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100-200-7/18/29

TRANSFER

April 1, 1929.

929-41-7

Dr. J. Leighton Stuart  
Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

My dear Dr. Stuart and Dr. Galt,

We enclose herewith copies of the minutes of the Finance Committee meeting held on March 14th. This letter will comment on various actions taken at that meeting.

F-2482 Funds for Additional Residences. I wrote to you in this connection several days ago in commenting on our cablegram of March 18th. One point which has been brought up a number of times in the last few days is the assignment of new residences at Yenching to various donors or staff members. I have already spoken of the actions of the Finance Committee relative to the assignment of residence funds for Princeton-in-Peking appointees (These actions appear in F-2480 of the Feb. 1st meeting, and also F-2488 of this meeting.) Certain of the pledges for Mr. Nash's work make more or less definite references to a residence for him, and Dr. Jenney will be seeking other funds for this same purpose. A recent pledge has been received from Mrs. Blair for a residence for Dr. Low. Other designated gifts for residences are being received from time to time. As you know, practically all gifts for residences have such designations as in the illustrations I have just mentioned. It appears, therefore, that all the residences constructed under action F-2482 will have to be assigned in accordance with designations of residence funds, so far as that can possibly be done. Until we know just how many residences are to be erected and how suitable they are for the various staff members referred to above, and others who have been mentioned or may be mentioned in connection with the gift of the funds received or to be received for these residences, it will be difficult to make final assignments. We hope, however, that you will keep constantly in mind the fact that every one of these residences should be definitely linked up with such designated gifts as we have mentioned. We will of course leave to the field the details of these designations, and will try to send you such information as we can as soon as we know the number and type of the residences you are constructing.

F-2483 Request to Rockefeller Foundation for Endowment for Natural Sciences. Mr. Wimmer has been following this up, and reports that the prospects seem quite encouraging. I have had several talks with Mr. Greene, Dr. Mason, and Dr. Pearce during recent weeks. They are all keenly interested in, and sympathetic with, our China

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colleges, though naturally they are forced to be somewhat conservative and non-committal in their statements. They all seem to feel that the members of the Rockefeller Foundation will be somewhat influenced by the disturbances in China during recent years, and will therefore be reluctant to give anything in the form of an outright endowment. Mr. Green suggested in another connection that the Foundation might wish to place any endowment they might give for China colleges in the hands of a holding corporation for all these colleges if such a body is created in connection with our joint financial appeal for the correlated program for China.

F-2489-91 Journalism Campaign. I have commented on these actions in a letter to Dr. Galt a few days ago. As regards the Nash residence referred to in F-2491, funds already pledged or still to be secured will certainly be needed by the trustees to pay off the obligation of \$25,000 for the residences already authorized. We hope, therefore, that one of the residences to be constructed under the authorization of F-2482 can be designated as the "Nash Residence".

F-2493. Travel of T.F. Low. The Finance Committee sincerely regretted that they could not approve Dr. Stuart's suggestion that a further charge on Dr. Low's travel account be repaid from campaign funds. The Committee felt that since the campaign account has already been charged \$32,110.40 for salary, travel, and miscellaneous items in connection with Dr. Low's last visit, campaign has already met a larger proportion of the cost of his trip than the amount of time and effort he gave to campaign work really justifies. While they felt that Dr. Stuart is quite right in hesitating to charge this item against the regular budget account, still it would create even more embarrassing precedents to charge any more of these expenses to the campaign.

F-2492 Hwa Ti-shan Suspense Account. On this also the Committee did not find it possible to take any action at this time. If the field wishes to propose this as one of the items to be considered at the end of this fiscal year in connection with the balance from gain on exchange or other sources, we will be glad to bring the matter to the attention of the committee again, though I cannot predict what the result will be.

F-2495, Emergency Account of Dr. Anderson. After studying the situation as fully as they could, the committee felt that it is the University's duty to assume the expenses in connection with Mrs. Anderson's last illness and the subsequent return of Dr. Anderson to America. The committee was uncertain, however, whether the University should be responsible for Mrs. Anderson's funeral expenses. Therefore action F-2495 was so worded as to express a desire, though not a formal demand, that Dr. Anderson repay the funeral expenses at his convenience. The trustees have no fund from which these expenses can be paid, since account 36c is a rather mythical account which stands as a deficit on our books. It is cleared off each year from any funds available, or carried forward if no funds are available. Naturally when the account is cleared it simply means the field receives that much less! Action F-2495 thus provided that the item can for the time being be carried as a deficit on our New York books unless the field is able to cover a part or all of the amount from the appropriation in this year's budget for Dr. Anderson, or from your contingent fund or other available funds. Since the field has made these disbursements and is now carrying this account, it is therefore necessary for us to authorize

you to draw on us for whatever portion of this amount cannot be provided on the field from funds within the current budget:-

Authorisation 2916- You may draw on us at three days for \$2,348.41, less whatever portion of this amount may be obtained from funds available within the 1928-29 budget, in order to reimburse the field treasurer's office for disbursements made on behalf of Dr. Paul Anderson in connection with the death of Mrs. Anderson and the subsequent return to America of Dr. Anderson and child. This is being charged on our New York books to account 36c.

For the second time in two years the New York office has been confronted with the question of whether the University should be responsible for the funeral expenses of a member of the staff. The other instance was that of Mr. Walter Chamberlain. What is the judgment of the field as to the policy we should adopt when such tragic cases as these arise? We must not commit the University to expenses for which it is not responsible. On the other hand, such occurrences as the death of Mr. Chamberlain and Mrs. Anderson are not only tragic in themselves but strain the financial resources of the staff members affected. To ask such staff members to be responsible for funeral expenses adds a considerable burden. What do you think the fairest course for the university and the individuals affected?

Matters arising out of Grounds & Buildings Committee Minutes. The committee went over these minutes, as listed, with reasonable care. They noted actions not requiring any further action here in New York, and passed more formal votes on such matters as seemed to require consideration.

Winde Hall Attic. Several members of the committee expressed concern at this proposal to use the attic of Winde Hall for dormitory purposes. This seems to raise numerous problems of suitability, health, and possibly also of fire risk, but the committee did not wish to express itself on the matter until all facts were in hand. We would be glad to learn whether it is likely that this arrangement will be continued for any great length of time, and if so whether the use of the Winde attic for dormitory purposes is likely to cause any questions of disturbance of the regular uses of Winde Hall, or would raise difficulties of insurance conditions.

Infirmary. Several comments in recent correspondence from the field, as well as the action of the G. & B Executive Committee led the Finance Committee to reiterate its warning that no authorization has been given, or contemplated, which would involve the expenditure of any further funds than the G. \$25,000. already disbursed to the field.

F-2500. Paying for Library. The committee regretted that no further funds for the Library are available at this time.

F-2501. Service Connections on Future Buildings. The committee felt quite strongly that in future all service connections with the heat, light, sewage and water systems should be charged against the buildings served. This seems to be the simplest way of handling the accounts of future buildings and satisfying donors that the funds given have been properly used. It is far easier to get gifts for the erection of a building than for the H.L.S. & W.

Dr. Stuart & Dr. Galt

-4-

4/1/29

general account. The present H.L.S. & W. deficit is seriously complicating all our building accounts, and we don't want it to grow any larger than we can help, so let us by all means charge against the different building accounts every item we conscientiously can! In connection with closing certain building accounts the Finance Committee last month seriously considered the question of whether each building could be charged a portion of the cost of the H.L.S. & W. system, so that balances in these accounts for the individual buildings could be applied for that purpose. The first judgment of the committee was that such a charge would not be in accordance with the wishes of donors, though they did not finally commit themselves to such an opinion.

Participation of Women's College in General University  
Expense. The committee felt that this question was not within its direct province, so it took no formal action, though I was instructed to enter in the minutes the gist of Mr. Evans' comments. I will write more fully on this in connection with the budget.

Very cordially yours,

BAG/G

Enc.

1257

ack 5/1/21 ✓

YENCHING

TRANSFER

April 1, 1929.

9294-1-2

Dr. J. Leighton Stuart,  
Dr. Howard S. Galt, ✓  
Yenching University,  
Peking, China.

Dear Dr. Stuart and Dr. Galt,

I attach hereto copies of the budget committee meeting held March 28th.

You will note that the committee hasn't made very much progress as yet. These minutes will do little more than inform you that we are struggling with the problems involved.

B-2504-5 Rate of Exchange, 1929-30. The committee approves a rate of 2.10 to 1 as the basis for estimating next year's budget. It very strongly disapproves, however, any arrangement with a bank in China whereby the University would accept a guaranteed rate of exchange for next year. Though this would yield an immediate assurance of a slightly higher rate of exchange than the trustees are willing to guarantee, the committee believes that in the end it would mean the probability of loss to the University. No conservative bank would guarantee a rate of exchange on which it did not stand a far better chance to gain than to lose. While the committee desires to recommend the most favorable rate of exchange the board of trustees will be willing to adopt, it frankly hopes that on this basis there will be a small gain on exchange next year. The experience of the last few years has shown that even though the budget is carefully drawn up and conscientiously adhered to there are always miscellaneous demands coming up during the year for which no provision has been made or could have been made except through the provision of a large contingent fund. Last year we had a substantial gain on exchange but it was immediately used to good advantage in clearing off various obligations. It appears that this year's gain on exchange, if any, will be more than used up before it is computed! Mr. Nicolson's dictum about living within one's income still holds good!

B-2506 Probable Reduction in Budget. I know the field will be disappointed at the preliminary judgment recorded in this action, but I'm afraid this warning may be a necessary preparation for the shock of more definite action later on.

B-2507 Apportionment of General Administration. The decision on this question is important because it will determine in large measure what colleges and departments will have to amend their estimated expenditures downward. We will comment more fully when decisions are reached. It is quite probable that all details, and probably most of the principles involved, will have to be referred to the field.

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YENCHING

TRANSFER

*see Hall's report*

Yenching University

April 3, 1929

G29-4-3-1

Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

My dear Dr. Galt:

We have now received from the Laura Spelman Rockefeller Memorial their fourth quarterly remittance on this year's appropriation.

In accordance with the policy formulated in our letter of January 7, we should therefore authorize you to draw on us for the full amount of this quarterly payment, less only such reductions as you may authorize to enable us to make disbursements here in New York on account of this appropriation. There are two items of this kind to which I should like to call your attention:

1. Clearance of outstanding bills reported in my letter of January 7. With my letter of January 7 I appended a list of four outstanding bills which we estimated would amount in all to Gold \$261.99. We now find, however, that the total amount of these four bills was Gold \$265.27 as follows:

Oxford University Press	\$ 5.41	
Baker and Taylor	57.51	
Stevens & Sons	162.04	
A. Peacock	62.51	\$265.27

Since we reserved only \$261.99 at the time we authorized you to draw the third quarterly remittance, there remains a deficit on our books of \$3.28. If satisfactory to you, we would like to have you deduct this Gold \$3.28 from the amount you draw at this time.

2. Books purchased by Mr. O. D. Wannemaker for the Political Science Department of Yenching University. During recent months Mr. Wannemaker has purchased a number of orders of books for the Political Science Department, a list of which is appended hereto. The total of these orders is Gold \$1,178.73. Against this amount we have applied Gold \$1,000.00 of Mrs. Blair's gift for books for Political Science. This leaves a deficit on our books of Gold \$178.73. Mr. Wannemaker feels that since these purchases were made for the direct benefit of the Political Science Department, payment of this balance can properly be made from Laura Spelman Rockefeller Memorial funds. We would request, therefore, that if this deduction is approved by the field, you subtract this \$178.73 from the amount of the draft you will draw on us for the fourth quarter of the L.S.R.M. appropriation.

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Dr. Galt-2

4/5/29

Our authorization for this draft should, therefore, read as follows:

Authorization No. 2917 - You may draw on us at three days for Gold \$5,000.00 covering the fourth quarterly appropriation for 1928-29 from the Laura Spelman Rockefeller Memorial fund; less any deductions the field may decide to make in accordance with the two items listed above for expenditures made in New York. This draft will be charged on our New York books to account 135.4.

*we shall  
send*

I hope that we now have our agreement in regard to these funds well enough established that no question as to deduction will arise in future.

Very cordially yours,

BAG-H

Enc.

CC:

CC: Miss Lane

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Publishers Furnishing Books Purchased by Mr. O. D. Wannemaker  
for the Political Science Department  
for Yenching University.

