Yenching
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Galt, H S 1930 Mar

燕京大學
YENCHING UNIVERSITY
PEPING, CHINA.

OFFICE OF THE PRESIDENT

TELEGRAPH ADDRESS
"YENTA"

March 5, 1930.

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

TRANSFER

My dear Mr. Garside:

Yesterday, in order to take advantage of the earliest post, I sent you a copy of our Yenching University Budget for 1930-31, in summarized form, via the Pacific route. I also posted you one copy in mimeographed form, in detail, via Siberia. This was in order to get the material into your hands at the earliest possible date, so that you could make preparations for the Annual Meeting of the Board of Trustees. The present letter is intended to explain all necessary points, and will have its own enclosures. Le Budget 1930-31

Let me begin first with the document labeled "Summary of Yenching University Budget 1930131 paying general administration and maintenance from general funds and apportioning power plant operation". This is the document sent you yesterday by the Pacific route. Mr. Tsai and I have prepared the document in this form, attempting to conform to vote of the Trustees at the last Annual Meeting, and to follow the general form called "Appendix A.", attached to the Minutes of the meeting of the Trustees' Budget Committee of April 10th, last year.

You will note that in view of the present organization in the University we have had to change the form somewhat. Furthermore, turning to the general heading "Administration", Mr. Tsai thought it best to place under this head the three items, Library, Contingent Fund, and special items not strictly educational, inasmuch as these expenditures are entirely general and cannot well be classified with any particular division of the University. With these items included, the heading for the first section of the Budget might well be changed to "Administration and General Expenses", rather than using the term "Administration" alone.

As to the increase in the total put down thus under "Administration", it is to be accounted for chiefly, if not entirely, by including under the Comptroller's office a section called "Repair Division". This represents a plan to have a number of workmen regularly employed for repairs, rather than

calling in workmen for each job. In view of this change of plan, we have reduced correspondingly the two major items under the head of "Operation and Maintenance of Grounds and Buildings". After our Budget was made out, someone pointed out that, even with the change of plan, it would have been better to have listed this repair division under "Repairs and Maintenance", rather than under the Comptroller's office. We grant the logic of this criticism, and propose to deal with the item in this way in the future. For the present we have not taken time to make this change.

Under the heading "Undergraduate Colleges" we have listed all three colleges, even though that for Applied Social Sciences is financially independent. The income for this particular College is reported by the last four items in the "Income" list at the end of this group, the sum of these four items being $121,700, which, with the $8,300 which the University must put into this College for the Department of Economics, makes the $130,000 of their complete budget. The remaining income items in this group should take care of the other two colleges.

The budget for the Department of Agriculture is not yet ready in detail, therefore we have only indicated the summaries.

You will note that on the gold income items we have used 2.105 for Class A. items, and 2.50 for Class B. items. We well realize that there may be a difference of judgment as to this last rate, but 2.50 represents the consensus of opinion regarding this matter here on the field. As to the rate now prevailing, I noted in a letter sent you a few days ago that we had contracted for the G$35,000 for the Warner Gymnasium at the rate of 2.89. During the last few days the rate has fluctuated up and down around that figure.

The small deficit of $3.47 shown at the end of this schedule represents a discrepancy when the data of your cablegram of January 24th is compared with the data which arrived later by letter. Since the Budget was practically completed on the basis of the cablegram data, we could not well take time to modify it in order to remove this small deficit. Accordingly, we have allowed it to stand.

The schedule now under discussion on the face of it seems to indicate a large increase in expenditure in the College of Arts and Letters. On this point explanations are required. In the first place, it is evident that Journalism, although financially independent, is here included in the 1930-31 column. A corresponding figure might have been inserted in the 1929-30 column if the exact data had been in hand at the moment. As it is, we have left that blank.

In other departments, the three showing the largest gains are Chinese, English and European Languages. Under the terms of the half million endowment, which is called "Harvard-Yenching Institute Trust Fund", we are required to give to the Chinese Department first attention and supply all the funds necessary for its efficient operation. Accordingly, we have treated it rather liberally. Increase in the English Department depends upon two or three factors. In the first place, increase in the salary of the foreign staff shows an important result here, because the whole staff of this Department is foreign. In the second place, it happens that an unusually large number of members are to be on furlough the coming year, and since English is a required course for Freshmen and Sophomores, we are compelled to fill up the gaps, at least to a certain extent. Accordingly, one additional teacher is provided. In the case of European Languages, there is a notable increase in the number of students taking French and German, which is seriously taxing the strength of the staff of that Department. This trend toward European languages on the part of students is undoubtedly influenced by a proposal (not yet actually incorporated in regulations) of the Nanking Government Ministry of Education to require of all University students a second foreign language. If this proposal becomes a fixed regulation, we shall probably have to enlarge the staff further.

A word, also, about the Philosophy Department. Heretofore this Department has not had a single full-time professor. There is now evidence of a student swing of interest toward Philosophy, and so we have felt the necessity of providing for at least one full-time professor in that Department.

Under the item of "Furloughs" you will also notice that the item for 1930-31 is much larger than for the current year. This is the way furloughs introduce themselves into our plans, and to regulate them and make expenditure more even year by year is practically beyond possibility.

I am enclosing herewith two copies of the detailed Budget in duplicated form. We are sorry that the copies are not clearer, but the "ditto" machine which we have recently introduced does not seem to be working very well. I am sending, under separate cover, a few more copies of this document.

As to the budget for the Research School of Chinese Studies, under the Harvard-Yenching Institute, I will leave comment and explanations to Mr. Porter, who acts as secretary for that Institute. Presumably, he will deal directly with the Trustees of that organization.

Mr. B. A. Garside, #4. by Galt, Acting President 3/5/30

EXTRA-BUDGET LIST OF URGENT ITEMS

Besides sending you copies of this list in the two letters despatched yesterday, I am enclosing herewith two more copies. This document is one of great importance from our point of view. We were instructed by the Trustees to prepare a balanced budget. We were also instructed to use the rate 2.1ø5. These instructions placed on us severe limitations, in view of the expressed need of many departments and divisions of the University, and therefore many important items had to be placed in this extra list.

See "Budget 30-31"

I will take up first proposed increases in the Chinese salary schedule. As you know from earlier correspondence, this matter has called for an immense amount of thought and discussion. I am enclosing herewith a copy of the report of the special committee entrusted with this matter, which was brought in last Friday, just the day before the meeting of the Board of Managers. The proposal calls for an increase of salaries of from five to fifteen per cent, to be put into effect gradually during the next three years. This scheme was approved by vote of the General Faculty Executive, and by the Board of Managers, and is now submitted to the Trustees for approval. Mr. Tsai has spent a good deal of time trying to determine the total amount to be added to the salary payments the coming year, if this scheme is put into effect. The $13,000 appearing in the third item of the Extra-budget List represents the result of his estimate. Of course the item cannot be determined with perfect accuracy in advance, in view of unforeseen changes in staff personnel. But the $13,000 represents the sum we are asking for this purpose.

I should add that the second paragraph in the report of the committee on Chinese salaries mentioned above has been approved only in principle, and the University authorities are asked by vote of the Board of Managers to consider when it would be opportune to put such a plan into effect. To put Chinese and foreign members of the staff all on the same salary schedule would be a very far-reaching change, and the prevailing opinion here is that the "opportune moment" is not now. We shall be glad to have any comments on this which the Trustees desire to make. On this, as on all other points, President Stuart's advice will be valuable.

