

April 9, 1932.

act. 5-17-32

Mr. B. A. Garside,  
New York.



My dear Mr. Garside:

INDEXED

We have received various letters from you which must be answered immediately, but I do not seem to be able to think in terms of "cuts" this afternoon so shall merely acknowledge the letters which brought us the news of the serious cuts. I do not know what we shall do - it is on our minds constantly, but I hope to send you something fairly constructive in a few days as a result of our thinking and consultation on the field.

Your letter of March 7th brings up the question of secretaries and I know Dr. Love is waiting for further word about Miss Gleichauf. He has to give Miss Lee definite word on May 15th but I am sure something will come through before that date. As you may know Dr. Love has decided to stay on in China for another year - that is, he will not cancel the contract as was anticipated. The wire you sent for him reached us safely and I sent it on to him immediately so I do not think there was much delay. He was in Hanghai from February 6th to March 30th, but it is rather likely he was not officially registered at the Shanghai Consulate. If our friends would only realize that mail or cables would be promptly forwarded from Nanking, it would save much time!

I was much interested to know that you have received over one hundred applications for positions in China. I have forwarded your address to a few people who wrote directly to us, so you may have some more! However, if their chief interest is picking up souvenirs from the Chapei battlefield, please keep them in America. Life is rather dull in Nanking for this type of person! I am keenly interested to have any new people interested in the work as a bit of definite missionary service, and unless they have this interest, we all suffer.

We are trying to put into proper shape the request, with the supporting documents, for the allocation of the Famine Funds. There are a few points that I am anxious to have you know, but as it is a long story and as Dr. Chen now has his secretary, I shall let them give it to you. We have received some interesting letters from some of the men like Professor Tauney, Dr. Adams of Oxford, Prof. Needham, Prof. Shaw, Mr. Swingle, Dr. Concliff, etc. and shall use them as one of the exhibits. We have been quite pleased to see what they thought about our work and the continuation of the projects underway. The meeting is April 27th and we are hoping that it may be possible to have the final decision made at that time, although recent word from the committee indicates it may be delayed until the autumn.

Mr. C. M. Heh (Heh Chingming) is leaving on the 15th for study under the grant of 2,000. gold. I have sent you a schedule which may be changed. I do not think it needs further comment - of course it is from Famine Funds. Only, we are planning on having you reserve this fund in New York in gold at the close of this year. It was supposed to be used this year but he was delayed. I will write you later.

*This typewriter is badly this P.M. I am hoping you will ask to send the Portable although I shall not be surprised if it was held up for a letter in mail.*

Sincerely yours,

Elmer D. Priest

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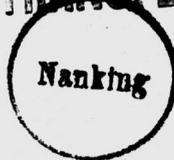
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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

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TRANSFER



April 13, 1932. #1

Apr 5/17/32

Mr. B. A. Garside,  
China Union Universities,  
New York.

Dear Mr. Garside:

INDEXED

This letter is to advise you of our recent steps in relation to the Rockefeller grant for the hospital. You will know that the final payment of three thousand dollars was due for the year 1931, and we have delayed sending in our report until some decision would be reached about the additional request, feeling if the account was completely closed it might be more difficult to secure a "hearing".

Our letter of April 12th from this office to Mr. Gee of Peiping will give you the information concerning the grant of Mex \$3,000 00 due the hospital. I hope they remit promptly so we may have these funds by the close of this fiscal year. I do not think we need to make further comment on this matter as it is the usual procedure and we have more than met the conditions on account of high exchange.

You have received our letter of December 5th which was jointly to you and Dr. Scott, and in your reply to me you indicated that you had anticipated we would take the matter up with Mr. Gee. We waited to see if Dr. Scott had anything further to add, but recently Dr. Chen received a letter from him that merely acknowledged the letter of December 5th. Therefore, it seemed clear to us that you expected us to take the initiative and attempt to press the matter from this end. Yesterday we sent a letter to Mr. Gee, and enclose a copy for your information and files. I hope you will do all that you can to push this request from New York. I have asked Dr. Chen to write to Dr. Scott sending a copy of the same letter to him also.