<u>Voucher No.</u>	<u>Publisher</u>	<u>Date Paid</u>	<u>Amount</u>
4012	American Society of International Law	June 13	235.20
4029	" " " " " "	" 16	2.68
	express charges	" 13	132.30
4013	John Byrne & Company	" 15	4.58
4026	" " " " " "	July 19	2.00
4111	World Peace Foundation	June 13	325.30
4011	" " " " " "	" 18	4.84
4031	Deutsche Verlagsgesellschaft	" 16	247.37
4027	" " " " " "	Aug. 3	23.53
4150	Ginn & Company	July 19	3.51
4090	MacMillan Company	" 19	49.49
4091	E. P. Dutton & Co., Inc.	" 19	2.19
4092	Harcourt, Brace & Co., Inc.	" 19	4.66
4093	Yale University Press	" 19	5.76
4094	Ives, Washburn, Inc.	" 19	7.44
4095	D. Appleton & Co.	" 19	4.32
4096	Viking Press, Inc.	" 19	2.54
4097	Alfred A. Knopf, Inc.	" 19	1.17
4098	Columbia University Press	" 19	1.79
4100	Harper & Bros.	" 19	1.00
4101	University of North Carolina Press	" 19	1.80
4102	Callaghan & Company	" 19	5.50
4103	Henry Holt & Co.	" 19	2.70
4104	Putnams	" 19	14.19
4105	Longmans, Green & Co.	" 31	2.47
4139	Oxford University Press	" 31	25.31
4140	" " " " " "	Aug. 30	5.94
4201	M. E. Board - Shipping charges	" 7	30.32
4153	World Peace Foundation	Oct. 20	13.11
4290	" " " " " "	Nov. 28	2.86
4377	" " " " " "	Dec. 17	2.19
4409	Little Brown Co.,	" 17	8.10
4410	MacMillan Co.	" 17	2.57
4411			

1,178.73

RECEIVED FROM Mrs. Blair for Books for Political Science

1,000.00

BALANCE DUE YENCHING UNIVERSITY

178.73

學大京燕  
YENCHING UNIVERSITY  
Peking China

ack 6/10/40  
YENCHING

Office of the Treasurer

INDEXED

April 4th, 1929.  
Letter No. 2923.

TRANSFER

Mr. B. A. Garside,  
Yenching University,  
150 Fifth Avenue,  
New York City, N.Y.

My dear Mr. Garside:-

We wrote you letter No.2922 on March 22nd.

Sale of Drafts.

Today, I will report first the sale of drafts as follows:

may 1/29  
no. 2687

"

"

"

- No. 899: Sold April 4th, to the Belgian Bank, G\$5,861.20, rate 2.24½, l.c.\$13,143.74, account of current budget, part of your authorization number 2912, advice of February 25th. ✓
- " 900: Sold April 4th, to the American Express Company, Peking, G\$638.80. This draft was used to pay a bill due at the American Express Company, and was not reckoned in local currency, but for purposes of accounting, the rate 2.24½ may be used, yielding l.c.\$1,432.51. This is the remainder of the G\$6,500.00, your authorization No. 2912, advice of February 25th. ✓
- " 901: Sold April 4th, to the Belgian Bank, G\$3000.00, rate 2.24½, l.c.\$6,727.50, being the amount authorized as the first payment on residences as per your cable of March 17th. ✓
- " 902: Sold April 4th, to the Belgian Bank, G\$1200.00, rate 2.24½, l.c.\$2,691.00, your authorization No. 2910, advice of February 11th, salary account of Professor William Hung. ✓  
*all to letter 3/12/29 from [unclear]*
- " 903: Sold April 4th, to the Belgian Bank, G\$2,000.00, rate 2.24½, l.c.\$4,485.00, being the first draft on the G\$6,000.00 for the purchase of the Women's College residence No.30, as per your authorization ✓

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No. 2923, p.2.

April 4, 1929.

[ "903 (Cont'd) ] No. 2914, advice G29-3-4-1.

Correspondence from New York office.

Your letter G9-2-21-1: ✓

In this letter you report your proposed numbering system, which we have duly noted. It is somewhat complicated, but perhaps it is the best that the circumstances permit.

I note your explanation of how our ignorance of the re-adjustment between the Women's College budget and the University Budget respecting administration continued so long into the present budget year. Your explanation is quite clear. I do not feel that any particular person was responsible for this matter, but it is evidence to me of an unsatisfactory correlation between the two bodies as they have been carrying on work more or less in cooperation now for several years. Anyhow, now that the financial reorganization has taken place, I suppose it will be impossible for anything of this sort to happen again, and there is no object in our discussing further the history of the case. We shall hope, in due time, to hear how the Board of Trustees proposes to deal with the matter.

With regard to the item of William Hung's salary, as it is treated according to the revised budget of the current year as prepared in this office in October, Mr. Tsai and I agree that your presentation of the case is correct. It was not our intention to make an additional charge against the trustees on the current budget for Mr. Hung's salary. The matter was due entirely to an oversight. I think the only thing we can do now is to let the matter run until the end of the year, hoping that the exchange rate, which continues very favorably, will help us out on matters of this kind.

Your letter G9-2-21-2: ✓

*note*  
*5/2/29*  
In this letter you report authorizations amounting to 1.c.\$9,200.00 for further expenditures for the completion of Bashford. We were very glad to have the authority to draw these funds which will be needed now before many weeks. The order for the auditorium chairs, which was especially urgent, is being placed at once for construction here by local contractors.

Your letter G9-2-25-1: ✓

This is the usual authorization for us to draw on current budget for April 1st.

Your letter G29-2-25-2: ✓

No comment necessary.

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No. 2923, p.3.

April 4, 1929.

Your letter G29-3-41:

The first section of this letter deals with the closing out of certain building accounts. We have noted very carefully, and Mr. Beddow has prepared certain memoranda, which after I have had more opportunity to examine, will probably be sent you in a later letter.

The second section of this letter gives your authorization to draw up to G\$6,000.00 for the purchase of residence No. 30 from the Women's College. The cable authorization for this had been received from Mrs. Lee earlier, and I have already acknowledged the same. As reported above, I have, today, drawn \$2,000.00 on these funds, and shall hope to report to you later the dates when we shall need the remainder. I need not say that the women of the Women's College are greatly pleased that funds are in hand for much needed residences this year.

Another section in your letter reports interest of Mr. A. J. Stock in the question of insurance. You will note from the Grounds and Buildings Committee minutes that we are going forward with insurance in different forms, and on the whole, we feel on a rather satisfactory basis. However, the peculiar need of accident insurance in connection with the Power House has given us a good deal of anxiety, and I am not sure that we have the matter now on the best possible basis. If Mr. Stock feels that he could set anything in motion which would cover our insurance needs in a more comprehensive and satisfactory way, then we should be very glad for him to take the matter up. I may recapitulate briefly the points in our insurance problem:

- (1) Insurance on the residences of the common type of insurance,
- (2) Insurance on the Power Plant and machinery, especially for the purpose of giving us protection against accidents of all kinds,
- (3) Insurance on library books and scientific apparatus,
- (4) Insurance on the academic buildings of the University in such a way, if possible, to cover the risk of fire in the roofs only, inasmuch as the buildings are essentially fireproof to the level of the attic floor concrete slabs.

I do not need to report to you the total amount of investment involved, as you will have that data in the New York office. Later, I will try to get from Mr. Chuan more definite data on the insurance we are now carrying, and report the same to you.

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No. 2923, p.4.

April 4, 1929.

The section in your letter reporting the allowance for the Physics Department deficit in the surplus of the 1927-28 budget was very welcome news, and I reported it at once to Mr. Y. M. Hsieh, Chairman of the Physics Department, who was relieved of much anxiety by this news.

With this letter was enclosed the minutes of the Trustees Finance Committee of March 1st, which helps make your presentation of various matters clear.

✓ Your letter of March 5th (unnumbered):

This is a covering letter for various statements of account, and calls for no comment.

Women's College Building Costs.

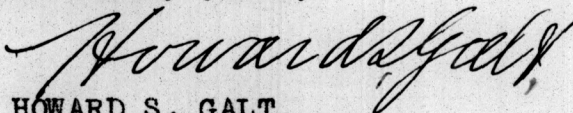
Mr. Beddow's audited statement of the cost in local currency and in gold of the various buildings of the Women's College group, accounts for which we have been able to close, is enclosed herewith. I have noted the last items under the heading "Amounts still due," and have compared them with the statement on page 4 of our letter of January 3rd. After the amount of G\$48.78 (equals l.c.\$100.00) has been adjusted, there still seems to be a discrepancy of 60 cents in the local currency item. It occurs to me that this may be the 60 cents which occurs just above the middle of page 4 in the letter referred to. If so, I assume that the matter is, or has been adjusted, or will be understood by you; and so I send the enclosure along, as Mr. Beddow will not be in the office now for several days.

I find with this statement, as prepared by Mr. Beddow, a list of remittances received from New York on the Womens' College Building accounts. I assume this list is intended for you also, and enclose two copies.

Reconciliation of Accounts.

I enclose herewith Mr. Beddow's reconciliation of the current account for January, which I trust is in order.

Very sincerely yours,



HOWARD S. GALT,  
Acting Treasurer.

HSG/RAA.  
Enc.

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see book 4/4/29

WOMEN'S COLLEGE GENERAL BUILDINGS

List of Remittances Received and Payments made by New York

Date	Draft No.	Mex. \$	Gold \$
Jan. 27, 1922		9,070.00	5,000.00
July 5, "	20	8,666.00	5,000.00
" 7, "	21	8,801.50	5,000.00
" 26, "	23	6,248.41	3,500.00
Aug. 31, "	27	9,088.60	5,000.00
Oct. 31, "	34	9,288.50	5,000.00
Jan. 25, 1923	45	9,350.80	5,000.00
March 1, "	53	9,275.00	5,000.00
" 15, "	55	8,988.75	5,000.00
April 6, "	57	9,126.10	5,000.00
" 20, "	61	9,263.40	5,000.00
Aug. 8, "	84	9,912.60	5,000.00
" 23, "	85	9,875.15	5,000.00
Sept. 18, "	89	9,687.50	5,000.00
Oct. 3, "	90	9,662.90	5,000.00
" 25, "	92	9,827.70	5,000.00
Nov. 9, "	95	9,717.84	5,000.00
" 29, "	110	5,662.89	3,000.00
Dec. 24, "	117	9,500.00	5,000.00
Jan. 11, 1924	122	9,712.85	5,000.00
" 28, "	128	9,762.80	5,000.00
March 6, "	134	9,815.75	5,000.00
" 19, "	136	9,850.20	5,000.00
April 9, "	139	9,888.60	5,000.00
" 22, "	153	9,875.15	5,000.00
May 7, "	155	9,887.60	5,000.00
" 15, "	156	9,787.75	5,000.00
" 30, "	157	9,700.35	5,000.00
June 10, "	160	9,675.40	5,000.00
July 9, "	171	19,800.22	10,000.00
" 29, "	174	9,700.35	5,000.00
Aug. 7, "	177	9,612.95	5,000.00
Sept. 4, "	179	9,113.60	5,000.00
Oct. 24, "		143.19	77.40
" 31, "	235	8,761.00	5,000.00
Nov. 4, "	236	8,701.50	5,000.00
" 14, "	242	8,722.50	5,000.00
" 18, "	243	8,801.50	5,000.00
" 21, "		595.94	331.08
" 28, "	247	2,735.75	1,550.00
" 28, "	248	6,177.50	3,500.00
Dec. 3, "	251	8,745.00	5,000.00
" 8, "	253	8,757.50	5,000.00
" 18, "	257	8,957.50	5,000.00
" 18, "	258	1,785.60	992.00
" 18, "	259	892.80	496.00
" 24, "	264	8,826.50	5,000.00
" 31, "	266	8,901.50	5,000.00

Date	Draft No.	Mex.\$	Gold \$
Jan. 15, 1925	274	8,739.00	5,000.00
Feb. 9 "	280	8,977.50	5,000.00
Mar. 11 "		9,590.40	5,328.00
" 11 "		102.31	56.84
April 2 "	327	9,282.50	5,000.00
May 7 "	342	9,100.00	5,000.00
" 8 "		37.34	20.13
" 26 "		549.09	300.00
" 26 "	348	9,151.50	5,000.00
Aug. 4 "	391	8,951.50	5,000.00
" 7 "	392	8,939.00	5,000.00
" 13 "	393	8,909.00	5,000.00
" 25 "	395	8,789.00	5,000.00
Sept. 21 "	409	8,726.50	5,000.00
Feb. 9, 1926	477	9,320.00	5,000.00
Aug. 5 "	607	9,912.50	5,000.00
Aug. 21 "	612	10,100.00	5,000.00
Sept. 29 "		10,750.00	5,000.00
Dec. 6 "	692/3	5,000.00	2,188.14
" 9 "	700	11,412.50	5,000.00
Apr. 30, 1927	768	5,462.50	2,500.00
May 5 "	Window Screening Wire	2,015.09	1,002.53
Oct. 25 "	Bocker & Co.	278.04	126.38
June 30, 1928	Giang's Residence	7,502.56	3,469.84

M\$580,300.62 G\$308,438.34

-/WFH

DATE	AMOUNT	DESCRIPTION
1929	100.00	...
1929	200.00	...
1929	300.00	...
1929	400.00	...
1929	500.00	...
1929	600.00	...
1929	700.00	...
1929	800.00	...
1929	900.00	...
1929	1000.00	...
1929	1100.00	...
1929	1200.00	...
1929	1300.00	...
1929	1400.00	...
1929	1500.00	...
1929	1600.00	...
1929	1700.00	...
1929	1800.00	...
1929	1900.00	...
1929	2000.00	...
1929	2100.00	...
1929	2200.00	...
1929	2300.00	...
1929	2400.00	...
1929	2500.00	...
1929	2600.00	...
1929	2700.00	...
1929	2800.00	...
1929	2900.00	...
1929	3000.00	...