As to the salary schedules for foreign members of the staff paid by the University, our proposal is contained on pages three to six of the document called "Partial Report of the Special Committee Appointed by the General Faculty Executive to Consider the University Salary Schedules", two copies of which are enclosed. You will note that we propose to put all such salaries on a gold basis. When the Board of Managers, at their meeting last Saturday, dealt with this question, they referred it, with power, to a

to a joint meeting of the Board of Managers' Executive and the Board of Managers' Finance Committee. This joint meeting was held in Peking yesterday. This proposed revision of the salaries of the foreign staff was approved, with the exception of the sentence under the first heading, "Salaries on a Gold Basis", which sentence was revised to read as follows: "Salaries shall be paid on a gold basis, with a guaranteed minimum income of Local Currency not less than 2.1, and with a maximum of 2.50." In other words, whenever exchange is at a rate higher than 2.50 the University may pay in silver at the 2.50 rate, and save for itself the gold margin. The committee dealing with this yesterday adopted this plan because 2.50 was approximately the rate prevailing when this document was drawn up last November. It was thought inadvisable to allow payment entirely in gold on the basis of a rate of the last few days, for instance, which has reached 2.90. We realize that it is very difficult to budget with salaries on a gold basis, but this seems to be the only plan which will satisfy the foreign group of the University staff.

I should explain further that in budget-making we first tried to incorporate this scheme into the Budget for 1930-31, since it had already been approved by vote of the General Faculty Executive last December, but we found ourselves unable to balance the Budget on that basis. Therefore, we were compelled to estimate the margin and to budget additional funds required on the basis of our estimates to meet the increase in this item, amounting to $4,637, under the first heading of the Extra-budget List. I should add that this sum is supposed to represent the difference between the payment on a silver basis, now in effect, involving the twelve and a half per cent increase authorized by the Trustees in January, and payments entirely on a gold basis, as estimated for next year.

In putting these two sums down for salary increases as the first items in the Extra-budget List, we are registering our mature conviction that these changes are the most important ones to be provided for in the next fiscal year outside of the balanced Budget.

We turn next to the item called "Annuity and Insurance" in the urgent list. All who have been connected with the University during the past years are well aware of how much we have talked about such a scheme, and many members of the staff assert that at times they have virtually been promised that such a plan would be put into effect immediately. But for one reason or another, reasons chiefly financial, I suppose, nothing has been done heretofore. Here on the field we are all thoroughly convinced that there should not be further delay in inaugurating this plan.

The plan we propose is set forth in the first part of the document called "Partial Report of the Special Committee", etc., already mentioned, two copies of which are enclosed. This plan, drawn up in rough outline more than a year ago, revised by the special committee last November, has subsequently been approved by the General Faculty Executive, and by the joint meeting of the Board of Managers' Executive and Finance Committee, to which it was referred, with power.

First, with regard to the insurance scheme. Regarding this matter, we are following rather closely the plan and the experience of the Peking Union Medical College in Peking. Since the University staff is large, we propose to carry our own insurance by setting aside a sum each year for such contingencies. We have estimated that a sum approximately equal to one of our highest-grade salaries would be sufficient to begin with. In the Extra-budget List, Iten 2 comprises Annuity and Insurance, and of the total of $13,000, $4,000 is proposed as the item to be set aside for insurance. The joint meeting held yesterday thought, in view of our increased salary schedule, the item was too small, and, therefore, by vote increased it to $5,000, which would make the combined total here $14,000 instead of $13,000. If we are fortunate and have no deaths during the next year, the sum set aside would be reserved for the following year, and another similar sum presumably would be added to it. After a few years our experience would accumulate, and we could determin better how much would be actually required each year on an average. Also, in the meantime, we will make further investigations and get as much actuarial information as we can from any available source. We shall be glad to have suggestions from the Trustees regarding this matter.

With regard to the Annuity scheme, we have noted with much interest what is said under the head of "Pension of Teachers" on page six of your report of the meeting of the Committee on Finance, Property and Investment of the Trustees on January 17th. We do not know exactly what was in the minds of your Committee, but we now present our own plan, which has been developed with a great deal of thought and care, and we strongly recommend that it be approved, so that we can put it into effect at once.

With regard to insurance and pension, or annuity, funds, the problem of investment will have to be dealt with as soon as the Trustees give their approval. It would be our thought that the funds should be invested here in China, in the most conservative way, based upon the best advice we can get from time to time. The fact that the Chinese members of the staff so largely outnumber the foreign would seem to us to be a reason why the funds should be invested in China. We could, however, if the foreign members concerned so desire, invest their share of the funds in America. Here, again, we will welcome suggestions and advice from the Trustees. I should add that the $9,000 in the item called "Annuity and Insurance" represents Mr. Tsai's careful

estimate of the amount needed to put this scheme into effect during the next fiscal year. I should also add that we propose to extend the plan not only to instructors and officers considered members of the staff, but to the regular workmen and janitors of the University, also. This remark applies also to the insurance scheme.

LIBRARY BOOKS

This item appears third on the Extra-budget List. Many members of the University consider that the small amount of funds which we have had available for the purchase of books during the last few years is almost disgraceful for a self-respecting university, and have plead very emphatically the need for placing this item high in our Preferential List.

OPERATION AND MAINTENANCE OF PHYSICAL PLANT

Our chief Engineer, Mr. Holm, has submitted a schedule of figures, based on the records of heat and electric current supplied to the University during the past few years. His figures seem to demonstrate conclusively that considerable additions to the Power Plant budger are justified. His additional askings beyond the Budger of the current year amount to $11,536. I will try to enclose with this letter a detailed statement of his budget for the scrutiny of the Trustees' committee.

ADDITIONAL HOUSING FOR THE FACULTY

Our Comptroller, Mr. Chuan, always watchful of housing conditions, has made a careful inventory of the housing situation for next year, as far as it can be foreseen, and his estimate for additional rent and alterations for members of the staff, the residences for whom are a direct responsibility for the University, is this sum of $5,000. There is a closely related subject, additional residences for additional members of the staff in financially-independent divisions of the University. I will comment on this subject below.

DEPARTMENT OF PHYSICAL EDUCATION

Since Mr. K. A. Wee returned to the University, the finances of his Department have given us much anxiety. Everybody agrees that the amount in the Budget for this current year was quite inadequate, and strong pressure was brought to bear upon us to make better provision for next year. In this connection I should say that the University Council has voted to add a Department of Physical Education as one of our regular academic departments, and has voted to make Physical Education compulsory for both men and women students. In order to make this possible, Mr. Wee will need an assistant, besides provision for other necessary expenditures. Accordingly, the sum $4,300, in addition to what is in the balanced Budget, is set down in Item 6.

LABORATORY NEEDS

No less eloquently do those interested in our science laboratories plead the need of additional funds for their work. Dean Wilson, of the College of Natural Sciences, has addressed a special letter to President Stuart on this subject. Since we are expecting new income for the University from the half million endowment secured, so we trust, for these science departments, it is only natural for the chairmen of those departments to feel that they have a special claim on the new income. We have recognized the logic of this, but the severe limitations of budget-building have made it impossible to grant their requests in full. One of their strongest arguments is that a large proportion of laboratory supplies are priced on a gold basis, and therefore present conditions of exchange greatly increase their silver basis expenditure. In this contention we feel that they are entirely correct, and everything possible should be done to meet their needs.

(A) INDIVIDUAL SALARY INCREASES

The details comprised in this item, aggregating $8,022, are shown in "Exhibit I". One set of items in this list represents natural increases in salaries which we feel to be due if our old salary schedule were continued without change. Another set of items in this list represents additions in the various departments or offices of the University which the Budget Committee recognized as important and urgent. But though we recorded them in this way, we can find no way of placing them higher than this point in the Preferential List.

(B) ADDITIONAL DEPARTMENTAL EXPENSES

The items in this list represent the emphatic requests of various offices and departments which our authorities here have recognized to the extent of giving them a place in this list. Regarding the first item, "Hilda L. Hague, outfit, $400", I should explain that Miss Hague reports that years ago, when she was transferred from a short-term appointment basis to a permanent-appointment basis, no recognition of this fact, by way of additional outfit allowance, was made. The regulations governing employment of foreign members of the staff have always provided for such a charge. Accordingly, Miss Hague now asks for the amount to be made up, and we have recognized the justice of her claim by inserting this item.