*See Director's statement under*  
I am sure you must become weary of statements from the field offices but it is our only way of showing conditions, and I enclose the hospital report for April 1st, which is also a trial balance of their books. You will note that receipts have fallen rather far below expenditures for this period, especially during the past two months, when we have averaged only a very few patients in the special and first class rooms. We have used more of our reserve funds than we had in our bank accounts and it looks as if we would have to sell some of our invested funds to carry us over the next two months. You will remember the hospital has no funds of any kind except this small surplus on the field, and we have been hoping that 26,000 @ could be reserved for permanent funds. If this grant of approximately seven thousand is received from the Rockefeller Foundation, we shall be able to cover our needs for this year. If not, -- I do not know.

There is one matter in relation to the monthly statements that I would like to have you adjust. Before the close of the last fiscal year (ending June 30, 1931) we explained to you that inasmuch as the hospital had insufficient funds in New York to pay all their gold accounts, that

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## TRANSFER

the University funds had been transferred to the hospital -- either from current general or from Agr. and Forestry -- with the necessary adjustment made on the field as far as exchange was concerned, etc. In other words, instead of drawing the gold and selling it here, we asked you to transfer such amount as was needed to the hospital account to clear their indebtedness. You neither agreed or disagreed with the proposal - but we assumed silence meant consent, as we could not see any possible objection.

However, all the year the hospital account has been carried forward in red ink which has been most annoying to the hospital group, and I have repeatedly explained to them that as soon as your accountant found time to do the necessary bookkeeping, it would be adjusted. I fear I was too optimistic for no change has been made in eight months. The amount of 4,347 54 appears on your statement, and if you will be good enough to have your accountant make the necessary entry charging this amount against the item you term as "surplus" we shall appreciate it. Unless it is done this year, I fear the matter will be sadly confused on your books, and someone will have the brilliant idea of using your so-called surplus to reduce deficits when it should be applied against the hospital account. The field records have been adjusted.

We are planning to do the same thing this year providing it is adjusted properly through your office for last year. Instead of drawing drafts and selling the funds here, the hospital will remit to us from their current funds the equivalent of the amount overspent, and that will save them a few dollars as we shall give them the selling rate instead of the buying rate which they would have to use if they purchased gold and returned it to your office. The whole matter seems very simple to me but because you have not made the entry, I am becoming alarmed for fear it appears complicated in some way beyond me.

I believe this covers the hospital matters for today. I wish you would let me know as early as possible concerning the various questions raised in this letter.

Sincerely yours,

*Elmer M. Priest*

Due apologies for this typewriter - it is almost beyond repair but we have no money.

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RECEIVED  
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# TRANSFER

April 12, 1932.

Mr. N. Gist Gee,  
The Rockefeller Foundation,  
Peking, Hopei.

My dear Mr. Gee:

We have delayed sending you our annual report because of the specific suggestion which was made by Mr. Carter of the Rockefeller Foundation to Dr. Scott of our Board of Founders. They were discussing the difficulties of financing the hospital and as a result the suggestion was made that the Rockefeller Foundation might find it possible to grant the full amount of the original appropriation to the hospital. We have heard recently from Dr. Scott and are taking this opportunity to present our formal request through your office.

The enclosed statements will give you some information concerning the increased cost due to abnormal exchange, and although you are quite familiar with these conditions, we felt you would find these figures interesting. As you know exchange has been very high during the past three or four years and naturally the amount of gold dollars required to purchase the grant in Chinese currency for the hospital has been much less than the amount originally appropriated by the Foundation in 1926. Although we do not have all the figures in our records, we have estimated that there will be about Gold \$7,000 00 left in the original grant. It is this amount that we are in hopes of receiving from the Foundation in accordance with the suggestion made by Mr. Carter, and if you are able to help us out in carrying this matter through, we shall be most grateful.

More recently our troubles have also increased with the Sino-Japanese disturbances although we have not been hit directly through warfare. Most of the foreign community and a large proportion of the better class Chinese patients were away for some time. This has decreased our income during the past two months in a very decided way and we are facing the remaining months of this year with considerable apprehension. If unsettled conditions continue in the Yangtze Valley we may be forced to use the last of our reserve funds, which have never been a large sum. Thus you will appreciate the fact that we hope that it may be possible to receive the funds as suggested by Mr. Carter.

We sincerely trust you will forward this request for the unused balance of the original appropriation made to the Hospital in 1926, asking your New York office to remit the funds directly to Mr. Garside as usual.