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UNIVERSITIES  
 APR 27 1929  
 JOINT OFFICE

Exhibit 113

COST OF WOMEN'S COLLEGE IN GOLD YENCHING

See Hall 4429

The total cost of the General Buildings as at 31/12/28 was L\$591144.85

Total Remittances.....G\$314255.65 Exchange Rate 1.881

<u>General Buildings</u>	<u>Mex.</u> \$	<u>Gold</u> \$
Dean's Residence	55074.57	29279.41 ✓
Dean's Residence Furniture	549.09	291.91 *
Sage Memorial	89198.77	47412.96 ✓
Sage Memorial Furniture	169.95	90.35 *
Women's Administration Building	56800.53	30196.99 ✓
Dormitories No. 1-3	231764.99	123205.74 ✓
Dormitories No. 1-3 Furniture	7205.45	3830.65 *
Dormitory No. 4	71483.87	38003.12 ✓
Dormitory No. 4 Furniture	2034.52	1081.62 *
House No. 30	17394.62	9247.54
House No. 53	15102.73	8029.10
House No. 62	7772.54	4132.13 } 21,408.77
Women's Gymnasium	8974.33	4771.04
Women's Practice House	7177.40	3815.74 ✓
Women's College Campus	10851.49	5769.00
Women's College Architect Fees	9590.00	5098.35 ✓
Women's Science Building	157152.25	81679.97 ✓
	<u>748297.10</u>	<u>395935.62</u>
Less remitted on o/c	712104.90	376928.34
Amount still due	<u>\$36192.20</u>	<u>\$19007.28</u>

\* Equip.  
 291.91  
 90.35  
 3830.65  
 1081.62  
 -----  
 5294.53

Certified Correct  
*Thomson & Co*  
 Chartered Accountants

See Hall  
4/4/29

MAR 15

January 31, 1929

Statement

Acct. #31 - Managers' Current Expense 1928/29

<u>Dr.</u>			
1928			
Dec. 31	To balance		\$51,956.30
1929			
Jan. 1-31	K. A. Wee - allowance	200.00	
	H. F. Woo "	60.00	
	J. L. Stuart - a/c J. L. S.	200.00	
	Draft #881	6,500.00	
	Interest on note	30.00	
	C.H. Stoeckting - material ordered by S. Tsai	26.37	
	Alice M. Boring - Jan. salary	75.00	
	William Hung " "	145.00	
	Paul A. Anderson " "	162.50	
	American Board - shpg. chgs. on material pur. by Mrs. Porter	13.23	
			<u>59,368.40</u>

<u>Cr.</u>			
	Rebate on interest		<u>8.33</u>
	Balance a/c #31 January 31st		59,360.07
	Disbursed to field through acct. 135.1	10,090.51	
	" " " " " 135.4	<del>10,563.68</del>	
	" " " " " 135.5	1,320.75	14,311.26
	" " " " " 136	2,900.00	<del>24,874.54</del>
	total disbursed for current budget 1928/29		<u>84,234.61</u>
			<u>73,671.33</u>

January Reconciliation

Balance as per field ledger		\$72,360.07
<u>Less</u> drafts not paid by New York:		
No. 887	6500.00	
891	6500.00	
		<u>13,000.00</u>
Balance of New York		\$59,360.07

RECEIVED  
UNIVERSITIES  
APR 27 1929  
MORT. OFFICE

Certified Correct Thomson & Co.  
Chartered Accountants

1271

MAR 12

January 31, 1929

Statement

Acct. #21 - Managers' Current Expense 1928/29

Dr.		Cr.
1928	To balance	\$21,256.30
Dec. 31 1928		
1929		
Jan. 1-31	K. A. Wee - allowance	500.00
	" " H. T. Wood	60.00
	J. L. Stuart - s/c J. L. S.	200.00
	Dr. #881	2,500.00
	Interest on note	30.00
	C.H. Steeting - material ordered by S. Test	56.37
	Alice M. Boring - Jan. salary	75.00
	" " William Harg	145.00
	" " Paul A. Anderson	102.50
	American Board - exp. chgs. on material pur. by Mrs. Porter	13.23
		<u>52,368.10</u>

Balance as of January 31st		Rebate on interest	
10,090.51	Disbursed to field through acct. 135.1	8.33	
10,225.78	" " " " " "	52,360.07	
1,350.75	" " " " " "		
2,900.00	" " " " " "		
	136		
	Total disbursed for current budget 1928/29		

Balance as per field ledger		Less grants not paid by New York:	
\$22,360.07		6300.00	No. 887
		6300.00	891
\$22,360.07	Balance of New York		

Certified Correct  
 Chartered Accountants  
*Lawson Co.*

RECEIVED  
 UNIVERSITIES  
 APR 27 1929  
 JOINT OFFICE

2721

學大京燕  
YENCHING UNIVERSITY  
Peking China

YENCHING

Office of the Treasurer

April 8, 1929.

INDEXED

TRANSFER

Mr. B. A. Garside,  
Yenching University,  
150 Fifth Avenue,  
New York City, N.Y.

My dear Mr. Garside:-

Since sending you letter No. 2923 on April 4th, I find that I have omitted part of the enclosure which should have been sent. The sheets omitted, now enclosed, give the data regarding the remittances and payments for the Women's College Science building. These documents should go along with those sent you in my last letter.

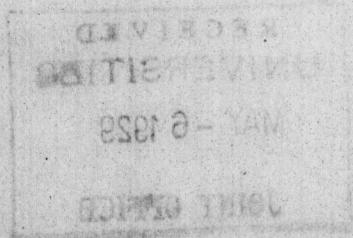
I can also acknowledge your letter G29-3-8-1 received yesterday. I had noticed just a few days ago the duplication of authorizations for April 1st, bearing numbers 2913 and 2913. The correction you now make is duly noted.

Very sincerely yours,

*Howard S. Galt*

HOWARD S. GALT, Acting Treasurer.

HSG/a  
Enc



1273

YENCHING

燕京大學  
YENCHING UNIVERSITY  
Peking China

Office of the Treasurer

April 8, 1929.

TRANSFER

Mr. B. A. Garbide,  
Yenching University,  
180 Fifth Avenue,  
New York City, N.Y.

My dear Mr. Garbide:--

Since sending you letter No. 2923 on April 4th, I find that I have omitted part of the enclosure which should have been sent. The sheets omitted, now enclosed, give the data regarding the remittances and payments for the Women's College Science building. These documents should go along with those sent you in my last letter.

I can also acknowledge your letter 2923-3-8-1 received yesterday. I had noticed just a few days ago the duplication of authorizations for April lat, bearing numbers 2913 and 2913. The correction you now make is duly noted.

Very sincerely yours,

HOWARD S. GALT, Acting Treasurer.

HSG/a  
Enc

RECEIVED  
UNIVERSITIES  
MAY - 6 1929  
JOINT OFFICE

4721

WOMEN'S COLLEGE SCIENCE BUILDING

List of Remittances Received and Payments made by New York

*See Book - 1872*

Date	Draft No.	Mex. \$	Gold \$
May 4, 1923	63	9,238.45	5,000.00
" 11, "	66	9,250.90	5,000.00
" 31, "	69	9,339.30	5,000.00
June 12 "	74	9,525.55	5,000.00
" 27, "	78	9,687.90	5,000.00
July 23 "	80	9,887.60	5,000.00
" 27, "	81	9,925.08	5,000.00
" 9, "	80	9,875.15	5,000.00
Nov. 3, "	62/73	38,386.85	19,990.00
May 8, 1925		4,587.50	2,500.00
Dec. 28, 1926		12,000.00	6,000.00
		<u>M\$131,804.28</u>	<u>G\$68,490.00</u>

S U M M A R Y

General Buildings	G\$308,438.34	M\$580,300.62
Science Building No.2	68,490.00	131,804.28
	<u>G\$376,928.34</u>	<u>M\$712,104.90</u>

-/WFH

學大京燕  
YENCHING UNIVERSITY  
Peping China

*answ @ 6/18/29*

Office of the Treasurer

April 11th, 1929.

No. 2925.

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

INDEXED  
YENCHING  
TRANSFER

My dear Mr. Garside:

I have received your letter of March 18th, No. G29-3-18-2, and a circular letter of March 16th, signed by Mr. Scott, reporting the appointment of Mr. Carl A. Evans as Associate Secretary-Treasurer of the New York office. We are glad to welcome Mr. Evans to the University fellowship, and are looking forward to further correspondence with him. In writing today, I shall address my letter to you, although it is intended in part as a reply to letters already received from him. I take it that you will share the correspondence and the business in the New York office without reference to the way in which we address our letters.

Correspondence from your Office

In letter No. 2923, written April 4th, we acknowledged correspondence from your office up to and including G29-3-4-1.

*not in file*  
Your letter G29-3-4-1:

Regarding the letter just referred to, there are a few more points to take up. I set down below notes prepared by Mr. Beddow, and referred to in my letter No. 2923. I will quote Mr. Beddow's notes as he has prepared them:

"Building Accounts

The Building Accounts have been reconciled with the New York Trial Balance of January 31st, 1929, and show the following discrepancies, all except one due to adjustments mentioned in our letter of January 3rd not yet having been entered in New York books. Their letter of February 4th explains the reason for the delay.

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Mr. B. A. Garside, p.2.

4/11/29

<u>Dormitory No. 3</u>	
Field Balance,	G\$45,811.35
New York Balance,	45,347.10
Difference as per our letter of January 3rd:	<u>G\$ 464.25</u>

<u>Science Bldg. No. 1</u>	
New York Balance,	G\$80,266.45
Field Balance,	79,303.46
	<u>G\$ 962.99</u>

The original entry in our letter of January 3rd should be cancelled or reversed, which was:

Debit 26n 1st Science Bldg	G\$295.28
Credit 26f1 Undistributed	G\$295.28

and for this substituted:

Debit 26f1 Undistributed	G\$962.99
Credit To 26n 1st Science Bldg.,	G\$962.99

The reason for the alteration in this entry is that it was discovered that the Psychology Apparatus was included in the cost of this building, and the previous entry was not correct."

After Mr. Beddow wrote the above, your letter of March 4th, and the Minutes of the Finance Committee of March 1st came to hand, and we noted that you had already put through the debit and credit items for the G\$295.28, as per my letter of January 3rd. If you can now cancel those entries, and put through the ones indicated above for G\$962.99, the account will, I hope, be settled, and the amount of G\$2654.28 which, on the 1st page of your letter of March 4th, you say you are required to bring over from general undesignated building funds, can be correspondingly reduced. Mr. Beddow and I both regret causing you this extra trouble, which was due to an oversight with regard to the placing of the Psychology apparatus account. The Psychological laboratories are now placed in McBrier, and President Stuart regards the charge for the apparatus as a legitimate charge against the McBrier funds, and accordingly our next Construction Bureau balance sheet will show that we have made this adjustment.

Continuing Mr. Beddow's notes:

"Womens' College Buildings

New York balance,	G\$318,998.19
Field balance,	314,255.65
Difference as per our letter of Jan.3,	<u>G\$ 4,742.54</u>

1277

Mr. B. A. Garside, p.3.

4/11/29.

Science Bldg. No. 2

Field Balance,	G\$81,679.97
New York Balance,	<u>71,924.70</u>
Difference as per our letter of January 3rd,	<u>G\$ 9,755.27</u>

Building Operations Undistributed

New York Balance,	G\$24,820.24
Add Debits above	
962.99	
<u>4,742.54</u>	
	5,705.53
	<u>G\$30,525.77</u>
Less Credits above	
464.25	
<u>9,755.27</u>	
	<u>10,219.52</u>
Field Balance,	<u>G\$20,306.25</u>

Account in  
5/11/29  
e

Regarding these Building Accounts, I would suggest to New York that they transfer the completed buildings when they have put through the final adjustments as per our letters of January 3rd, etc., from Account 26 to a new account such as Account 126, if this number is not already adopted.

As it is at present, the Field has two accounts for Residences as follows:

Residences Completed,	G\$269,316.66
Residences Uncompleted,	22,505.07
	<u>G\$291,821.73</u>

while New York has only one account, No. 26 which has the above total."

"Since writing the above, the February Trial Balance has been received from New York, and the Building and Equipment Accounts have been reconciled with this statement, with the sole exception of the items mentioned above."

Your letter G29-3-8-1:

This was acknowledged, although not referred to by number, in my last letter.

1278

Mr. B. A. Garside, p.4.

4/11/29.

Mr. Evans' letter, E29-3-15-1:

No comment required.

Your letter G29-3-18-1:

This is a joint letter to President Stuart and myself. We are glad to have fuller word about the authorization of G\$25,000.00 for residences. We note especially what you say about deriving the interest for the loan from our current budget for the next year, and we shall make provision for this.

We are not yet able to prepare a schedule of proposed drafts on this sum, inasmuch as residence plans and contracts are still pending. We will attend to this matter at the earliest possible time.