GENERAL BASIS OF THE BALANCED BUDGET

I have noted that in introducing the Budget as a whole I have failed to report to you the basis on which we constructed it. After repeated efforts to build a balanced budget on other principles, our Committee resorted to the plan of taking the Budget for the current year as a basis and inserting no additions which did not belong under the head of commitments already recognized. This recognition was, in most cases, based on actual vote of the General Faculty Executive regarding personnel needs in various departments. This principle on which we proceeded accounts for the fact that many of the departmental items are the same as for the current year, the additional askings being incorporated in the Extra-budget List, with which I have been dealing.

RESIDENCES FOR STAFF IN FINANCIALLY-INDEPENDENT DIVISIONS

I am enclosing herewith two copies of a minute regarding the recent action of the Grounds and Building Committee. This minute, though brief, is, I hope, clear.

A study of the detailed budgets of the College of Applied Social Sciences and of the Research School of Chinese Studies of the Harvard-Yenching Institute reveals the fact that those divisions have funds for, and are asking for, considerable staff increases. This brings up the question of residences, and the Grounds and Building Committee, at a recent meeting, took the action I am now reporting. This action was also approved by the Board of Managers at their meeting last Saturday. I am reporting it now for your general information. President Stuart will be able to furnish additional information for a background, if required. As soon as possible we shall take up with the committees here on the field representing these divisions the question involved, and as soon as there is a tangible issue, we shall endeavor to report to you and/or to the Boards of Control of these divisions in America. You may recall that a part of a long letter which I drafted to your office a little more than a year ago on the residence problem dealt with this same aspect of the situation.

At the end of the action reported there is this clause: "or for other financial arrangements which may enable the Grounds and Building Committee to solve the problem of additional residences". In adding this clause our thought is that the divisions concerned may not be in a position to appropriate capital funds for expenditures of this nature, but since they are ready to pay rent, and that on a liberal basis, if necessary, we raised again the question of a loan, if necessary, in order to provide these residences, the rent charged to pay the interest on the loans. If you in New York Office, or the members of the Trustees, can suggest any other way of solving this problem, we shall welcome it. As I have intimated, you may expect from us more definite representation later on.

On second thought, I have decided to send one copy of this letter and one set of enclosures trans-Pacific, and the other copy and set of enclosures via Siberia. We trust that all will reach you at the earliest possible time. If both letters come into your hands in a reasonable time, we suggest that you place one in President Stuart's hands as a basis of explanations which he may be called upon to make.

Before closing, I feel impelled to make another suggestion regarding our old topic, contract of exchange. There probably will continue to be much difference of opinion as to the advisability of this procedure. Our experience this past year has, of course, not been entirely successful, since fluctuation of exchange has far exceeded anyone's foresight. If exchange remains approximately at the present figure up to the time of the Trustees' meeting, and there is no evidence that it may go higher, I would suggest the consideration of this plan: For the Trustees to authorize the contract at the most favorable rate we could get, say, approximately one-half of the gold representing budget income, covering the period July 1st to December 31st, leaving the other half of the income for the period January to June, 1931, free to be dealt with as that period draws near.

Very sincerely yours,

Howard Galt.

Howard D. Galt,

Acting President.

HSG/LC

Encs.

2. 9.
#4

YENCHING UNIVERSITY

The Special Committee on Chinese Salary votes unanimously to submit to the G.F.E. the following recommendations:

(1) That Chinese salary of all grades be increased over the present schedule in the following manner:

(a) That for members of the Staff who are three years or more full-time members of the University there be an increase of 15% at the first instance;

(b) That for members who are more than two years and less than three years full-time members of the University there be an increase of 10% at the first instance and of 15% from the second year on;

(c) That for members who are more than one year and less than two years full-time members of the University there be an increase of 5% at the first instance, of 10% in the second year, and of 15% from the third year on;

(d) That for members who have joined the staff as full-time members less than one year, there be an increase of 5% in the second year, of 10% in the third year, and if 15% from the fourth year on, there being no increase in the first instance;

(2) That at the earliest opportune moment the University adopt a single salary schedule for all members of the staff, Western and Chinese, with only such special provisions for Western members as concern home going and outcoming travel and education of children;

(3) That as soon as the recommendation in (1) regarding increase in the salary of Chinese members becomes operative, no member of the staff be again permitted to do outside teaching with renumeration.

28th Feb.1930.

Yenching University

TRANSFER

March 1, 1930
E30-3-1-1

Dr. Howard S. Galt
Yenching University
Peping, China

My dear Doctor Galt

We have received word from the Richard R. Smith Publishing Company that the book entitled My Father by Estelle W. Stead is now out of print. This was ordered for the Department of Journalism.

Very truly yours

Assistant Treasurer

CAE:MS

Ack 3/26/30

燕京大學

YENCHING UNIVERSITY

PEPING, CHINA.

OFFICE OF THE PRESIDENT

TELEGRAPH ADDRESS
"YENTA"

March 1, 1930.

TRANSFER

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

My dear Mr. Garside:

We have for many weeks been struggling with the problems of the University Budget for the next fiscal year, and have finally reached the point where it is to come before the Board of Managers at a meeting that will be held this afternoon. On Monday we hope to be able to dispatch copies to your office, and expect to send some by Siberia, so there may be the least possible delay. I am mentioning the matter in this letter, thinking that if it reaches you first you may know that the copies of the Budget are to be expected very soon.

I am enclosing herewith a letter signed by Mr. Maxwell S. Stewart, of our Staff here, regarding his personal finances. I might say that this is a further echo of the various discussions and proposals we have had respecting this troublesome question of remuneration for the foreign Staff. I am transmitting this letter to you for such attention as the Committee of the Trustees deems wise to give it.

I may remark in passing that the price of silver is still falling, and that last Thursday we were able to contract G$35,000 for the Warner Gymnasium, covering the period March to December, at a rate of 2.89.

Very sincerely yours,

Howard S. Galt

Howard S. Galt,

Acting President.

HSG/LC

Enc.

YENCHING

TRANSFER

Yenching University

March 3, 1930
E30-3-3-3

Dr. Howard S. Galt
Yenching University
Peping, China

Dear Doctor Galt

Dr. H. S. Coffin has sent us G$1,800.00 for the current year, and we are therefore issuing the following

Authorization #3020. On or after March 15, 1930 you may draw at three days G$1,800.00, which is to be charged to account #136.

Very sincerely yours

Assistant Treasurer

CAE:MS

CC to Miss Lane

Yenching University

March 3, 1930
E30-3-3-2

Mr. Stephen Tsai
Yenching University
Peping, China

My dear Mr. Tsai

We surely got off on the wrong foot regarding the Rochester Presbyterian Sunday School remittance. It was intended for the Woman's College as the money was sent to Miss Cockingham. We find that it has been acknowledged, and we must apologize for causing you any trouble whatever.

The order for the Central Scientific Company will be taken care of in case it is presented for payment.

Very truly yours

Assistant Treasurer

CAE:MS

YENCHING

TRANSFER

Yenching University

March 3, 1930
E30-3-3-1

Dr. Howard S. Galt
Yenching University
Peping, China

Dear Doctor Galt

We are enclosing copy of a telegram dated October 29, 1929. As this is a Harvard-Yenching trust account matter, we are transferring the charge to account #31, and you can take care of same on the field.

Very sincerely yours

Assistant Treasurer

CAE:MS

TRANSFER

March 3, 1930

Dr. H. S. Galt,
Yenching University,
Peiping, China.

Dear Dr. Galt:

We are enclosing under this cover Trial Balance as of February 28th, 2 copies of Cash Statement for the month of February, Statement of Disbursements on the Current Budget, Monthly Budget Report, copies of Journal Vouchers #561 and #563, together with copies of bills covering certain items of disbursements for accounts #41 and #175.3.

We will as usual send second copies of these reports in a later mail.

Sincerely yours,

Assistant Treasurer
Central Office

CLL/L
encl.

TRANSFER

March 3, 1930

Dr. H. S. Galt,
Yenching University
Peiping, China.