Thanking you for your continued interest and assistance in these matters, I am

Very sincerely yours,

Y. G. Chen, President.

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# TRANSFER

## UNIVERSITY HOSPITAL

### SUMMARY OF RECEIPTS AND EXPENDITURES MADE IN U.S.A.

July 1, 1927 - June 30, 1931.

Balance on hand in New York July 1, 1927		60	300 36
Receipts 1927-1928			4,933 71
1928-1929			10,937 03
1929-1930			2,669 63
1930-1931			<u>1,560 00</u>
			20,390 73
Expenditures:			
1927-1928	2,410 00		
1928-1929	12,453 11		
1929-1930	3,806 98		
1930-1931	<u>5,973 49</u>		<u>24,643 58</u>
DEFICIT IN GOLD ACCOUNT JULY 1, 1931.....		60	4,252 85

Note: The expenditures included drafts withdrawn for use on the field, with the exception of the last year 1930-1931. The total expenditures for 1930-1931 represented items actually paid in U.S. currency.



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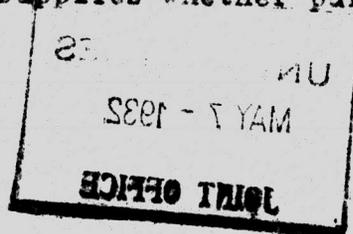
# TRANSFER

## UNIVERSITY HOSPITAL

Analysis of the ratio between expenses with in-patient days shown  
as percentages of 1928-1929 costs.

	<u>1928-1929</u> <u>Sept. 1-June 30</u>	<u>1929-1930</u> <u>July 1-June 30</u>	<u>1930-1931</u> <u>July 1-June 30</u>
<b>Expenses and in-patient days:</b>			
<u>Total expenses</u>	<u>\$86,031</u> - 2.65	<u>\$133,671</u> - 3.19	<u>\$152,862</u> - 3.46
In-patient days	32,427	41,885	44,126
Percentage of 1928-1929 costs	100%	120%	130%
<b>Drug Expenses:</b>			
<u>Total expenses</u>	<u>\$ 5,776</u> .18	<u>10,827</u> - .26	<u>14,769</u> - .33
In-patient days	32,427	41,885	44,126
Percentage of 1928-1929 costs	100%	144%	183%
<b>Surgical expenses:</b>			
<u>Total expenses</u>	<u>\$ 2,852</u> .09	<u>4,302.-</u> .10	<u>11,562</u> - .26
In-patient days	32,427	41,885	44,126
Percentage of 1928-1929 costs	100%	110%	288%
<hr/>			
Average exchange rate for same periods	2.24	2.96	4.10
Percentage of 1928-1929 rate	100%	132%	183%

**Note:** The increase in the ratio between expenses and in-patient days is caused largely by (1) increased living standards and costs in the capital city and (2) increased gold exchange. While these causes are both effective in total expenses, it is apparent that the exchange factor is largely responsible for the greater increase in drug and surgical supplies whether purchased in China or abroad.



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# TRANSFER

April 12, 1932.

Mr. N. Gist Gee,  
Rockefeller Foundation,  
Peiping, Hopei.

My dear Mr. Gee:

In accordance with our usual custom we enclose the financial statement, in duplicate, for the University Hospital for the year January 1, 1931 through December 31, 1931.

According to the agreement with the Rockefeller Foundation the Mission Boards must contribute Mex. \$25,500 00 in order to fulfill the conditions of the grant of three thousand dollars (Mex \$3,000 00) to be made for 1931 from the Foundation. I have the pleasure of calling the following items to your attention:

Mission Boards contributions:

Cash grants:

Methodist	2,641 75
Presbyterian	3,200 00
U.C.M.C.	<u>3,000 00</u> 8,841 75

Personnel:

Methodist- Dr. C.C. Trimmer	10,400 00
Presbyterian - Dr. J. N. Daniels	13,120 00
U.C.M.C.- Drs. Slater and Brady	<u>18,350 00</u> 41,870 00

Total from Mission Boards.....Mex 50,711 75 //

Will you kindly forward this information to your office in New York and ask them to remit directly to Mr. B. A. Garside, Asst. Treasurer, University of Nanking, 150 Fifth Avenue, New York City for the grant of three thousand dollars Chinese currency which is due us at this time?