Mr. Evans' letter, E29-3-18-1:

This letter takes up certain items of Construction Bureau accounts based on the November 30th statement. Regarding these, Mr. Beddow has prepared the following notes:

"With reference to the New York letter of March 18th, E29-3-18-1, the differences are explained as follows:

26fl Building Operations Undistributed

Balance as per Field Trial Balance,	\$22,505.81 ✓
Add Adjustments and Corrections in Field Books made in December Audit,	3,520.00
	<u>\$26,025.81</u>
<u>Less</u> New York Journal Entry, No. 404, not entered in Field Books until December,	616.34
	<u>\$25,409.47</u>
<u>Add</u> New York November payments not entered in Field Books until January,	\$26.96
	4.87
	<u>31.83</u>
Balance as per New York accounts at 30/11/28,	<u>G\$25,441.30</u>

26b Hospital

This entry of \$4,000.00 was adjusted in December.

26m Residences

The agreement is as follows:

1279

Mr. B. A. Garside, p.5.

4/11/29

Balance as per Field Books,  
Less Draft No. 873 not yet paid  
by New York,

\$288,125.44

375.00 ✓

287,750.44 @

Add New York Journal Entry No. 404  
not entered in Field Books until  
December,

566.29 ✓

288,316.73

Less Transfer from Undistributed ad-  
justed by New York later,

8,460.00 ✓

Balance as per New York books  
at 30/11/28,

\$279,856.73 ✓

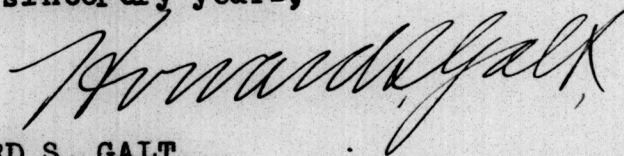
Department of Agriculture Accounts

In your letter of December 11th, quoting from a letter which you had sent to the National Savings and Trust Company, Washington, D.C., regarding the Department of Agriculture accounts, there is the following paragraph:

"We are attaching hereto a summarized report showing receipts, disbursements, and balances on Yenching University Famine Funds for the fiscal year 1926-27 and 1927-28. These figures are based on the audited reports of the Field Treasurer as of June 30, 1927, and June 30, 1928."

Today, Mr. Beddow and I have been looking into the Department of Agriculture accounts, and we have found some difficulty in verifying your figures. May I request therefore that you kindly send us the copy of the statement as reported to the Washington office of the Trust Company as referred to in the paragraph just quoted.

Very sincerely yours,



HOWARD S. GALT,  
Acting Treasurer.

RECEIVED  
UNIVERSITY OF CALIFORNIA  
HSG:RAA.  
APR 11 1929

4/11/28

Mr. B. A. Garalde, p. 5.

\$288,155.44  
 375.00  
287,780.44

Balance as per Field Books,  
 Less Draft No. 873 not yet paid  
 by New York,

566.28  
288,346.72

Add New York Journal Entry No. 404  
 not entered in Field Books until  
 December,

8,460.00  
296,806.72

Less Transfer from Undistributed ad-  
 justed by New York later,

\$296,806.72

Balance as per New York books  
 at 30/11/28,

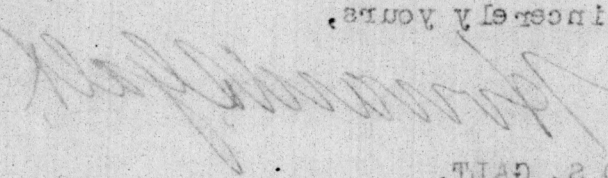
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Very sincerely yours,



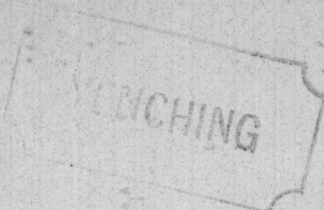
HOWARD S. GALT,  
 Acting Treasurer.

RECEIVED  
 UNIVERSITIES  
 MAY 13 1929  
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1821

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學大京燕  
YENCHING UNIVERSITY  
Peping China



Office of the Treasurer

April 15, 1929

**TRANSFER**

Mr. B. A. Garside,  
Yenching University,  
150 Fifth Avenue,  
New York, N. Y., U. S. A.

Dear Mr. Garside:

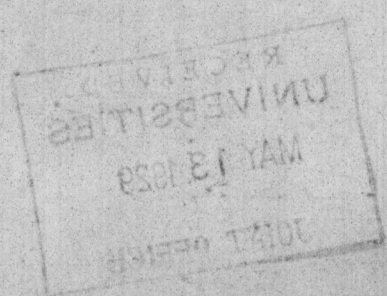
Mr. E. O. Wilson of our Department of Chemistry has ordered from the American Leather Chemists Association one copy of the Ten Year Index, the price of which is advertized U.S.\$3.00. Will you kindly pay the bill when it is presented and charge to our Current Account?

*Pa. 5/21/29*  
*no. 11 4725*

Yours very sincerely,

*Stephen Tear*  
Stephen Tear,  
Associate Treasurer.

ST:W



1282

燕京大學  
YENCHING UNIVERSITY  
Peking China

Office of the Treasurer

April 15, 1929

1283

Mr. H. A. Garfield,  
Yenching University,  
120 Fifth Avenue,  
New York, N. Y., U. S. A.

Dear Mr. Garfield:

Mr. E. O. Wilson of our Depart-  
ment of Chemistry has ordered from the American  
Leather Bookbinders Association one copy of the Ten  
Year Index, the price of which is advertised  
as \$1.00. Will you kindly pay the bill when  
it is presented and charge to our Current Account?

Yours very sincerely,

Associate Treasurer

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MAY 13 1929  
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INDEXED

YENCHING

TRANSFER

see Hall  
5/20/29

Yenching University

April 15, 1929

President J. Leighton Stuart,  
Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

G29-4-15-1

AIR MAIL

My dear Dr. Stuart and Dr. Galt:

I am enclosing herewith copies of information supplied by Mr. Wm. A. Robinson who has been suggested for the position of Comptroller at Yenching.

The question of the possibility of a comptroller at Yenching is not in any sense a new one but the suggestion of a specific candidate makes it advisable that we give very careful consideration to both the question of the general policy and also qualifications of this particular candidate.

The general policy of a comptroller at Yenching. During January the Finance Committee definitely proposed the appointment of a comptroller at Yenching if a suitable person could be found. Dr. Galt commented on this proposal briefly in his letter of February 19. As yet we have had no special comment from Dr. Stuart.

The thought of the Trustees, and particularly of the Finance Committee, in regard to a comptroller may be summarized somewhat as follows:-

Yenching University is steadily growing and the volume and importance of its financial affairs are increasing in like proportion. Dr. Galt has been doing a splendid piece of financial service as Acting Treasurer this year and all the Trustees are confident that if Dr. Galt were to continue giving a large portion of his time to this financial work in future he could admirably care for the important responsibilities involved. We all feel, however, that Dr. Galt ought to be relieved as soon as possible of his financial work so as to enable him to give full time to his duties in the Department of Education which he alone is qualified to carry forward. We all feel that to have a man with the great ability and experience Dr. Galt possesses in educational matters devote the major part of his time to financial administration is a serious loss to the University.

On the other hand, the Trustees feel that Dr. Stuart has such heavy administrative responsibilities already that it is unfair to ask him to devote a large portion of his time to the direction and control of the University's finances. Moreover, it is felt that it often places Dr. Stuart in a difficult position to compel him to arbitrate any of the

1284

4/15/29

financial problems which inevitably come up on a university campus. ~~The~~ The comptroller of university finances can never hope to be a popular individual because he is constantly forced, in the financial interest of the institution, to make unpopular decisions. We all feel that Dr. Stuart has too heavy a load in directing the administrative course of Yenching University through extremely troubled and uncertain times to ask him to assume in addition full responsibility for such arbitration of financial questions.

It has been the thought of the Trustees, therefore, that the University should secure a man who combines thorough knowledge of University finances with an unusual degree of judgment and diplomacy for appointment as Comptroller of the University. Such a man should be mature in years and in judgment and must combine clearness and firmness of judgment with the rare knack of winning the respect and liking of those with whom he deals. Such a man could be of great assistance to the University in general and to Dr. Stuart in particular in assuming large responsibility for the financial control of the institution. The title such an officer should bear is of secondary importance. At the present time the University has an officer who bears the title of Comptroller so possibly that title could not rightly be used for this new office. The title of Treasurer does not exactly describe the office the Trustees have in mind, but there is probably no valid reason for not using this title if the field so desires.

This, in brief summarizes the gist of the discussions held by the Finance Committee and others during the past few months. We all heartily agree that no one here in New York can decide the proposal for such an appointee, and all of us look to the field, and particularly to Dr. Stuart, for advice. Is it your judgment that such an officer, if a suitable man can be found, is needed on the Yenching campus? Would Dr. Stuart welcome his coming and feel that his hands would be strengthened and his burden somewhat lightened by having such a man to assist him? Would such an appointment make it easier for Dr. Galt to devote a larger percentage of his time to the work within his own Department of Education? These are questions which we hope you will answer frankly and freely. If you feel that such a man is not needed nor desired at Yenching we hope you will not hesitate to say so.

The question whether Mr. Robinson is qualified for such a position. This is a matter on which the field will, of course, find it difficult to give any final decision, for it requires more than the examination of a candidate's papers to accurately estimate his capacity. You will note from Mr. Robinson's papers that he is forty-six years of age and has had an unusually rich and varied experience in financial administration, particularly in the field of University finances. Our impression of his personality and ability has, on the whole, been favorable, but we would expect to make a much more thorough and detailed study of his case before reaching any definite decision. He does not have any experience in the field of China nor would it be easy for him, at his age, to master the Chinese language or the Chinese background. We would like to have your judgment as to whether this lack of familiarity with China would prove a serious handicap. We would also like to have your comments on Mr. Robinson's qualifications as you are able to ascertain them from these papers.

4/15/29

Other possibilities. If you favor the general proposal for the appointment of a financial officer of the type we have been attempting to describe but feel that Mr. Robinson is not the man we are seeking, could you make any suggestions as to other men now in China or elsewhere who might be available for such a position?

I understand that Mr. Robinson would be able to go out to China this summer if we find that he is ~~in order~~ <sup>available</sup> for this work. We would be glad to have your comments at the earliest possible date therefore so that we shall know whether or not we should go forward in our negotiations with him. Thus far Mr. Robinson has met with most of the members of the Finance Committee and in particular has had a number of conversations with Mr. McBrier. I understand that Mr. McBrier has written or will shortly be writing to you in regard to a number of the matters I have discussed in this letter. Of course, no decision would be reached in Mr. Robinson's case until he had been carefully studied by all members of the Finance Committee and the Committee on Instruction. Since we are hoping that Dr. Stuart will come to America this fall it may be that he would prefer to defer any such appointment as this until after he has reached America and has had an opportunity to meet with any candidates who are being considered.

Very cordially yours,

BAG-H

Enc.

CC: via Siberia

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YENCHING

4/17/29

TRANSFER

Yenching University

CC: via Siberia

April 17, 1929

Dr. J. Leighton Stuart,  
Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

G29-4-17-1

AIR MAIL

My dear Dr. Stuart and Dr. Galt:

It has not been possible for us to complete the re-graphing of the minutes of the annual meeting on April 11 in time to catch this China mail. I am, however, sending you herewith copies of the minutes of the Budget Committee meeting held on the afternoon of April 10. The recommendations of the Committee were approved by the Trustees and incorporated in the minutes substantially as they stand here with one minor exception which I will comment on later.

Method of distributing general expenses. The Budget Committee spent a great deal of time in several meetings discussing the most equitable method of apportioning the expenditures within the budget for general administration, maintenance and operation. This question was of greater importance than usual this year because of the readjustment in the relationship of the Women's College. You will note that action B-2512 recommends that in the 1929-30 budget the costs of general administration and maintenance be charged against the undesignated income of the University, and the cost of operating the power plant be apportioned among the different colleges.

Appendix A shows how this apportionment works out. The cost of general administration shown in the budget as submitted by the field totalled Mex.\$66,960.00. The cost of maintenance, aside from operation of the power plant, is placed at Mex.\$37,300.00, making a total for these two items of Mex.\$104,260.00. The only designated income of which we know, applicable to these specific items in the budget, is the income from the Bushford Maintenance Fund which produces approximately Mex. \$2,835.00 per year. To provide for the balance of these expenditures toward administration and maintenance will require practically the entire income from the one million dollar Hall Estate endowment, and the general endowment funds of the University amounting to approximately \$160,000.00. After meeting these general expenses from this undesignated income we have an estimated surplus of Mex.\$5,990.00 to be applied to other objects within the budget.

The Committee further proposed that the Mex.\$77,000.00 charged for operation of the power plant be apportioned among the different units of the University approximately on the basis of the actual service rendered by the power plant in supplying light, water and heat. We did not consider that the apportionment set forth in Appendix A need necessarily

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be the final one. This apportionment, as you will note, charges two-sevenths of Mex.\$22,000.00 to the Women's College. This is the proportion which has been used for some time and which appears in the budget as submitted by the field. I believe it is quite acceptable to the Committee of Yenching College for Women. The remaining five-sevenths we divided between the College of Arts and Science and the School of Religion on the basis of nine-fourteenths for the Arts College and one-fourteenth for the School of Religion. Whether one-fourteenth represents a fair charge to the School of Religion the Trustees are willing to refer to the judgment of the field for whatever adjustment you may desire to make.