Dear Dr. Galt:

We are herewith enclosing Trial Balance of the Yenching Women's College accounts as of February 28th, and Cash Statement for the month of February. We will as usual forward second copies of these papers in a later mail.

Sincerely yours,

Asst. Treasurer
Central Office

CLL/L
encl.

YENCHING UNIVERSITY
PEKING, CHINA

TRANSFER 4 Mar. 30

OFFICE OF THE PRESIDENT

Dear Mr. Garside:-

In order to save time, and without waiting for a coming letter I am sending the enclosed budget summary. Other data and comments by next earliest mail.-

Sincerely yours,

Howard S. Galt,

See "Budget-1930-31"

"Net deficit" of $3.47 is due to difference in your cable of Jan 24, and later data by letter.-

3/5/30

YENCHING UNIVERSITY

PARTIAL REPORT OF THE SPECIAL COMMITTEE APPOINTED

BY THE GENERAL FACULTY EXECUTIVE TO CONSIDER

THE UNIVERSITY SALARY SCHEDULES

PROPOSED PLAN FOR INSURANCE AND ENDOWMENT AND ANNUITY FUND FOR THE FACULTY OF YENCHING UNIVERSITY

Yenching University hereby adopts the following plan for insurance and an Endowment and Annuity Fund for all full time members of the Faculty and Staff and for employees, whose positions are included in one of the following classifications, and whose employment is not regarded as temporary.

CLASS A: Administrative officers and teaching staff of a professorial rank.

CLASS B: Lecturers, instructors and administrative officers of similar rank to be designated by the General Faculty Executive Committee.

CLASS C: All other employees not included in Classes A and B.

(The General Faculty Executive Committee shall have authority in individual cases to determine what employment is temporary.)

I. INSURANCE

1. Yenching University shall provide Life Insurance at University cost for all full time members of Class A from the date on which they assume their responsibility in the University; for all members of Class B after they have served the University for one full year; and for all members of Class C after they have served the University for two consecutive years. The amount of this insurance shall be one full year's salary of the individual concerned.

2. A disability allowance of the same amount as that provided under (1) will be made on the same conditions to all members of the three classes who may be declared by the University Physician totally and permanently disabled as the result of a bodily injury or disease contracted while in the University service.

3. Members of Classes A, B, and C must pass medical examination by the University physician before they are eligible for the Life and Disability Insurance.

II. ENDOWMENT AND ANNUITY FUND

4. Members of the University in Classes A, B, and C shall be eligible to participate in the Yenching University Endowment and Annuity

scheme on the same terms as those set forth for insurance above.

5. Every member participating in the scheme shall contribute 5% of his monthly salary, and the University shall contribute an equal amount to provide funds for the accumulated fund.

6. Participation in the scheme shall be voluntary. In the case of eligible individuals refusing to participate in the scheme the University hereby desclaims all liability for any retiring allowances or any benefits.

7. In the case of a member who prefers to take out a life insurance policy, the University will regard that portion of the premium, up to an amount which equals 5% of his monthly salary, as a pro rata substitute for his monthly contribution to the scheme,and will fulfill its share as provided for under section 5.

8. A member entitled to benefits under this scheme may be retired, or may retire, at any age under 65 years, but at the age of 65 he shall be retired, unless the University specifically requests him to continue in its service for a further definite period.

9. A member, who retires from the University within three years from the date on which he begins to participate in this scheme, shall be entitled to withdraw the amount he has himself contributed together with the accumulated interest thereon; if he retires after three years and before six years he shall be entitled to withdraw his own contributions, and also one-half of the University's contributions together with interest on the same; after six years participation in the scheme he shall be entitled to claim the whole amount that has accrued under the scheme.

10. The University guarantees interest on the accumulated funds of each participant at a rate which shall be fixed from time to time by the General Faculty Executive Committee, but which shall be in no case less than 5% per annum.

11. Payment of the amount falling due to any individual shall be made in accordance with the following plan.

A. When the total amount does not exceed a thousand dollars, it shall be paid in one installment..

B. When the amount exceeds a thousand dollars, one thousand shall be paid on the date due, or , in case the total exceeds two thousand dollars, one-half of the whole will be paid on the date due, and the balance in annual installments equal in n u number to one third of the years of service of the individual concerned, except that, in no case shall the number of installments exceed ten.

III. DEFINITIONS

12. For the purposes of this scheme, full time service shall require that the individual concerned give his entire time to the University

and that if he takes any outside employment it shall be on the express understanding that it is approved by the University, and that the whole amount of any honorarium or salary is to be paid to the University. Any infringement of this rule will disqualify the member concerned for participating in the benefits of the scheme during any one term of service (6 years).

13. In the case of foreign members the term salary shall be defined as including the basic salary and the regular children's allowances.

YENCHING UNIVERSITY SCHEDULE OF SALARIES AND ALLOWANCES

FOR FOREIGN STAFF

(Proposed revision of December, 1929)

The University engages members of the foreign staff on what is commonly known as a missionary basis. In other words, the salary given is not fixed with entire reference to service rendered, but is regarded as an allowance to cover necessary living expenses. The schedule of salaries and allowances set down below is formulated by studying and comparing the corresponding schedules of the missions in North China with which the University is in most intimate contact. All arrangements are subject to revision from time to time, as the cost of living or other conditions may change.

A. FIVE-YEAR CONTRACTS AND PERMANENT APPOINTMENTS

1. Salaries on a Gold Basis

Salaries shall be paid on a Gold basis, with a guaranteed income of Local Currency not less than 2:1

2. Salary Schedule

Married, Gi,800 Single, G$950
Salary begins on date of sailing from home country.

3. Children's Allowances.

Under six years of age,	G$200
Age seven to twelve	300
Age thirteen to seventeen	400
Age eighteen to twenty-one	500

Allowance of $500 to continue to age of twenty-two, if study is continued.

Travel expenses of children to and from furlough will be paid, but not for return travel to China after the age of sixteen years.

Where tuition in schools in China exceeds L.C. $50.00, the University will provide toward fees not to exceed G$50.

4. Outfit Allowance.

	Married	Single
First Outgoing	G$500	G$250

Re-outfit on each return to
the field G4250. G4125

5. Residence

For families the University will supply residences and keep them in repair. For single persons the University will provide living accommodations.

6. Medical Provisions

The free services of the University Physician are provided (or when the Physician is not on the field, there is a budget administered by the Medical Committee). The Trustees request each member of the Staff to have an annual examination and a semi-annual consultation with the University Physician.

7. Dental Fees.

One half of dental fees are paid if incurred with the prior approval of the University Physician or the Medical Committee.

8. Language Study.

The University will bear the expense for one year.

9. Furlough (For extended contracts or permanent appointments).

a. Frequency: At the end of the first five years of service on the field; thereafter at the end of each six years: additional service on the field. Length: Fourteen months absence from the field.

b. Salaries (annual): Married G$2,000; single G$1,000.

c. Children's allowances: Same as under No. 3.

d. Medical and Dental Fees: Same as under No's 6 and 7.

e. Rent: Up to G$50.00 per month for families; G$25.00 a month for a single person on application to the Trustees.

f. Study Allowances: Subject to recommendation by the Board of Managers in individual cases.

g. Travel Expenses: Borne by the University in both directions, as under No. 10. Freight Allowance on return to the field, two cubic tons per family, one cubic ton per single person.

h. Re-outfit:
See under No. 4.

10. Travel expenses.

Provided by the University from the home of the appointee to Peking by the most direct route. On five year or permanent appointments the University will similarly provide return transportation. The University expects economy to be observed. It allows for first-class railroad

travel: regular first-class fare on trans-Pacific boats, moderate priced hotels: meals, tips up to G$10.00 per adult for the entire trip; passports; baggage transfer; taxi-cab; if necessary.

Freight Allowance: First outgoing, four cubic tons per family, two cubic tons per single person. Return after furlough, two cubic tons per family one cubic ton per single person. In case of permanent retirement after a full term of service, or longer period, the University will provide for four cubic tons of freight per family, or two cubic tons per individual.