Thanking you for your assistance in this matter, I am

Sincerely yours,

Elsie M. Priest, Treasurer.

cc Mr. Garside.

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TRANSFER

1932, May 7

Dr. M. J. ...  
Rockefeller Foundation  
New York, N.Y.

Dear Sir:

In accordance with the terms of the contract...  
the first payment of \$100,000.00 is being made...  
on the basis of the amount of the grant...  
of \$100,000.00 to be paid for 1932...  
the balance of the grant...

Very truly yours,

Director  
Rockefeller Foundation  
New York, N.Y.

\$100,000.00  
\$100,000.00  
\$100,000.00

Respectfully,  
M. J. ...

\$100,000.00  
\$100,000.00  
\$100,000.00

Rockefeller Foundation  
New York, N.Y.

Very truly yours,

The first payment of \$100,000.00 is being made...  
on the basis of the amount of the grant...  
of \$100,000.00 to be paid for 1932...  
the balance of the grant...

R:  
UNIVERSITY  
MAY 7 - 1932  
JOINT OFFICE

Very truly yours,

cc Mr. ...

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TRANSFER

UNIVERSITY OF NANKING  
NANKING CHINA

Statement for the University Hospital January 1931-December 1931.

RECEIPTS:

General Hospital fees	49,038 02	
Special hospital fees	15,355 20	
Dispensary fees	15,099 40	
Special practice fees	5,536 88	
" " " - contract	1,041 30	
Pharmacy fees	25,116 13	
Laboratory fees	8,876 90	
Xray fees	1,973 55	
Medical fees	5,034 06	
Surgical fees	5,821 88	
Gyn. and Obstetrical	4,890 64	
Ear, eye, nose and throat	427 10	
Nurses tuition fees	<u>1,627 90</u>	139,838 96

Mission Boards:

Methodist	2,641 75	
Presbyterian	3,200 00	
U.C.M.S.	<u>3,000 00</u>	8,841 75

Personnel:

Methodist	10,400 00	
Presbyterian	13,120 00	
U.C.M.S.	<u>18,350 00</u>	41,870 00

Rockefeller Foundation

6,000 00

Miscellaneous:

Gifts	3,461 70	
Interest and expense	2,510 43	
Rent of buildings and land	<u>1,499 53</u>	<u>7,471 66</u>

Total receipts for the year.....M\$ 204,022 37

EXPENDITURES:

Administration:

Salaries of staff	10,281 70	
Supplies and expense, equipment etc.	<u>3,003 54</u>	13,285 24

Operation and maintenance:

Buildings and grounds:

Supplies and expense - general	3,636 09	
" " special	168 23	
Wages of servants	1,918 66	
Equipment	1,908 26	
Repairs	7,026 26	
Insurance	<u>437 90</u>	15,095 40

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# TRANSFER

<b>Mechanical service:</b>		
Wages of servants	1,642 90	
Fuel	8,314 12	
Gas	3,608 86	
Electricity (city)	1,013 89	
Supplies, expense, equipment	<u>3,132 01</u>	17,711 78
<b>Housekeeping:</b>		
General kitchen	16,84 81	
Diet "	3,265 04	
Special "	<u>4,102 96</u>	24,214 81
<b>Laundries:</b>		
Wages of servants	899 35	
Fuel, supplies and expense	<u>854 07</u>	1,753 42
Special department		375 21
<b>Linen:</b>		
Wages of servants	178 33	
Supplies and expense	<u>4,014 51</u>	4,192 84
Special department		143 54
<b>Evangelistic and social service:</b>		
Salaries	771 00	
Supplies and expense	<u>199 39</u>	970 39
<b>Professional:</b>		
Supplies and equipment, general	2,048 66	
" " special	4,707 09	
" " Surg.&Med.	14,648 48	
Miscellaneous	227 48	
Study and furlough allowance	212 50	
Library and medical records	<u>163 00</u>	22,007 21
<b>Pharmacy:</b>		
Salaries	930 00	
Drugs	17,478 92	
Supplies and expense	<u>1,655 38</u>	20,064 30
<b>Technical service - laboratory:</b>		
Salaries	5,279 70	
Supplies and expense	1,695 27	
Equipment	<u>83.50</u>	7,058 47
<b>Technical service - Xray:</b>		
Salaries	452 10	
Supplies and equipment	<u>1,730 56</u>	2,182 66