You will note that B-2515 requests the field authorities not later than the fiscal year 1929-30 to distribute the charges of the power plant operation among all the buildings and units served so that power plant operation shall not appear as a separate item on the budget. This proposal would in effect make the power plant in a sense self-supporting. The thought of the Committee and of the Trustees has been that it should be possible for the power plant to so adjust its charges for light, water and heat to all the general University buildings, residences, etc. as to produce a sufficient income to cover the entire cost of power plant operation. Of course, on this basis there would be a considerably enlarged item within the budget for the maintenance and operation of different buildings and units within the University. This plan of so distributing the cost of operating the power plant that this operation is self-supporting is working very satisfactorily in several of the other Universities in China so we hope you will find that it will also prove practicable at Yenching. I believe it is the practice universally adopted by American educational institutions.

Contribution of the Board of Trustees toward the 1929-30 budget. Action B-2514 analyzes in some detail the income available for the 1929-30 budget as we have been able to determine from the sources of information available. You will note that, according to this analysis, the Board of Trustees should be able to furnish the field during 1929-30 with Mex.\$248,893.00. Action B-2515 therefore proposes that "The Board of Trustees inform the field that the Board of Trustees, including the Committee of the Yenching College for Women, will be able to contribute toward the 1929-30 budget of the University the sum of Mex.\$ 248,893.00 (shown in B-2514)". This recommendation was adopted by the Trustees verbally.

You will note from the list of items of anticipated income that the Women's College Committee have undertaken to assist with raising Mex.\$22,000.00 from friends of the Women's College for the general use of the budget. Under the proposed arrangements whereby administration and maintenance expenses are not from general University funds the Women's College is being relieved of Mex.\$11,724.00 charges for their share of general University administration shown in the budget as originally drafted. The Committee felt that the Women's College wished to pay its own way as far as it possibly could in this new relationship with the rest of the University, so they voted to secure during 1929-30 contributions to be applied toward the general budget to replace the Mex. \$22,000.00 which might be considered as used for meeting administration and maintenance.

You will note that.

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according to Appendix A, there is a net deficit of \$41,101.50. However, Mex. \$18,737.80 of this deficit is due to the fact that the expenditures in the Department of Applied Social Sciences as shown in the budget exceeded by \$18,737.80 the available income for this work as estimated here in New York. The original budget estimates provide for something more than \$110,000.00 Mex. of income for the Department of Applied Social Sciences, but Mr. Bannaker informs us that their estimate of income from Princeton-in-Peking was much too large. This reduction of estimated income from Princeton-in-Peking has created the deficit shown. We understand that the field has adopted the principle of keeping the expenditures of the School of Applied Social Sciences within the income designated for this work. This would therefore involve the reduction of expenditures in this school by an amount sufficient to bring these expenditures within the available income.

After making adjustments in the budget of the School of Applied Social Sciences as indicated above, there would still remain a deficit of \$22,364.00. Apparently the departments where reductions must be made are as follows- general administration and maintenance, College of Arts and Science for men (regular undergraduate courses), School of Religion. We all regret that such a reduction in estimated expenditures is necessary, but there seems no other alternative unless new sources of income can be found on the field which would, to some extent at least, relieve the threatened shortage.

Revised scale of salaries. The Board of Trustees have approved President Stuart's recommendations for an increase of approximately ten per cent in salaries of the University paid foreign teachers. We understand that these increases were included in the budget as submitted. However, the Women's College Committee have pointed out that in the Women's College section of the budget these increases were not made. It was the feeling of the Trustees that such an increase in salaries should be applied uniformly to all foreign teachers paid from University funds.

Presentation of balanced budget. You will note that action B-2518 strongly recommends that hereafter our home office and the field cooperate in working out in advance of the annual meeting a budget in which the proposed expenditures do not exceed anticipated income. Our office here in New York has without question been somewhat at fault in the past in not providing the field with accurate estimates of anticipated income early enough to permit you to work out a balanced budget and present it to the Trustees at the annual meeting. This year, of course, the receipt of funds from the Hall Estate just at the end of December, together with the uncertainty which persisted for several months as to the exact designation of part of the income, made it extremely difficult both for the home office and the field to estimate just what the income for 1929-30 would be. We hope, however, that in future we will be able to get full information to you by the end of December so that you will have ample time to prepare a balanced budget and get it to New York in time for study and presentation to the annual meeting of the Board.

Depreciation Reserve. Action B-2519 regarding a depreciation reserve for the University's mechanical installation was considerably altered by the Board of Trustees so we will delay any comment on this item until we send you the minutes of the annual meeting.

BAC-S

Very cordially yours,

1289

YENCHING

April 19, 1929

*ack. 5/1*

**TRANSFER**

Dr. Howard S. Galt, Treas.,  
Yenching University,  
Peping West, China.

Dear Dr. Galt:

We are enclosing herewith Trial Balance as of March 31st, Cash Statement for the month of March, Monthly Budget Report, Statement of Account #31 and copies of bills covering certain items of disbursement. Following our usual custom we will send second copies in the next mail.

The past two weeks have been so crowded with meetings that we have been considerably delayed in preparing these papers. We regret being so late.

Sincerely yours,

Assistant Treasurer.

CLL/L  
Encl.

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YENCHING

TRANSFER

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April 20, 1929

G-4-20-2

2/15  
ad. 5/1/29

Dr. Howard S. Galt,  
Yenching University,  
Peping, China.

My dear Dr. Galt,

I am sorry that formal action on the plans for the Scranton-Luce Social Center and the Kindergarten and Elementary School group has been so long delayed. The Finance Committee should have met on the second of April, but a meeting was impossible because of absence or conflicting engagements of members. A meeting was again attempted for yesterday but at the last moment had to be called off when one of those expected was interned with a cold, another was called to Philadelphia, a third found other engagements conflicted, and a fourth had to take a sudden trip up-state. We have now called the committee for Friday of next week.

Meanwhile, however, our sub-committee on building plans has held a session and has drafted its recommendations. In order to speed up the process of getting approval cabled to you, I am sending copies of these recommendations to all members of the committee by mail, and am asking them to phone or write me their approval of the recommendations immediately. By Tuesday of next week at the latest I will be sending you a cable on the Scranton-Luce and the Practice School group.

I enclose herewith for your preliminary information a very rough draft of the memorandum minutes of the sub-committee on building plans. Mr. Sidney Gamble has been giving very careful study to these plans for the last fortnight, and has consulted a great many architects and others interested in various types of buildings. He has given particularly careful study to the Practice School group. Since he knows the field needs and conditions more intimately than any of us, we have been mighty grateful to him for his assistance.

I comment briefly on the various plans we studied:-

(a) President's Residence. On these plans there was really nothing to do except to ink up and apply the faithful old rubber stamp. The building was well under way before the plans reached us, so we made no particular effort to speed up the formality of approval. As far as we could judge the plans are pretty satisfactory, though the committee noted a few points where information was lacking or where it seemed the arrangement was not ideal.

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(b) Wiant Memorial Residence. Here again the rubber stamp had to be brought into play. We did recommend, however, that the Finance Committee make some formal reference to the serious over-expenditure on this building, concerning which I know you are as much disappointed as ourselves. We had thought of the Wiant residence as promising a nice illustration of how Chinese architecture could be utilized for a residence at great saving in cost, but instead we have achieved one of the most expensive residences on the campus. Certainly if any more residences of the "Wiant type" are to be constructed, the plans will have to be restudied and considerably simplified.

(c) Small Chinese Type Residence. In studying these plans we realized that not everything desirable could be secured for G.\$5,000. Gamble and I were at once struck by the fact that no provision is made for a study, and thought how cramped it would seem to either of us to live in a house on the Yenching campus with no place for the sanctum sanctorum where we could work, see our students and other academic guests, and get away from the bosom of our families as occasion demanded. Possibly, however, this omission is necessary because of the financial limitations.

(d) Seranton-Luce Social Center. The major question confronting us in considering plans was the problem of just what purpose the pavilion is supposed to serve. The main floor seems to be simply and only a tea-room of quite moderate size, with no provision for any other social or recreational features, such as games, reading, group meetings, and the like. If the pavilion is to be used only for a tea-room, we had serious doubts as to whether it would be used more than a very small fraction of the time, particularly during the colder months of the year. Yet when we descend into the basement, we find considerably more elaborate arrangements than one would expect for a pavilion. We wondered whether servants will be living at the pavilion or will be there only in connection with special functions. We also wondered whether the office would be in constant use, or occupied only in preparation for social events. The presence of a quantity of plumbing at once raised the question of whether heat will be maintained all winter, or whether the furnace would be lighted only when there are special gatherings. If heat is maintained, the maintenance costs will be very heavy, if heat is not maintained constantly it appears that there would be a serious danger of frozen pipes and heavy repair bills. Various other details were commented on as indicated. In the end we saw no other course except to recommend approval of the plans as submitted, and to leave these questions to solution by the field.

(e) Practice School Group. Our immediate reaction to this set of plans was that it seemed highly improbable that they could be completed within the G.\$5,000. available. The Finance Committee is necessarily unwilling to approve plans which for their completion will call for more than the funds in sight, for such a course inevitably leads to troublesome deficits on the field and criticism here at the home end. It seemed that the only recommendation we could make, therefore, with any hope of approval by the Finance Committee, was that authorization to proceed be given only insofar as the buildings started could be completed, including heat, light, and water installations within the limits of the G.\$5,000. available.

Mr. Gamble spent a great deal of time consulting educators in and around New York who are working constantly with building plans of this sort. He got a great many valuable suggestions from them, though we found that most of their comments were of little value because of the dissimilarity of the situation in Peking as compared to New York. All of them kept tending toward the square type of American architecture, rather than the longer and narrower building necessitated by Chinese methods of construction. The one point which seemed to us rather serious is the extremely cramped quarters provided for lavatories and bathrooms. Even after taking into consideration the fact that your elementary school kiddies are small, and the kindergartners are even smaller, it seemed to us that additional space should be provided by increasing the length of both the kindergarten and the elementary central building by four feet, two feet at each end.

We earnestly hope that the comments and suggestions of the building-plans committee will prove acceptable. We quite appreciate the difficulties involved in our attempting to pass judgment at this distance - and usually on extremely scanty information - on plans which we know have been worked out on the field with the greatest of care and thought. But on the other hand, the purpose in having the Finance Committee pass on building plans was obviously to provide a means for securing a review and check-up on building plans before they have finally materialized into bricks and mortar, so one feels he can do nothing less than go over these plans with the greatest care possible on the basis of the information at hand. Our recommendations to the Finance Committee, as you will note, provide for the approval of practically all the plans as submitted, merely calling attention to the various suggestions we are making.

Sorry the attached draft of the minutes is in such rough shape. This is merely a copy of the first draft which we will try to polish up a bit before submitting to the Finance Committee. The Saturday closing hour was on us when we got this far in the matter, so we are unable to get the revised draft ready in time for the China mail just closing. I am typing off this material for you this afternoon so as to make the mail - though my credit for the job is seriously impaired by the fact that it is a rainy afternoon so the game between the Yankees and the Athletics has been cancelled!

Cordially,

BAG/G

Enc.

YENCHING

TRANSFER

*ack. 5/10/41*

April 20, 1939

G-4-2041

INDEXED

Dr. Howard S. Galt,  
Yenching University,  
Peping, China.

My dear Dr. Galt,

Three days ago we sent by air mail blue prints of the enclosed foundation and floor plans for the Boyd Gymnasium. Since we have just learned, however, that Mr. Hildebrand will be leaving the University in the near future, I am sending this set of the original plans addressed to you, rather than to him. I also enclose a copy of the letter which went forward to Mr. Hildebrand with the air mail letter.

We had hoped that Mr. Murphy's office would have the elevation and sectional plans completed before today, but since they have not arrived we are forwarding these in the mail just closing, and will send the elevation and sectional plans as soon as they reach us.

I enclose also a memorandum draft of the minutes of the meeting of the Boyd Gymnasium sub-committee on the morning of April 9th. These must be formally approved by the Finance Committee next week, but since the Finance Committee has already given general approval to the gymnasium plans, I am sure they will make not modifications of the arrangements.

We trust that the gymnasium will now go forward steadily. Early next week I will send you a cablegram on other building plans, and will at that time add a brief report on the gymnasium.

Cordially yours,

BAG/G

Enc.

1294

*Ball with*  
*Noted*

YENCHING

TRANSFER

April 20, 1929.

Dr. Edward S. Galt,  
Yenching University,  
Peking, China.

Dear Dr. Galt:

This is to acknowledge a number of letters which have been before us several days.

Your letter of February 21st. No. 2914.