11. Pension Provisions. (See separate statement).

12. Miscellaneous Items.

Cost of medical examiniations, preliminary to appointment, is borne by the University, but not the cost of inoculation, vaccination, etc.

13. Other Work.

The salary paid to a married man on the staff is, in accordance with mission practice, expected to secure for the University the services of both man and wife, so far as is practicable. Accordingly, foreign members of the Faculty, or their wives, are not to engage in additional remunerative employment, except by special arrangement.

9 December, 1929.

B. SHORT-TERM APPOINTMENTS

Three year appointment of persons may be made in special cases, to which the following provisions apply:

1. Salaries: As in No. 2

2. Children's Allowances: As in No. 3.

3. Outfit Allowances: Furniture provided at Yenching, or in lieu thereof a furniture allowance of L.C.$400. purchases to be subject to University oversight and to be the property of the University.

4. Residences: Living quarters provided.

5. Medical and Dental Service: As in No's 6 and 7.

6. Language Study: Subject to agreement with the authorities of the University.

7. Furlough: Not provided.

8. Travel Expenses: As in No. 10 except that for three years the University will provide three-fifths of the return travel; for four years, four-fifths.

9. Pensions: Not provided.

10. Miscellaneous Items: As in No. 12

11. Other Work: As in No. 13.

When a short term appointee becomes a permanent member of the staff, or accepts of five-year contract , the outfit allowance will be brought up to full figure, and service increases will be computed from the beginning of the original service.

Howard S. Galt.

Chairman

HSG:LC
1.

March 6, 1930
E30-3-6-1

Dr. Howard S. Galt
Yenching University
Peping, China

My dear Doctor Galt

Agreeable to our previous communication we are sending you herewith Mrs. Frame's copy of the trial balance and cash statement of the Yenching Woman's College for the month of February. Hearing nothing from you to the contrary, the March trial balance taken on April 1 will be sent directly to Mrs. Frame.

Yours very sincerely

Assistant Treasurer

CAE:MS

Yenching University

TRANSFER

March 7, 1930

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

G30-3-7-1

My dear Dr.Galt:

I am enclosing a copy of a letter we are today writing William Hung concerning Mr.Tien Hung-tu's account.

Correspondence with William and with Dean Chase seems to make it clear that the $1,500 gold allowed for Mr.Tien's travel expenses this year has been divided into two parts - $800 gold to be sent through our office to Peping to defray Mr.Tien's travel expenses and provide an allowance for Mrs.Tien; and $600 gold is to be kept in America for Mr.Tien's maintenance while here. This information concerning the details of Mr.Tien's allowance has been coming to us piecemeal over a period of several months. I hope that we now have at last obtained all the facts.

I do not understand the statement in William's March 2 letter, "A recent letter from Professor Porter stated that our Peking office had not received the $800 gold while it had been obliged to pay out for Mr.Tien's travel and Mrs.Tien's allowance". In my letter to William I set forth at some length the facts regarding the remittance to the field of G$600 on this account. Since this amount has been in your hands since December December 17 it is somewhat surprising that Professor Porter should make such a statement.

I do not know whether or not you have drawn the G$300 remaining in Mr.Tien's account. If this amount has not been drawn I would appreciate it if you would draw on us for the amount as promptly as conveniently so that we can complete the clearance with the Institute of this small account. If you have already drawn the remaining $300 it is quite in order to consider it a part of authorization #2958 as that authorization was not for any specific amount but simply for the "amount required for travel expenses of Tien Hung-tu". If the amount has not yet been drawn please consider this last $300 as authorization No.3022.

Once again I am calling to the attention of our friends connected with the Harvard-Yenching Institute work the great importance of handling such financial matters as this through your office. It is not

easy to explain to our friends in Cambridge such misunderstandings as we seem to have in this case for it appears that a five minute conversation between Professor Porter and yourself ought to clarify these matters and save the necessity of a round robin correspondence from Dr.Porter to Professor Hung to Dean Chase to Professor Hung to Myself and back to you.

Very cordially yours,

BAG-H

Enc.

CC: Miss Lane

TRANSFER

Yenching University

March 8, 1930

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

G30-3-8-1

ack 12 : 30

My dear Dr.Galt:

I am enclosing herewith an analysis showing the clearance of our Yenching University Residence accounts as of March 1, 1930, together with a journal voucher of the same date showing the entries we are making on our Yenching books.

For a number of months the field has been asking us to put through our books entries transferring G$28[illegible],316.66 from account 26a - Residences, to account 20,- Completed Buildings. This entry has been delayed because it is far from being as simple as it sounds. Before putting through such an entry it was necessary for us to analyze in our Yenching financial records and to trace through the correspondence of the Promotional Office all the gifts received from numerable donors either designated for the Residence account or else undesignated by the donor but assigned to this account by the Trustees. It has also been necessary for us to analyze all funds available for the residence account to see whether we had a sufficient amount available for residences already completed to permit the transfer of the entire G$28[illegible],316.66.

I hope that the clearance we are now making will complete this transfer except for two small items which will have to be transferred later as I will explain farther on.

I hope that the attached analysis, together with the appended notes, will be reasonably clear. There are, however, a few supplementary notes I should like to make, and also several places at which I should like to ask your assistance.

You will note that we have sub-divided our Residence accounts under two heads, (A) Residences built from funds specifically assigned to definite residences by the donor, or by the Finance Committee; (B) Residences built from Residence Funds not assigned to any one building either by the donor or by the Finance Committee. I would appreciate it if you would check up to see whether any information is available on the field which is at variance with the procedure we have followed in this division and allocation of Residences.

<u>A. Designated Residence Funds</u> You will note that nineteen residences, together with the "Yen Compound" are included in this classifi-

cation. A few of these residences were assigned by the donors to certain individuals or to certain groups in the University. I believe that most of these other donors simply expressed the wish that their gift be used to construct a residence which would in general be known as having been contributed by themselves; and the assignment of residences to such donors was made by various individuals or committees within the University. About two years ago Dr.Stuart and Dr.Eric North went over the Residence account and made the majority of assignments shown in Schedule A. Please let me know whether any of these assignments are not in accord with the understanding on the field.

B. Undesignated Residences and Residence Funds. Under this heading are twenty-six residences. To apply against their cost we have the gifts of a large number of individual donors, together with several churches and other organizations. So far as I have been able to ascertain, none of these donors have insisted that their gift be considered as having been used to erect one specific residence. If this is the case it should be sufficient, for the present at least, to have on the one side a group of residences, and on the other, a group of donors, without attempting to tie up specific gifts with specific residences. If at any time any of the donors should ask that certain residences be assigned as their contribution to the University it would be possible to tie up their gifts with individual residences. Will you please look through this schedule and see whether the field has either formally or informally assigned any of these residences to certain donors?

C. Residence Compound Improvements. It appeared to us that the simplest and fairest method of meeting the cost of such general improvements on the Residence Compound as wells, walls, and fences, was to apply against these costs the few small balances available in the Designated Residence Funds and to use balances in general Residence Funds to complete the clearance of these Residence Compound Improvements costs. We found, however, that at the present time the amount available in our Residence accounts is not sufficient to complete the clearance of these costs. The best we could do was to clear the costs for improvements in the East Compound and to defer for the present the clearance of costs for improvements in the South Compound and the Tsai Tao Garden. Since the Finance Committee has instructed that all undesignated receipts from the 1928 campaign be allocated to Residence accounts until we have reached the total of $40,000 sought for this objective within the 1928 campaign, we hope that it will be only a few months until the costs of these last two residence compounds can likewise be transferred to the Completed Buildings account.