**TRANSFER**

**Nursing Service - training school;**

Salaries of staff	632 00	
Supplies and expense	<u>904 75</u>	1,536 75

**Nursing service:**

Graduate nurses - general	13,566 05	
"                    special	3,577 75	
Orderlies, general	3,100 23	
"                    special	<u>241 00</u>	20,485 03

*480  
13 of 111*

**Professional salaries:**

Medical and surgical	44,517 46	
Gyn. and Ob.	2 925 00	
Ear, eye, nose and throat	<u>1,617 00</u>	47,059 46

Total expenditures.....\$ 198,136 51

SUMMARY

Cash on hand December 31, 1930	30,631 56
Receipts during the year	<u>204,022 37</u>
	234,653 93
Expenditures during the year	<u>198,136 51</u>
Surplus on hand December 31, 1931.....	\$ 36,517 42

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UNIVERSITY OF NANKING  
OFFICE OF THE TREASURER  
NANKING, CHINA

TRANSFER

April 13, 1932. #2

Nanking

Ack 4/17/32

Mr. B. A. Garside,  
China Union Universities,  
New York.

My dear Mr. Garside:

INDEXED

Your letter of March 7th reminded me that no reply had been sent to your letter of January 11th which needs my apologies.

I know you have been carrying large balances in the famine funds accounts, but you should not be carrying any surpluses on your books. Evidently it is not clear to you the way we handle these funds. Each year the China Famine Fund Committee approves a budget for a certain amount which is paid to you from the Washington trust company. At the close of each year, we report the amount that has been used and if there are unused balances they are canceled and are returned to the National Savings & Trust Co. to become part of the original funds. There have been a few cases, as you will find from the minutes of the famine fund committee, where we have asked for the privilege of using the balances for special purposes. The budget has always been guaranteed at the rate of two to one exchange but this current year 1931-1932 this method was changed, and we were given the right to use a total amount of the exchange gains.

Every spring, usually about the first of April, we estimate in terms of average exchange how much gold the unused balances plus the gain in exchange these last few years will purchase and then notify you and the National Saving and Trust Co. to cancel a certain amount from the current appropriation. You have done so each year and I supposed you understood the whole procedure. Naturally, by this method you have no such thing as a "surplus" in famine funds account. It is true you have a balance on hand, but that becomes part of the appropriation for the following year. This method has always seemed fair to me as it returned to the original trust fund all unused funds. As a matter of convenience, we preferred to adjust during the last payment and the committee had no objection so for years we have made the settlement at that time. A few years ago when exchange was below two to one, the trust company paid to us the loss in exchange, but for the past five years, we have returned to them surplus funds. Therefore, you should clear your records, and eliminate from your books any such items as "surplus funds". I have given you full details each spring showing exactly the amount to be cancelled, so if you wished to show it on your records it would have been a simple matter to do so.

Does this answer your question? If not, let me know and I will try again. I know you have too much money just now, but in about a week I am sending you a statement and asking you to return certain amounts to the trust company -- your balance will be reduced to the

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4-13-32

## TRANSFER

Mr. Garside - 2

amount that we anticipate we shall require to finish the year. If there proves to be a balance this year, it will be adjusted next year. I do not see any reason for changing the system at this date especially as this has been voted and approved by both the China Famine Fund Committee and the Trust Company.

The item of ten thousand dollars for land is another matter. That was a special grant for land, and we have used a good part of the funds. I thought it was wise to keep as much in New York as we could -- the banks here have been rather uncertain and we felt it would be wiser on the whole to have the funds not being used held in New York. Therefore, we have not drawn the whole 10,000; but I expect we may do so before the close of this year. If not, please continue to carry the remaining five thousand in your land account for the present. I do not think it makes any great difference whether you carry the famine fund land in a separate account. If you have not one set up already, it would mean your records were not complete. Perhaps it would be better to wait until such time as we can analyze the capital accounts and then I will report to you the entire amount used for famine fund land -- it is something like 45,000.00 gold. Eventually I think it would be desirable to have the record showing exactly how much of these funds was used for capital expenditures.