There is not much to comment about in this letter, as the silver ware for the President's residence is taken care of in a later communication. The letter for Mr. Allan D. Wallis from Lo Yu King, has been forwarded. We have received a charge from Becker and Company, Seattle for \$6788.95 for hardware and conduit but no charges for Gold between \$1,500. and \$1,600. However, an invoice for \$8.14 for watchmen's dials, has been received from this Company, the order having been sent by Mr. Holm. We presume it is allright to pay but no copy of the order has been received in our office. Probably, a copy was made for us and will come forward in a later mail.

Your letter of February 21st. No. 2915.

This communication contains a number of items which will be taken up by the Finance Committee meeting, and commented on after a later date.

Your letter of March 5th. 1929.

The principle thing before us in this letter is your reference to a journal entry 438. We have very carefully gone into this situation; and apparently, you are correct regarding the charges. We only wish that it had been called to our attention before. As the case now stands, no reversal of the entry of January 1928, as suggested, can be made without showing a deficit, the surplus having shrunk since the entries were made on 438. It is now so near the end of the year, in all probability it would be best to let this remain until the close, with the hope that the small overdraft which a correction at the present time

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Dr. Howard S. Galt, Page #2.

4/20/29

would cause, will be taken care of by any gain in exchange. There are some questions regarding the Construction Bureau account, and the Library Book account, we shall have to look into more in detail, and write you later.

Your letter of March 7, 1929, No. 2918.

This letter also, we shall have to take up at a later time, when we have been able to go over it more carefully.

Your letter of March 8, 1929, No. 2919.

This entire letter, together with the minutes of the Executive Committee, and the Grounds and Building Committee, was to have come before a meeting of the Finance Committee yesterday. However, due to sickness and absences from town of several members, a quorum could not be secured, and the meeting was postponed until next week.

Mr. Garside has already written you regarding the action of the Finance Committee and Trustees, relative to the rate of exchange for the next fiscal year. The action was that the budget be figured upon the basis of 2.10 to 1. Relative to contracting for exchange with a local bank, the trustees voted that it would be inadvisable to take such a step. We are proceeding with the purchase of silver ware for the President's residence, and will write later regarding this item. Thank you for the enclosure of transcript of Library account.

Your letter of March 11, 1929, No. 2920.

Mr. Garside has taken up with the Trustees of Harvard-Yenching, the item regarding expenditure of \$2,500. In regard to the telegram regarding the authorization to purchase the Girl's College residence, Mrs. Lee was telegraphing Miss Stahl, and it seemed best for her to convey the news, rather than duplicate the cable. Thank you for the paragraph relative to information referring to members of the staff on furlough with whom we make adjustments in our office. It will greatly facilitate matters if we can secure advance information. You have been previously informed regarding the action of the Trustees regarding the budget for the coming year.

If this letter is to go in to-day's mail, we must close immediately.

Will write you further regarding #2921 next week.

Very sincerely yours,

*C. H. Brown*

CAF:EB

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YENCHING

TRANSFER

Yenching University

April 22, 1929

Dr. Howard S. Galt,  
Yenching University  
Peking, China.

G29-4-22-1

My dear Dr. Galt:

I am forwarding herewith by air mail blue prints <sup>of</sup> ~~from~~ the remaining drawings for the Boyd Gymnasium. These reached our office only this morning. The drawings include, as you will note, the front ~~end~~ elevation, west end elevation, transfer section, and the longitudinal section, also an alternate arrangement for the locker room. I did not know that this plan for the alternate arrangement for the locker room was being prepared as it represents a decision arrived at by Mrs. Frame and Mr. Higgins following the adjournment of the last meeting of the Committee. With regard to this arrangement, Mr. Higgins writes

"The alternate arrangement for the locker room I am sending you at Mrs. Frame's request. I do not recommend this arrangement but send it along for your consideration. On this alternate drawing I have also indicated the possibility of having folding doors between the classroom and the students' committee room. This arrangement may be desirable to those on the field".

I will write to Mrs. Frame and ask her for further information regarding the alternate arrangement for the locker room and get her own judgment as to which of the two suggested arrangements is preferable. Without doubt she is corresponding with Miss Stahl direct in regard to a number of details of the Gymnasium.

In the regular China mail closing at the end of this week we will send you the original cloth tracings for these drawings.

Very sincerely yours,

BAG-H

Enc.

CC: later mail

1297

學大京燕  
YENCHING UNIVERSITY  
Peping China

Office of the Treasurer

YENCHING  
TRANSFER

*Ack 5/24/29*

April 22, 1929  
Letter No. 2926.

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

My dear Mr. Garside:

We wrote you letter No. 2925 on April 11th.

Sale of Draft

Today, I have to report the sale of the following draft:

No. 904: Sold April 19th, to the Belgian Bank, G\$7500,  
at 2.25, l.c.\$16,875.00, account of the Boyd  
Gymnasium for the Women's College as per your  
cable of February 5th.

In the cable received from your office, February 5th, we find the following: "You are authorized to make draft for purposes of what is considered necessary for Women's College Gymnasium". I have been looking through the correspondence from your office subsequent to that date for some more specific mention of this authorization, and for a number for the same, but I do not find anything. I assume that the reason for this is because the amount was left so indefinite. I trust we have made no mistake in interpreting your cable. The confirmation copy is not here, but has presumably been retained in the President's office.

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*Index  
904 5/13/29  
913-474-11  
4/17/29*

*A 2926*

The sale of this draft was made necessary by the purchase of materials for the Women's College Gymnasium, for Mr. Hildabrand deemed it advisable in view of the definite expectation of purchasing this year to lay in a stock of cement, sand, gravel and brick. These commodities are stored by the building site, and the increase of prices since the purchases were made has demonstrated the wisdom of Mr. Hildabrand's plan. Thus far

No. 2926, p.2.

April 22, 1929

We have received only a bill for the cement, and to cover this and the cost of the foundations put in some two years ago, <sup>mentioned</sup> ~~much~~ of which has already been ~~said~~ in earlier correspondence, we have drawn this present draft.

We still have not received the plans from the New York office, and therefore the contract cannot be let. Until this is done, we cannot make a comprehensive schedule for payments as we should do for your information. I may, however, without any very definite data, make a rough estimate of what we shall probably need for this gymnasium enterprise, as follows:

<i>authorized</i>	During April, another	G\$5,000.00
	During May,	G\$7,500.00
<i>authorized</i>	During June,	G\$10,000.00.

As soon as our needs can be indicated more definitely, I shall hope to write you further.

*Sent April 27*

In this connection, I may mention again that under date of March 2nd, letter No. 2916, we sent you blue print copies of the proposed plans for the Model Kindergarten and Elementary School, and asked for a cable indicating the approval of the New York office as soon as possible. We have not as yet received any such cable, and the beginning of the building is correspondingly delayed.

*sent 4/14*

Funds for the Department of Agriculture

*4th quarterly  
not sent.  
Since the  
funds*

Looking into our accounts recently in this office, we have noticed that the third quarterly remittance from the trust company in Washington of the Famine Fund for the Department of Agriculture has not yet been received. This remittance seems much overdue, as it is now almost time to receive the fourth quarterly remittance as well. Kindly look into the matter, and send out these funds if available.

Correspondence from your Office.

I have before me your letter of March 20th, unnumbered, but addressed to me as Chairman of the Department of Education. No comment needed.

Your letter of March 20th, G29-3-20-1:

This letter gives information regarding the financial arrangements for the journey outward of Mr. Nash and family, and is duly noted.

Your letter of March 21st, G29-3-21-1:

In this, you raise the question of accounting for the miscellaneous orders contained in a bill which you have received

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No. 2926, p.3.

April 22, 1929

*note*  
from Mr. Bocker's office. We quite agree with the implications in your letter that a miscellaneous order like this for goods, part of which is for individual use evidently, is scarcely in order. We did not know at the time that Mr. Hildabrand was placing this kind of an order. We agree with you that there is probably no other way but to charge this order to "Building Operations Undistributed", and we will do our best to untangle the accounts when the invoices for goods are received.

Since Mr. Hildabrand has now gone, and the Construction Bureau is closed, probably such an order as this in the future will not be repeated.

Mr. Evans' letter of March 25th, unnumbered:

No comment needed.

Grounds & Buildings Committee Minutes.

We are enclosing herewith copies of the Grounds and Buildings Committee minutes as indicated below.

Minutes of the Executive Committee of the Grounds & Buildings Committee for March 25th:

(Two copies enclosed.) No comment called for.

Minutes of the Grounds and Buildings Committee of March 28th:

(Two copies enclosed.) On page two of these minutes, you will note the reference to Mr. Hildabrand's departure. He and his family left the end of March, and the Construction Bureau has thus come to an end, according to the plan earlier reported to you. Other matters recorded in these minutes do not seem to call for comment.

Minutes of the Executive Committee of the Grounds and Buildings Committee of April 2nd:

(Two copies enclosed.) On page 2 of these minutes, you will note a reference to a letter received by President Stuart from Mr. Warner inquiring as to the cost of the next section of the Men's Gymnasium. According to the vote recorded here, I consulted with Mr. Leth Moller, who now stands in relation to us as Consulting Engineer, and his estimate for the large central section of the Men's Gymnasium is l.c.\$87,000.00. This refers to the plan as originally drawn. If a basement be placed under this section, corresponding to the basement under the north wing which we have already built, Mr. Leth Moller estimates that an additional \$18,600.00 local currency will be required. Mr.

*To add - 7/14/29*

1300

No. 2926, p.4.

April 22, 1929.

Leth Moller's estimates have already been placed in President Stuart's hands, and no doubt he is writing to Mr. Warner direct. In view of this matter being mentioned in these minutes, it seemed pertinent for me to report these matters to your office also. We here are all agreed that the central portion of the building should be built next. We consider that a basement is not actually needed, although in view of the contour of the land at the building site, one might very well be added. If a basement is not placed in this section of the building, then our present thought is that an earth filled terrace might well be placed on the east, on a level with the basement line of the north section already built, which would serve well as a kind of a grandstand overlooking the athletic field toward the east. We have no doubt there will be some surprise at the estimated cost of this section of the building. The figure gives evidence that building costs are rising year by year in this part of the world. We shall hope to hear from Mr. Warner regarding the next stage in the construction of this building in due course.

Minutes of the Executive Committee of the  
Grounds and Buildings Committee of April 12th:

(Two copies enclosed.) On the second page of these minutes, there is a memorandum of estimated expenditures, most of which are connected with residence projects. This is a very informal memorandum set down for the guidance of the committee here, and need not be taken very seriously by your office. It happens that one of the items, the office for Dr. S. D. Wilson, does not belong in the residence list at all. I may add further that President Stuart has been working hard on a local financial campaign, and has some hope that funds may be available from that source for certain of our residence requirements. If these hopes materialize, then we shall have to draw still less on this sum of G\$25,000.00 which the trustees have made available.

A word of explanation regarding the l.c.\$14,000.00 endowment fund mentioned at the top of page 3. It seems that several years ago, as a memorial to Mrs. Bashford, a sum of something like \$18,000.00 local currency came to hand, and was invested by Mr. Krause, treasurer at that time, in a mortgage for some real estate belonging to the Methodist Mission in Tientsin. This mortgage has been paying a regular income on this fund of 8 per cent—I believe it is. Recently, Mr. Krause reported that funds were in hand for paying off this mortgage, and so now we have received both interest and principal (earlier payments on the loan were made in previous years, and are not included in this sum of about \$14,000.00 which has just come to hand). There has been some discussion here of the possibility of investing this endowment fund in residences to be rented to members of the staff supported by Harvard-Yenching funds

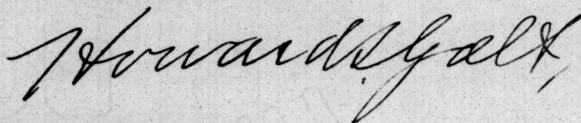
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No. 2926, p.5.

April 22, 1929.

or by Princeton-in-Peking funds. It seems to us here that this would be a wise and legitimate use of the funds, on the one hand insuring an income from the endowment, and on the other hand, involving no risks to the University whatever in the investment. We have not reached decision with regard to the matter however. President Stuart, hoping that other funds for residences may be available, inclines to the opinion that this endowment fund should be invested in some other kind of securities, perhaps government bonds here in China. As I say, the matter is still under consideration, and no decision has as yet been reached.

Very sincerely yours,



Acting Treasurer.

HSG/raa

enc

1302

No. 2926, p. 5.

April 22, 1929.

or by Pinceton-in-Peking funds. It seems to us here that this would be a wise and legitimate use of the funds, on the one hand insuring an income from the endowment, and on the other hand, involving no risks to the University whatsoever in the investment. We have not reached a decision with regard to the matter however. President Stuart, hoping that other funds for residences may be available, inclines to the opinion that this endowment fund should be invested in some other kind of securities, perhaps government bonds here in China. As I say, the matter is still under consideration, and no decision has as yet been reached.

Very sincerely yours,

*Handwritten signature*

Acting Treasurer.