D. Amounts still remaining in Residence Fund account 1928. You will note that Schedule D itemizes the funds we still have available in the Residence account after the transfer to the Completed Buildings section has been made. We are still holding in Uncompleted Residence account the $6,000 received from Mr.Philip Ritter for a residence for Richard Ritter. I understand that House No.42 is considered to be the residence erected for Richard Ritter. Since, however, Residence No.42 is not included among the houses already completed, we are holding this gift in our active Residence account until we receive further information from the field. Will you please let us know how this matter stands. It is uncertain as yet whether the "Gifts for Albany Hall" amounting to $4,260, can be assigned to a residence already erected or must be used for a new residence. We are, therefore, keeping the fund in the active Residence account until a decision has been reached. It is likewise undetermined whether the gifts for

Princeton-in-Peking residences amounting to $1,400 can be used to clear the deficit of $1,178.06 remaining on the two Princeton-in-Peking residences already erected, or must be held as the nucleus of a fund to erect additional Princeton-in-Peking residences. Since Vernon Nash's residence has not yet been transferred to the Completed Buildings account, we are holding in the active Residence account the $1,000 gift designated for his residence. I understand that Miss Laughlin's gift of $1,000 on her pledge of $4,000 is made with the understanding that a new Chinese residence will be erected with her gift when it is completed. The last item, $3,697.45, represents the balance of undesignated gifts in the 1928 campaign allocated to residences. As this amount is increased by further payments on the 1928 campaign undesignated pledges, we will be able to transfer to the Completed Buildings section an amount necessary to clear the improvements in the South Compound and the Tsai Tao Garden.

Journal Entries. I believe that the above explanations will make entirely clear the procedure we have followed in putting through our journal entries.

Very cordially yours,

BAG-H

Enc.

CC: Later Mail
Promotional Office
Miss Lane
Dr.Eric North

Yenching University

TRANSFER

March 10, 1930

G30-3-10-1

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

My dear Dr.Galt:

In checking over the items referred to in your letter No.2979 Ov November 27, 1929, I notice there are two matters we have not yet cleared.

Difference of G$16 in L.S.R.M.Account. You call attention to a difference of $16 between your records and ours as of September 30, 1929. This is accounted for by the fact that the item ofG$16,which during the month of August was charged on our books to account 135.4 - Laura Spelman Rockevellar Memorial, was during September by Journal Voucher No.524 transferred to account 36.2 - Home Administration. So far as our records show we failed to send you a copy of Journal Voucher #524 or any adequate explanation. This, I am sure, accounts for the fact that you were unable to locate the difference. I am sorry the transaction was not properly reported by our office. Possibly my letter of November 15, G29-11-15-2, made the matter clear to you.

Journal entry covering receipts and disbursements of Campus Service Building. We are putting through by Journal Voucher #567 as of March 1 the following entry requested in your letter of November 27:-

Debit account	26x2-Campus Service Building	G$1,183.40
Credit "	122z6-Miscellaneous Gifts	G$1,183.40

I have already written you with regard to the other matters covered by your letter #2979.

Very cordially yours,

BAG-H

CC: Miss Lane

C.A.C. of Lew [illegible]

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 11, 1930,
No.T 30-14.

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

TRANSFER

Dear Mr. Garside:

We wish to acknowledge receipt of your letter G30-2-3-2 enclosing a draft for L. C. dollars seventy one hundred eighty eight cents twenty five (L.C.$7188.25) being the third quarterly installment of the ~~I.~~ ~~S.~~ Rockefeller Foundation (CM3) Appropriation for the current year. We have entered in our books U. S. dollars twenty five hundred ninety six cents seventy six (U.S.$2596.76) as the gold equivalent. We wish also to acknowledge receipt of Mr. Evan's letter 6-30-2-7-1 enclosing a draft for L. C. dollars twelve hundred eighty one cents fourteen (L.C.$1281.14) being a quarterly payment on account of the salary of Mr. T. T. Lew. We have recorded in our books U.S.$450.00 as its gold equivalent.

We have taken note of the action of the Trustees' Committee on Finance, Property and Investment, on February 3 with reference to the Bashford Endowment Fund. We wish to report to you the present status of the fund, so that you may deal with the question with up to date information on hand. As you know the original amount received was L. C. dollars eighteen thousand (L.C.$18000.00), of which $2853.50 has been used on the field for current expenses; $11643.93 has been invested in $13000.00 face value Chinese Government 14th Year 8% Bonds; and $3502.57 has been invested in the Elementary School buildings for which a group of Chinese faculty members has underwritten to pay the interest at 8%.

We have during this year accumulated a sufficient amount from various sources to replenish the fund for what we spent for current expenses, namely $2853.50. Recently a drawing of the 14th Year 8% Bond took place and two bonds at $1000.00 each of our holding were drawn and will be redeemed at par on March 31. So there will be only $9643.93 cash invested in the bonds by April 1.

This, I think, covers the situation of the Fund. Kindly let us know what you wish us to do next.

We enclose herewith December Reconciliation Sheet as certified by Thomson & Company.

Yours very sincerely,

Stephen Tsai,
Associate Treasurer.

See folder of "Thomson and Company"

ST:w
enc

YENCHING

TRANSFER

Yenching University

March 12, 1930
E30-3-12-1
ack. 4/19/30

Mr. Stephen Tsai
Yenching University
Peping, China

My dear Mr. Tsai

We are in receipt of several letters and acknowledge them as follows:

Letter No.T 30-9 of February 8, 1930. This refers to the request for payment to be made to Schmidt and Company. We have complied with the request. However, we did not find it practical to remit gold dollars to Germany, as it would involve a payment of income at this end as well as a collection commission at the other end. Without any cost, however, we could purchase the equivalent of G$202.96 in German Marks to the amount of M849.20. In regard to the Pound Sterling we could do that without any question.

Letter No.T 30-10 of February 13, 1930. This acknowledges certain remittances made to the field and also includes a request that we make payment to Mr. Maxwell S. Steart's father for the amount of G$150.00. This has been done.

We find that certain books ordered by the Department of Journalism cannot be secured in America, but they are being ordered from abroad according to the enclosed copy of the letter of Baker and Taylor Company. You will understand that it takes from two weeks to a month, and over for these orders to be filled.

With kindest regards, we are

Very sincerely yours

Assistant Treasurer

CAE:MS

by Garside

Yenching University

TRANSFER

March 12, 1930

ack. 5/27/30

Dr. H. S. Galt, Acting Pres.
Yenching University,
Peping, China.

My dear Dr.Galt:

Let me acknowledge receipt of your letter of February 14 relative to Yenching salaries.

Apparently at the time you wrote you had not received the minutes of the January 10 meeting of the Finance Committee or Mr.Evans' letter commenting on these minutes, E-30-1821-1. No doubt this material reached you soon after your letter of February 14 was written. I am sure that after receiving this material you will be writing further on these matters so I will not attempt to enter into a prolonged discussion of salary questions until we have your comments based on the actions of the Finance Committee.

It may be said in general that the Finance Committee and the special sub-committee on salaries and pensions has not made much progress during the last two months as we have been waiting for the information requested in action F-2720. It has been the judgment of these Committees that we cannot proceed intelligently until the field's recommendations have reached us. Thus far the only detailed information we have had is that contained in the letter you wrote to Dr.Stuart on December 11. We understood that the proposals which you included in your letter to Dr.Stuart were tentative and had not at that time secured final approval from the proper bodies on the field, so we have been constantly expecting further communications confirming or amending these tentative proposals. All of us are anxious to go forward as rapidly as possible with our search for a solution to these salary and pension problems and sincerely hope that within a short time we may be receiving full recommendations from the field. on which the Trustees can act.

There are, however, certain points raised in your letter of February 14 which we thought were already cleared. This applies in particular to our method of handling life insurance premiums. The paragraph at the bottom of the first page of your February 14 letter, together with the material on the second page of this letter, surprises us. At the time you wrote this letter I believe you did not have in mind the discussion on these matters contained in Mr.Evans' letter of October 12, 1929, No.E29-10-12-1 and in your letter to Mr.Evans of December 18, 1929, No.2931.