Your letter of March 7th takes up the matter of the Famine Funds allocation for the future. You will be interested to know that the request has been sent in to the committee which meets on April 27th. I hope we may have copies available to send you a complete set soon - it was quite interesting with about sixty pages of material. Mr. Buck will represent the college. The budget is also being forwarded, and full copies will be mailed to you later. I suppose Dr. Chen has written to you full details - will check up and see if it has been done.

With best wishes, and hoping that my balky typewriter has not made this letter too unintelligible,

Sincerely yours,

*Elsie M. Priest*

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UNIVERSITY OF NANKING

OFFICE OF THE TREASURER

NANKING, CHINA

TRANSFER



April 15, 1932.

Acct 5-20-32

Mr. B. A. Garside,  
China Union Universities,  
New York City.

INDEXED

My dear Mr. Garside:

Some weeks ago I wrote to you concerning the procedure regarding evacuation expenses. There has not been time to receive your reply to my letter, but the staff members have returned and it seems to me we should send you the information now at hand.

Ginling College has voted to allow evacuation expenses on the basis of travel either to Peiping or Shanghai, and living expenses in excess of 3.00 per day but not to exceed 4.00 per day for Peiping or 5.00 per day for Shanghai. I mention this to show you what has been done in the case of the staff members from a neighboring institution and especially because some of their staff members were living with Miss Anderson under the same conditions in Peiping.

We feel it would be rather unfortunate to have these accounts appear on our records. We would prefer to have you arrange for payment, possibly from your special reserve funds (over 5% on investments) and buy drafts in Chinese currency payable to the staff involved, sending to me if you desire or sending directly to the person. Because of uncertainty of the times, I would suggest you send to me and I will see that they reach the proper people. Do you think this could be done -- providing of course the Founders voted to allow the expenses.

There are only two people involved at the present time. Miss Hilda M. Anderson who evacuated to Peiping for fifty days and Miss Maude E. Whipple who evacuated to Shanghai and later Wuhu for the same time. Miss Purcell evacuated to Shanghai, but lived in her own home and prefers not to request any assistance. Miss Lee went to Peiping, but we have decided it is a problem to be presented to the government eventually, so can see no reason for the University advancing the funds. We are taking it up directly with the government officials in her case. In the case of the two hospital people - Miss Bauer was taken to P.U.M.C. in Peiping on a stretcher, and although we would not have sent her to Peiping under normal conditions, I think everyone is rather relieved to have her under the care of the specialists there, especially as she will be ill for a number of months. It is very expensive, but after all it becomes a matter for decision regarding medical expenses and we shall not consider her case under evacuation. Miss Hynds went with her, entirely on Miss Bauer's account so we are considering her expenses under medical attendance. She was only away ten days in all.

I am sending you the two accounts as presented to me. Miss Anderson put in her entire account, but of course, there must be a deduction for her personal living expenses which I suggest we figure at 3.00 per day. It is costing us approximately this amount in Nanking. I have made the deduction in order to show you clearly what is involved - Mex \$163.10 in her case.

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4-15-32.

Garside - 2

Miss Whipple's account does not have any item for living expenses but I think this is correct in her case, as I know she lived with some Chinese friends and naturally the cost would be less than had she lived at some hotel.

Evacuation expenses

Hilda M. Anderson, Feb. 6th to March 30th to Peiping.

2d class fare to Peiping	53 00	
Meals enroute	4 50	
Baggage	60	
Feb. 8 to March 28th in Peiping		
Language School rate 50 days @ 4.	200 00	
Return fare	48 00	
Meals enroute	4 50	
Baggage	1 50	
Hsiakwan to house	1 00	
	<u>313 10</u>	
(Less personal living - 3.00 per	<u>150 00</u> )	M\$163.10

Maude E. Whipple, Feb. 6th to March 28th to Shanghai & Wuhu

Travel and return to Nanking	54 00	
(Had to travel by river)		
Salary paid to teacher who took		
her classes	<u>60 00</u>	M\$ 114 00

I shall appreciate your action and advice on these matters. Whatever is done at this time will become the precedent for the future, and it is rather likely that we shall have occasions for evacuation in the future -- some people say everyone will away again by May 15th! I am rather passive these days and am not predicting anything for the future!

Sincerely yours,

*Elaine M. Priest*

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