HSG/ear

enc

RECEIVED  
UNIVERSITY  
MAY 24 1929  
JOINT OFFICE

13031

YENCHING

INDEXED

TRANSFER

*del. 7/29*

Yenching University

April 25, 1929

G29-4-25-1

Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

My dear Dr. Galt:

We have just received from the Rockefeller Foundation a draft for Max. \$7,188.25, representing their fourth quarterly advance on their appropriation for work in natural sciences in Yenching during 1928-29. I am enclosing their draft for that amount herewith.

Very cordially yours,

BAG-H

Enc.

1304

YENCHING

Yenching

April 26, 1929.

*Ref*

**TRANSFER**

Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

My dear Dr. Galt:

I am enclosing herewith duplicate copies of bills  
that we are paying at Mr. Wiant's request.

When Mr. Wiant was in our office a fortnight ago  
he stated that he had been in correspondence with Mr. Stephen  
Tsai in regard to these purchases and that our procedure in  
charging the amounts to account No. 31 is quite in order.

Very cordially yours,

Encl.

B.A. GARSIDE.

BAG-S

1305

YENCHING

INDEXED

TRANSFER

act. 5/29

Yenching University

April 29, 1929.

329-4-29-1

Dr. J. Leighton Stuart,  
Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

Dear Dr. Stuart and Dr. Galt,

We attach hereto copies of the minutes of the Annual Meeting of the Board of Trustees, held on April 11th. Under separate cover we are mailing the field a sufficient quantity of these minutes to supply the Board of Managers and others you may wish to have this material. This letter will comment briefly on such matters as seem to require notice or explanation.

Report of Dr. Stuart. Preceding the meeting a full docket, with a large number of appended documents, had been mailed to the Trustees, so all had had an opportunity to familiarize themselves with the general business of the meeting beforehand. One of the documents thus mailed out was the report of Dr. Stuart addressed to the Board of Trustees. All members of the Board expressed themselves as highly gratified at the rapid and steady progress of the University as well pictured by Dr. Stuart's letter. I felt throughout the meeting that this report proved of tremendous value in bringing concretely before the trustees' minds the work and accomplishments and needs of the University in a way which stimulated and encouraged them but at the same time made them realize that there is much still to be accomplished.

Report of the Secretary and the Promotional Office. These reports were presented to the meeting but were not appended to the minutes. I am, however, enclosing copies herewith for your information. The report of the accomplishments of the promotional office during the last year was most gratifying. Not all the financial problems of Yenching have been solved as yet, but the accomplishments of the last year have been greater than we dared hope for a year ago. We all appreciate the fact that Dr. Stuart's work in America last year was the dominant factor in making this possible, and that the record Yenching has been making during these disturbed times has furnished the basis without which there could have been no successful appeal. We are all gratified at the prospect that we will be seeing Dr. Stuart in America this fall.

Plans for the Dedication. Mr. McBrier and Mr. Wanner are members of the committee for arranging to secure representatives from the West for the formal dedication, and since I know both of them have been writing you fully in regard to the plans they are making, I need not elaborate on the actions taken by the annual meeting.

1306

April 29, 1929

Harvard-Yenching Institute. I believe that the section in the minutes dealing with this subject, together with Appendix B, give such full comments as to require no further elaboration. I know you will be interested in Mr. Boyden's letter of March 30th stating the general conditions for the use of the income from the \$500,000. trust fund. Identical communications were sent by Mr. Boyden to each of the other five universities having a share in this trust fund. Peking, Nanking, Shanghai, and West China are planning to use a considerable portion of the income from this trust fund to extend and to increase their work in the departments of Chinese language literature and history beyond what they are now doing, but as I have talked with Mr. Eric North and others of the Institute trustees I have gained the impression that they feel any further extension of their work in these departments at Yenching is not so necessary to fulfill the conditions of the Institute because of the fact that these departments at Yenching have already been built up to a large extent through the income received from the Hall Estate and the Institute, so this \$500,000. can be considered as being in a sense a fund for maintaining what has already been built up. This is, however, an entirely informal judgment of the attitude of the Institute on this point. Dr. Stuart will be far better qualified than I to interpret the wishes of the Institute.

Will you please note the request from the Institute that in October of each year the University present a report telling how the income from the previous year has been used? We expect to receive a remittance from the Institute this week covering the income from January 1 to May 1, 1929. That will be all we will receive from this \$500,000. fund in this fiscal year. We plan to apply it toward the budget as already adopted. I trust, however, that the field will be able to send us a somewhat more attractive statement than this which we can present to the Institute trustees in October. You will note also that the University is invited to make suggestions to the Institute trustees for the use of the fund, and is specifically instructed to state each spring what it plans to do with the income for the next year.

Supplementary Report of the Treasurer. This was not appended to the minutes, but I am enclosing copies for your information.

New Corporate Seal. I had some correspondence with Dr. Stuart on this subject several months ago. After consultation with Hung and Porter and others, Mr. Barbour designed a corporate seal with the Yenching monogram in Chinese characters in the center, and "Trustees of Yenching University" in the border. This design was adopted by the Trustees. There was some deliberation over the question of whether the design should be submitted to the field for comments and approval before it was formally adopted, but in consideration of the correspondence already carried on, and the fact that such a seal will probably be used chiefly in America anyway, it seemed unnecessary to postpone action. I will send you a copy of the design as soon as one is available. I will shortly be having a seal press prepared for use here in affixing the seal to legal documents. Will you want a similar press for use on the field, or will you use exclusively the conventional rectangular Chinese seal with which you stamp your formal documents?

Revision of the Constitution. You will note that action T-2535 brings the Constitution of the University into accord with the By-Laws of the Board

April 28, 1929.

of Managers.

Cooperation with Committee for Christian Colleges in China. Dr. Wallace was present at the meeting and summarized briefly the work being done in China and in the west to develop a coordination of the work of our China colleges and a union of our promotional efforts for their support. Here in America, and also in Great Britain, there has been an encouraging growth of interest in this undertaking, though all agree that progress here is possible only as the colleges in China get together wholeheartedly on a practicable and educationally satisfactory program. You will note that the Trustees agreed to support the work of the C.C.C.C., and gave approval in principle to a joint financial campaign, with the understanding that it does not in any way commit itself until a satisfactory program is worked out in China.

Dr. Stuart's letter to the Trustees dealing with this subject was brought before the Board in this same connection, though the letter itself is incorporated in the minutes at a later point (p. 14). All the members of the Board agreed heartily with the viewpoint of Dr. Stuart, and asked that the letter be brought to the attention of the Committee of Christian Colleges in China, which met the following day. The Committee also gave very careful study and cordial approval to the views expressed by Dr. Stuart. I will try to write to Dr. Stuart this week from the standpoint of the C.C.C.C.

Reorganization of Relationship with the Women's College. Six weeks ago I sent Dr. Stuart a copy of Mrs. Lee's letter of March 4th raising certain questions regarding the relationship between the Women's College and the rest of the University. Although this letter was not a formal communication from the Committee of Yenching College for Women, the Executive Committee met with the Special Committee on Reorganization of the Women's College Committee on April 9th, and proposed to the Trustees the actions taken in T-2547, 48, and 49. The Trustees were somewhat reluctant to take any action without having direct word from Dr. Stuart and the Board of Managers on the points covered, but they felt that these actions do not in any sense alter the reorganization approved by the Trustees last fall, but merely define more fully the policy then agreed upon. Action T-2547 removes from the Constitution a section which we added last year largely at the request of the ladies, but which has not proven very satisfactory to anyone and is quite unnecessary as well as probably somewhat out of place in the Constitution anyway.

Budget for 1929-30. I have written to both of you fully on this point, and have sent you copies of the minutes of the meeting of the Budget Committee held on April 10th. No further comments are necessary at this time. However, two gratifying bits of information have been received since the budget was adopted:— (a) The appropriation of Princeton-in-Peking has now been increased to \$20,623.22 which will make possible somewhat larger expenditure in the School of Applied Social Science; and (b) We have learned from Dr. Stuart that Dr. Coffin is continuing his grant of \$21,800. per year to the School of Religion, thus reducing the estimated deficit in that School. You will note that the Finance Committee is asked to make a further study of a depreciation fund for the H.L.S. & W system.

1308

April 29, 1929.

Revised By-Laws of the Board of Managers. It was the opinion of the Board of Trustees that so long as the By-Laws of the Managers are in harmony with the Constitution of the University formal action of approval by the Trustees is unnecessary. The Trustees found that the Managers By-Laws are substantially in harmony with the Constitution, and recorded this judgment in action Y-2561. The method of electing the President of the University as outlined in the Managers By-Laws differs somewhat from that set forth in the Constitution of the University, but the Trustees decided this difference was not wide enough to cause any serious problem.

Abbreviated Constitution and Outline of Organization. The Trustees did not take formal action of approval or disapproval of these two documents, and were somewhat at a loss to know whether any such formal action would have been appropriate. A number of criticisms of the documents were voiced by individual trustees, directed not so much at what the documents contain as what they omit. Both of you know quite well the normal reaction of our Boards of Trustees of all the China colleges to any document or statement descriptive of these colleges which seems to carefully avoid any intimation of the Christian purpose of the institution or the relationship of the institution to the missionary bodies and boards of trustees here in the West. While recognizing that these two documents were prepared for use with the Chinese educational authorities they felt that possibly the fundamental *raison d'être* of the University might have been more definitely revealed without causing offense. However, everyone agreed that it would be both foolish and unwise for a board in America to pass final judgment on such matters, and all heartily agreed that we should follow Dr. Stuart's decision in the matter. The minutes mention three points at which it appears that these documents differ somewhat from the Constitution.

Internal Reorganization. The trustees cordially approved the internal reorganization of the University as described in Dr. Stuart's letter of March 1st. I will try this week to prepare appropriate letters addressed to the three new deans and to Chancellor Fu.

Proposal Concerning Junior College Work. Dr. George T. Scott presented to all three of the Boards of Trustees of which he is a member (Yenching, Cheouee, Nanking) suggestions that it might prove worth while in China to provide more distinct recognition for the completion of the Junior College course through the granting of a special degree and the awarding of a special diploma after two years of college work. Of course this matter has been quite often discussed in China, and there are many things to be said in favor of some such plan as Dr. Scott proposes. We would be glad to have your comments, and to learn the opinion of the Board of Managers.

I hope you feel the Board of Trustees accomplished enough to justify its continued existence a bit longer!

Cordially,

BAG/3

Enc.

1309

YENCHING  
TRANSFER

Yenching University

April 29, 1929.

G29-4-29-2

Dr. J. Leighton Stuart,  
Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

My dear Dr. Stuart and Dr. Galt,

I attach hereto copies of the minutes of the meeting of the Finance Committee held on April 26th. I am extremely sorry that the meeting of the Finance Committee was held so late this month. We made three attempts earlier in the month to call the committee together, but each time we were forced to postpone the meeting due to absence, illness, and other conflicting engagements of members of the committee. We have been working our Finance Committee pretty hard this last year, and the main burden has fallen on the four or five faithful ones who have given generously of their time and thought even at the expense of their personal responsibilities and convenience. Several of the old reliables have been growing more and more restive under the load, and there have been so many hints of resignation that we've simply had to ease up the pressure a bit. Dr. Eric North made an urgent plea that he be released from the Committee, so Mr. Warner did not reappoint him at the time of the annual meeting. Just now two others are seriously considering asking to be relieved of their place on the Committee, and a third is wavering, but I hope that with a little care we can keep the present group intact. The five men who are the regular members of the Committee form a superb quintet and are rendering the University some invaluable service. We can't afford to lose any of them.

Report on Building Plans. I wrote Dr. Galt on April 20th enclosing a copy of the memorandum minutes of the meeting of the sub-committee on building plans held on April 18th, and commenting at length on these minutes and the recommendations of the sub-committee. Appendix A is the same as the draft of the minutes I sent Dr. Galt, except that under the Seranton-Luce Social Center we have deleted a suggestion in the original draft that a second stairway from the basement to the tea room might not be necessary, and have added a suggestion that the furnace be moved nearer the coal store. The Committee also asked me to raise informally the question of whether provision should be made in the Seranton-Luce Social Center for a mag lang for the servants. We were unable to reach any very definite conclusion as to the amount of time the servants would spend at the Center.

Actions F-2569 to F-2573 have already been discussed in my April 20 letter to Dr. Galt. Plans for the Infirmary were received just the day before the meeting of the Finance Committee, so there was no opportunity for detailed study of them. However, in view of the fact that the field is anxious to go forward with the infirmary this spring, it was decided to ap-

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April 29, 1929

prove the plans as submitted, on condition that they are found satisfactory to Mr. H. K. Murphy. This provision was added because the Committee was rather doubtful as to whether the flat-roofed ends of the buildings would blend harmoniously with the general style of architecture at Yenching, and felt that Mr. Murphy's opinion on this point would be valuable. Since he is now in China, we hope that his decision can be obtained without much trouble or delay.

Boyd Gymnasium plans have been sent in duplicate during the last fortnight, the first batch two weeks ago, the second batch last week. I am today mailing the original tracings for the second batch.

Immediately after the meeting of the Finance Committee we despatched a long cablegram to Peking, chiefly concerned with these building matters. I am sending you confirmation copies today.