Our China Union Universities Central Office has, from the time of its organization, handled the payment of premiums on insurance policies whenever we have been requested to do so. At the present time we pay practically all the insurance premiums for members of the Lingnan staff and most of the insurance premiums for University supported members of the Fukien staff. In the other Universities we pay a smaller number of premiums, but in every case we have undertaken this function when we have been requested to do so. Our procedure has been simply that these premiums are paid from month to month and the payment is charged to account 31. The monthly statements of receipts and disbursements sent to the Field Treasurers give them information as to the nature and amount of these disbursements, and the Field Treasurer has made the necessary adjustment with the member of staff.

Among our Yenching personnel we have for a number of years paid Mr.Vernon Nash's premiums and have for some time paid premiums for Mr.E.O. Wilson. You will remember that we also paid insurance premiums for Mrs. Ruth Alexander Price. I believe that in the past we have paid premiums for other members of the Yenching staff, although I have not taken the trouble to go over our Yenching accounts to verify this point. If at any time other members of the Yenching staff had requested us to render this service for them we would have been happy to do so. We are still willing to extend this service to all the University supported Western members of the University staff unless your office has some objection to our doing so.

I am frankly puzzled at a number of statements you make relative to the rate of exchange. For example, you say, "At least these gentlemen report to us that they had made arrangements with the New York office to pay certain obligations in gold, mostly for life insurance, I suppose, at the 2:1 rate". Just why Mr.Nash or Mr.Wilson or yourself should think that a 2:1 rate of exchange is in any way involved is a bit mystifying. Further on in this paragraph you say, "As to the facts of these special arrangements made by the New York office, I think we have nothing bearing on the subject in writing." Let me, therefore, summarize the correspondence we have already had on this subject.

In Mr.Evans' letter L.--10-12-1 you will note that on page 3 we discuss the arrangements proposed for handling disbursements on the budget during 1928-29, and close one section of this discussion with the following paragraph:-

> "In setting up such a process, it is of course understood that if our office should from time to time be asked to make payment through account 31 for personal purchases of staff members, or for other items of individuals, departments, and organizations, not properly belonging to the University budget, we would charge such payments at the rate of exchange then prevailing rather than the basic rate adopted by the Trustees, and would report the rate used for your information in making the necessary adjustment with the individual or organization concerned."

In the postscript of this letter at the bottom of page 4 we find the following:-

> "P.S. The following personal items have been charged out to the field since the first of July:

"July 5	John Stuart	G$ 82.60
" 25	Mr.Wilson to Mr.Gamble	100.00
Sept.5	Insurance Mr.Wilson	84.99
30	John L.Stuart	250.00

"These are involved in the Miscellaneous Items on page 2 for July and September. If you have handled these at a different rate of exchange than 2.10, do you think there will be need for an adjustment? If so, we will, of course, need to know the rate of exchange used, and we will be pleased to receive your instructions."

Replying to our letter of October 12 you wrote on December 18, 1929, as follows:

"Mr.Beddow, after studying your letter carefully, and adjusting our accounts thereto, for the most part, sent me a memorandum dated November 30th, as follows:

'Dear Dr.Galt:

I have now dealt with all the questions in New York's letter of October 12th 1929 Ref.E29-10-12-1 and the Field Accounts are now in line with the Trustees' Accounts.

The only question that has not been settled is the exchange at which the items shown in the postscript of the letter are to be taken;

If you want these items charged to the individuals at the rate of exchange ruling on the day the Cash Statements for the month are received here, we must arrange to adjust our accounts and also notify New York Office of the actual Mex.dollar figure charged. They will then adjust their accounts to bring them into line with ours. At present we have charged all the items at Exchange 2.10.

Would you let me know your decision when I next come to Yenching?

Yours sincerely,
(Signed) L.T.Beddow.'

"On the basis of this presentation, the one point left unsettled seems to be the point raised in his last paragraph, which is related to the paragraph at the middle of page 3 of your letter. There seem to be three possible ways of dealing with these items:

1. They might be charged arbitrarily at the rate adopted by the Trustees for the current year. (This year 2.10)

2. They might be charged at the prevailing rate as you estimate it in New York. This would seem to be the meaning of the paragraph in your letter.

3. The items might be charged at the rate ruling here on the field on the day the reports from New York are received. This is apparently what Mr.Beddow has in mind in his last paragraph.

So far as I understand it, these items are merely 'in and out' items on our books, and the rate used, it would seem to me, is not very important, but it is important that the rate recorded onyour books and our books should be the same. As a procedure on the one hand most convenient, and on the other hand as approximating the actual rate in force, I would suggest the use of plan two, as I have stated it above. Before posting this letter, I will try to consult again with Mr.Beddow on this point. He was expected in the office today, but changed his plan, and I suppose now that he will be here tomorrow." (Your P.S.adds: "Mr.Beddow favors plan 1. I agree".)

Mr.Evans replied to your letter of December 18 on February 11, E30-2-11-3, as follows:- (this letter had not reached you when you wrote February 14)

"This replies more particularly to your letter of December 18, (#2931). The only question which has been raised in this letter is regarding the basis upon which items to individuals are to be charged. Our intent was to use the idea as set forth in #2 on the second page of your letter. It would seem to be a more equitable position to take. However, as there are not very many items coming under this classification and in view of the fact that the year is so far advanced, it is probably best to let the first suggestion prevail for the rest of the year, that is, charging arbitrarily at the rate of 2.10: 1 as adopted by the Trustees for this current year. We do advise, however, more careful consideration for the coming year. In other words, allow 2.10:1 to be the basic rate for this year with the understanding that it does not necessarily apply to any future year."

From the above correspondence I believe it is clear that our New York office has maintained the position it has always taken of relying primarily on the field to determine what is the most equitable way of settling questions of exchange where such disbursements on the personal accounts of staff members are involved. In the past this ~~this~~ question has never been a very serious one because the rate of exchange has not varied widely from the standard adopted by our Trustees from year to year. The general custom has been that Mission Boards and other organizations have charged the personnel for such disbursements at the prevailing rate of exchange rather than at any arbitrary standard. If you wish to recommend any different procedure either for the members of staff for whom we are paying insurance premiums, or for any other members of staff who may wish to avail themselves of this privilege, we will be glad to follow so far as we can the procedure you recommend. If there is any serious difference between the policy you recommend and the one generally followed we would, of course, need to obtain approval from the Finance Committee before setting up such a process.

Very cordially yours,

BAG-H

F

學大京燕
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 13, 1930.
No.T 30-15.

Mr. C. A. Evans,
Yenching University,
150 Fifth Avenue,
New York, N. Y., U. S. A.

TRANSFER

Dear Mr. Evans:

Pd 4/2/30 no. 3016

Your letters E30-2-11-2,E30-2-17-1 and 2 have all come in this morning mail. We welcome most heartily your authorizations on the Journalism Fund. We are drawing on you to-day our draft No.T1048 for U. S. dollars two thousand (U.S. $2000.00) as per Authorization No.3016 to be sold under our contract with the Hongkong & Shanghai Banking Corporation at the March rate, namely 24427. The Mexican equivalent is $4885.40.

Pd 3/26/30 no. 3017

We are sorry that we could not take ~~the~~ advantage of the exchange rate in the Princeton in Peking remittance of U. S. $6750.00 (Your cable of February 8, Authorization No.3015 as stated in your letter), as you hoped, because that, too, was sold within the contract. As we reported to you before, our contract with the bank was to deliver U.S.$100,000.00 before June 30 and the rates decline by approximately one eighth of a point per month. With the authorizations on hand, we will have fulfilled the entire contract except U.S.$3000.00 by April 1. If we complete our contract within the month of April, which we undoubtedly will, our lowest rate will be 24390, which is 1.11 better than the June rate. You will rejoice with us when we are free from this bondage and are able to take advantage of the unprecedented rate once more.

Hereunder is the list of drafts which we will draw on you on March 31. As the total amount is very big for one time, we give you this advanced information so that you will be prepared to meet the call. The rate is 24427.