Residence Plans. Actions F-2578, 79, and 80 serve to clear up some of the adjustments we must make on our books here to find funds for residences already constructed or authorized.

Since Vernon Nash sailed several highly gratifying gifts for Journalism have been received, some of them conditioned upon the University building a suitable residence for him. The Committee therefore felt that it should see that definite provisions are made for Mr. Nash to have a suitable residence in the very near future. As I wrote you at the time the Committee appropriated \$25,000. for additional residences, there was a general understanding then that one of these would probably be assigned to Mr. Nash. Action F-2581 makes this understanding more definite, and also provides that if none of the residences being constructed with this \$25,000. are of the type that could be assigned to Mr. Nash to the best advantage of himself and the University, then perhaps some residence already erected may be acceptable to him and advantageous to the University.

Appropriation for Formal Dedication. The Committee heartily approved appropriating up to \$3,000 as may be required by Dr. Start for expenses in connection with the formal dedication; even though as yet we do not know where the funds for this purpose are to be procured. I am today sending Dr. Galt formal authorization to draw on us for this amount.

Plans for Wheeler Chapel. It is a little difficult to know how we stand on the Wheeler Chapel until we get the Women's College books, but it seems quite doubtful whether funds will be available to construct the Chapel this year. However, we should complete the formalities of getting a set of plans approved by the field and the Finance Committee, so when the opportunity to begin work does arrive we can go forward without delay. I have already written about these plans, so without doubt I shall soon be hearing from you.

Deficit for Home Economics Practice House. I know that the ladies will be glad to read vote F-2584. Just when undesignated funds for clearing off this deficit will be in hand is a question not yet answered.

Repairs to Heating Mains. For some months the Committee has been seriously concerned over the fact that the heating mains are in urgent need of cleaning and re-insulation, and are undoubtedly deteriorating as time

April 29, 1929

goes on. Therefore the Committee voted to appropriate M.\$10,000. for repairing the heating trenches and cleaning and reinsulating the heating mains so that this work can be carried on this season is feasible.

Actions of Grounds & Buildings Committee. A large mass of G.& B. minutes had accumulated since the last meeting, most of which had been distributed to the Committee. Mr. C. A. Evans and I attempted to prepare a digest of this mass of material before the meeting, in order to save as much of the Committee's time as we could. Most of these G.& B. minutes deal with matters of which the Finance Committee does not need to take any cognizance, but scattered here and there are actions addressed to the Finance Committee or dealing with matters in which the Finance Committee is directly interested, so very careful study of the minutes and of covering letters from Dr. Galt or Mr. Hildebrand has been necessary. You will note the Committee took special note of or action on several items:-

(a) Landscaping Operations. The Finance Committee is always reluctant to disapprove any action taken on the field until it has made a careful study of the situation and is sure it has all the facts before it. Hasty action on the basis of partial information always causes embarrassment! However, the Committee felt that if it correctly interpreted the action of the G.& B. Executive Committee in appropriating M.\$7,000. of landscaping funds for the purchase of additional plots of land within the present campus, and another M.\$1,500. of these funds for painting the library, then it has grounds for a vigorous objection. When G.\$9,000. was sent out a short time ago to provide for landscaping the campus we understood that all this money, and probably more, was urgently needed to carry out the landscaping which must be done if the campus is to look even fairly well finished up in time for the formal dedication. Without doubt the two other objects for which a part of these funds seem to have been used are quite important, and possibly even urgent, but the Committee feels that there can be no justification for diverting to those purposes, even temporarily, funds sent out for another very distinct object. I know both of you will appreciate the fact that any such redirection of funds sent out by the Committee on the urgent and repeated request of the field will inevitably serve to make the Committee prone to regard very lightly future plans from the field. I'd be very glad to have any further information at this point which I could lay before the Committee to reassure them.

In this same connection, should not the \$568 for athletic field improvements be charged against the athletic field account, for which the Razor Pearce fund of G.\$10,000. has been pledged?

(b) Reduction of Construction Bureau. We are unable to accurately estimate the effect of the field's plans for the reduction of the Construction Bureau, but feel that this reorganization should effect a material saving, and we trust that it can be carried through without any loss of care and effectiveness in handling construction work.

(c) Insurance. We were sorry to note that various perplexities have again intruded in connection with the University's insurance. Possibly the suggestions made by Mr. Hawkins or Mr. Stock may be of assistance.

1312

April 29, 1929

(d) Auditor's Chair. Sorry that a decision on this matter has been so long delayed. The cable sent by the field on this subject was partially unintelligible, due, as I remember it to the fact that the figure you used simply meant the number 4,500 instead of M.\$4,500. When we got that cleared up it was difficult to get immediate action by the Committee. And now, to add a final climax, I failed to include in Saturday's cable our authorization for you to draw this M.\$4,500. I will cable again within the next few days.

(e) Location of Practice School. As far as we were able to judge the slight change in the location of the Practice School seems to be satisfactory, but we felt that here too it would be valuable to get Mr. Murphy's opinion.

There are several other items of construction and building affairs which are still at loose ends. I will try to gather them all into a letter during the course of this week.

Designation of Dormitories #3 and #4. You will note that this report simply confirms the interchange of the designation of the Forbes and Gamble dormitories concerning which we have written earlier.

For the moment our Finance Committee slate is wiped fairly clean. Probably it will be jammed up again in about a fortnight!

Cordially,

BAG/c

1313

YENCHING

CC: Miss Lane  
Later mail

INDEXED

TRANSFER

Yenching University

April 29, 1929

G29-4-29-5

Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

My dear Dr. Galt:

We attach hereto a confirmation copy of a cablegram sent on Saturday. All of the items of interest to the Field Treasurer's office have been commented on in other correspondence.

Below we give a formal confirmation of the authorization to draw Mex.\$10,000.00 for the repair of the heating mains:-

You are authorized to draw on us at three days not to exceed Mex.\$10,000.00 to provide funds for repairing and re-insulating the University heating mains. This is authorization No.2918, and will be charged on our books to account 26f2, H.L.S.& W.System.

During the next few days we will send the following authorization by cable.

You are authorized to draw at three days Mex.\$4,500.00 to pay for chairs for Bashford Auditorium. This is authorization No.2919 and will be charged on our books to account 26k, Bashford Administration Building.

It is now time for us to send you the authorization to draw as of June 1 on the current budget account. I note that to March 31 we had disbursed Gold \$72,000.00 plus on account 31. Based on the original estimate that Gold \$99,000.00 plus would be required to meet the Trustees' appropriation to the current budget, there would thus remain approximately \$27,000.00. However, your April 1st and May 1st authorizations for Gold \$6,500.00 each were still outstanding, reducing this figure to approximately Gold \$14,000.00. Below we give an authorization for you to draw Gold \$10,000.00 on June 1st, thus leaving approximately Gold \$4,000.00. In about a fortnight I will write you further as to the steps we should take to complete the Trustees appropriation for 1928-29 budget.

On or after June 1, 1929 you are authorized to draw at three days Gold \$10,000.00 for the current budget expenses of the University during the month of June. This is authorization No.2920 and will be charged on our books to account 31.

BAG-H  
Enc.

Cordially yours,

*ack. 5/23  
Dr. 9/4-8, 800  
W. Bell 7/1*

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YENCHING

INDEXED

TRANSFER

Yenching University

April 29, 1929

G29-4-29-4

Dr. Howard S. Galt,  
Yenching University,  
Peking, China.

My dear Dr. Galt:

In accordance with the actions of the Finance Committee at the meeting April 26, we send the following authorization.

You are authorized to draw on us at three days for an amount not to exceed Gold\$5,000.00 as may be requested by President Stuart for special expenses in connection with the formal dedication of Yenching University. This is authorization No. 2921 and will be temporarily charged on our books to account 36c.

Very sincerely yours,

BAG- h

CC: Miss Lane  
Later mail

*Del. 7/29  
see Hall 4/1/29*

13 15

YENCHING

INDEXED

TRANSFER

*act 5/23*

Yenching University

April 29, 1929

G29-4-29-5

Dr. Howard S. Galt,  
Yenching University  
Peping, China

My dear Dr. Galt:

We are enclosing herewith the original drawings for the Boyd Gymnasium as follows: front elevation, west end elevation, transverse section, and longitudinal section, also a sketch for an alternate arrangement for the locker room.

We sent you blue prints of these plans by air mail last week and I am enclosing herewith carbon copy of the letter sent you at that time. I have not yet received any further word from Mrs. Frame regarding the alternate arrangement of the locker room.

Very cordially yours,

BAC-H

Enc.

13 16

*C. ...  
Return*

*K. G. G.*

YENCHING

INDEXED

TRANSFER

*ack. 5/23*

Yenching University

April 29, 1929  
G29-4-29-6

Dr. Howard S. Galt,  
Yenching University,  
Peping, China.

My dear Dr. Galt,

We attach hereto two drafts received from the National Savings & Trust Co., Washington, D. C., for a combined total of L.C.\$2,789.15, representing the balance due the Department of Agriculture on the 1928-29 appropriation.

The first draft sent us by the National Savings & Trust Co. was \$31.85 too little, so we had to hold up the matter until the additional remittance could be obtained.

Cordially,

BAG/G

Enc.

*66*

1317

*Noted  
JMS*

INDEXED

YENCHING

*act. 5/29/29.*

**TRANSFER**

April 30, 1929  
E 29-4-30-1

Dr. Howard S. Galt  
Yenching University  
Peping West, China

My dear Dr. Galt:

This is in further acknowledgment of several letters before us.

Letter No. 2915 of February 21 deals with the minutes of the Executive Committee of the Grounds and Buildings Committee. These were reported to the Finance Committee last Friday and any information regarding actions taken will be reported by Mr. Garside or shown in the minutes of the Committee.

Letter No. 2917 of March 5. We have noted your report on drafts Nos. 895, 874, 877. Mr. Garside has written regarding the change of the names of the two dormitories - Forbes and Gamble.

We appreciate the extreme difficulties you are working under and realize how difficult it is to work extra problems into the regular routine of the day's duties. Therefore, when we receive the analysis and details of the costs of the residences totaling G \$269,316.88, we shall also read into the figures the extra amount of effort that has been entailed in working out the solution.

No further comment on the local banking situation is needed from this end. You have gone ahead and without doubt, under the circumstances, you did the right thing.

As requested, we have made Journal Entry #470 covering the transaction on account 24-c Library Equipment. A copy of the Journal Entry will be forwarded from the Accounting Office. However, we should have more information regarding the first four items back in 1920 and, if possible, we trust you will furnish it.

1318

We are wondering if you wish a complete statement similar to account No. 31 for Nos. 135.4, 135.5, 136. Items on these accounts should be shown as disbursed to the field on account No. 31. In addition to that do you also wish an individual statement of each account?

RE- YOUR LETTER MARCH 7 - #2918

We have noted your extended remarks regarding the Construction Bureau Accounts, and it is all exceedingly illuminating. One question which you raise is regarding the distribution of charges in the Construction Bureau. This aggregates L. C. \$12,909.66. The question naturally arises, was the time of the Bureau used in the "rather small group of projects," or did not some portion of these charges bear a certain relationship to other activities in the University? Surely the individual projects should carry a reasonable proportion of the charge. It would seem that your office is best fitted to judge the extent of these different charges.

Mr. Garside has written you regarding the dissolution of the Construction Bureau.

We note what you say regarding the shortage of funds for the Spring projects. In boiling it down to the last analysis, it seems that the progress is dependant upon getting the \$36,000 which is stated, is due from the Women's College. As yet the books of the Women's College have not been turned over to our office and as we have received no definite information regarding the surplus in the building fund, it would seem that nothing can be done until we have the matter in hand more definitely than at the present time.

On the second sheet of the Construction Bureau Account where they are carried in the same form as in the past, we have not been able to reconcile "26-F-1" or "22-B". The balance in "26-F-1" as of December 31, 1928 was \$25,409.47. We give all charges and credits through January 31 showing a balance of \$24,820.24:-

Dec. 31, 1928.		\$25,409.47
Charges 11/7	Booker & Co.	\$26.96
11/23	Shipping chgs.	4.87
12/15	Booker & Co.	303.50
1/31	Forbes Dorm.	<u>1,231.86</u>
		1,567.19
		<u>26,976.66</u>
Less	Journal Voucher 444.	<u>2,156.42</u>
		24,820.24

Had we at that time included all of the credits suggested in your communication of January 3, the account would appear as follows:

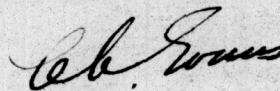
<u>Jan. 31, 1920.</u>		\$24,820.24
Suggested Building Transfers		
Not Entered	\$484.25	
	<u>295.23</u>	
	789.53	
	<u>5,012.73</u>	
		<u>5,772.26</u>
		\$19,047.98

Whereas your balance is \$19,970.92.

No. 22-B showed a balance on the year's sheet of December 31, of \$55,695.07, which agrees with our books. We have since charged you with draft No. 890 which gives a total of \$64,695.07 on January 31, whereas your balance is \$62,406.74.

We shall be very glad to have any explanation that will throw light on this subject.

Very truly yours,



GAE:JG

C. A. EVANS

1320