Draft No.	Gold Dollar Amt.	Account of	Auth. No.	L. C. Equivalent
T 1049	U.S.$7500.00	Current Budget	No.3004	Mex.$18320.25
T 1050	U.S.$2763.34	H. Y. Inst.	No.3014	Mex.$ 6750.00
T 1051	U.S.$2865.68	H. Y. Inst.	No.3008	Mex.$ 7000.00
T 1052	U.S.$2000.00	Journalism	No.3017	Mex.$ 4885.40
	15,129.02			

Pd 4/28/30

Yours very sincerely,

Stephen Tsai,
Associate Treasurer

ST:w

燕京大學
YENCHING UNIVERSITY
PEPING, CHINA.

not wrote, will Kuehl to be sent

OFFICE OF THE PRESIDENT

TELEGRAPH ADDRESS
"YENTA"

March 13, 1930.

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

My dear Mr. Garside:

On January 10th I wrote you regarding the proposed appointment of Miss Maud Cherry, of 92 St. Stephen's Green, Dublin, Ireland, as an instructor in our Department of History, on a three-year contract.

Since then word has come of the approval of this proposed appointment from Professor Hung, so that we now assume that the action is settled, so far as the University authorities are concerned.

Professor de Vargas, Acting Chairman of the Department of History, was in the office this morning, discussing the plans for Miss Cherry's travel. We would suggest to you of the New York Office that you deal with Miss Cherry direct in the matter of certificate of appointment, finances, and other matters connected with the journey, leaving it with her to engage her passage directly, or deal through the London Missionary Society's office, or any convenient agency, as seems best.

Passage from Great Britain to Peking via Siberia is least expensive, and we assume that if suitable companionship for Miss Cherry can be arranged for she will come by that route. If suitable arrangements are not possible, then we assume she will come via Suez. If via the latter route, suitable arrangements for meeting her and making trans-shipping arrangements at Shanghai should be kept in mind. Furthermore, if the passage is to be via Suez, Miss Cherry should start early enough so that she may reach Peking in good season for the autumn semester, which should be not later than September ~~10~~th.
5

As to the exact terms of appointment applicable to Miss Cherry, you will note that in the documents sent in to your office in connection with the Budget there is a revision of salary schedule and related matters. I suppose as soon as action has been taken by the Trustees you can report to Miss Cherry very definitely on these points. If action clear and final by the Trustees has not been taken, then, presumably you will have to leave the terms somewhat indefinite, assuring her

of the same treatment which other members of the staff in similar circumstances enjoy.

Very sincerely yours,

Howard S. Galt,

Howard S. Galt,

Acting President.

HSG/LC

Yenching University

TRANSFER

March 13, 1930

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

G30-3-13-1

Ack. 5/1/30

Forwarded to Harvard-Yenching

My dear Dr.Galt:

I am sending you herewith our auditors' statement covering their survey of the Harvard-Yenching Institute Agency accounts for 1928-29, together with an analysis prepared by our New York office covering these same accounts. See letter 7 Shattuck 4-30-30

In the notes accompanying the tabulations prepared by our New York office you will find we have summarized a number of points on which further information is desired. We would appreciate it if you would see that we are supplied with further facts on these points, particularly the following:-

Variations between gold figures on New York and field records. Are we correct in the explanation we have suggested on page one of our notes, item 3 under schedule B?

Wm.Hung's $600 travel fund. We have been unable to find any reference to this fund on either the general audit of the Yenching books for 1927-28 and 1928-29, or the field audit of the Harvard-Yenching Institute accounts from 1925 to June 30, 1929. Everything indicates that Wm.Hung received this travel money in due course so it appears that the auditors failed to include this in their reports. The field should send some explanation of this item prepared by Thomson and Company for transmittal to the Institute.

L.C.$50 incorrected allocated 1926-27. The Thomson and Company audit recognizes that this L.C.$50 received during 1926-27 was wrongly written off against the general University deficit on June 30, 1927. However, it appears that the field has not as yet corrected this error and restored the $50 to Harvard-Yenching Institute accounts. Without question this restoration should be made.

Expenditures for rent 1928-29. Dr.Eric North is very much concerned over the fact that although L.C.$2,500 was asked by the field for rent in 1928-29 and this amount was accordingly appropriated by the Institute, the expenditures for rent in 1928-29

amounted to only L.C.$562. It is likely that this small expenditure for rent in 1928-29 will tend to cause a large reduction in the amount appropriated for rent in future years, unless the field can show the Institute that there were special factors during 1928-29 which reduced the expenditures for rent that year, but would not cause similar reduction in future years.

I presume that the Trustees of the Institute at the meeting to be held on March 17 will take action on various other items connected with the accounts for last year. If and when they notify us of such actions I will write you again.

Very cordially yours,

BAG-H

Enc.

CC: Later Mail (without enclosures)

Yenching University

March 13, 1930

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

TRANSFER

G30-3-13-2

ack. 5/6/30

My dear Dr.Galt: Re: Charges for Publicity Material ordered by New York Promotional Office

Both our office and the Promotional Office has during recent months had several exchanges of correspondence with the field on the method of paying for pictures and other promotional material ordered from the field by our Yenching Promotional Office. As a result of this interchange of information it is suggested that the following procedure be adopted:-

> Whenever publicity material is ordered from the field by the Yenching Promotional Office the field, in supplying this material, will inform the Promotional Office of the cost involved; and payment will then be sent to the field in due course, charged against the budget of the Yenching Promotional Office.
>
> Whenever the field has publicity material which they think would be of interest to the Promotional Office they will send it, along with a memorandum as to the cost of the various material included; and the Yenching Promotional Office will make payment from its budget for any material they find they can use to advantage, but will not be responsible for paying for material not actually ordered or needed.

Such a policy as this should make our procedure in future quite simple. There may, however, be a little difficulty in clearing up settlement for some of the material sent to the Yenching Promotional Office during recent months. Miss McCoy t lls me that shortly after the Yenching dedication Miss Hague sent us a large amount of publicity material left over at the close of the formal opening. Much of this material was quite valuable to the Promotional Office but a great deal of it was not of particular value and would certainly not have been ordered by the Promotional Office to be paid for from its rather limited funds for publicity materials. The Promotional Office suggests, as a fair basis of settlement that it meet one-half the cost of this supply of material sent by Miss Hague just after the formal dedication.

If the field will let us know the amount of any other publicity material they have furnished us at the request of the Promotional Office, for which settlement has not been made, we will be glad to make payment in due course.

due course.

We would also be glad to have your suggestions as to any simpler or more equitable way of handling such items.

Very cordially yours,

BAG-H

CC: Promotional Office
Miss Lane

Yenching University

March 14, 1930
E30-3-14-1
ack. 4/19/30

Mr. Stephen Tsai
Yenching University
Peping, China

My dear Mr. Tsai

This is in answer to your letter of February 4 No. T 30-8. The drafts as reported in the first paragraph have been received and taken care of. We also received the bills for payment, and the same have been paid as requested.

With kindest regards we are

Very cordially yours

Assistant Treasurer

CAE:MS

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 15, 1930.

#302
rec. 5/20/30

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

TRANSFER

My dear Mr. Garside:

Many letters from your office are awaiting acknowledgment, but I have not had time yet since the completion of our budget-making task to take them up in a systematic way.

But I have in hand a number of notes prepared by Mr. Beddow, dealing with various aspects of the accounts, which I should transmit to you, as follows:

1. "With reference to New York Journal Entry No. 550, dated December 31, 1929, A/c 26z2b, Lake Front Dormitory B., has been debited with G$8,710.38, instead of G$8,710.28, which was the figure called for in our letter #2963. Mr. Garside's letter, G29-12-28-1, uses the correct figure, so that the error of ten cents must be purely one of the New York Bookkeeping Department.

Similarly A/c 122z8b has been credited with G$8,710.38, instead of G$8,710.28."

2. "Campus Service Building.

"Please request the New York Office to put through the following entry:

Debit 26f3,	Campus Service Building,	G$1,303.40
Credit 122z6,	Miscellaneous Gifts,	G$1,303.40

These are gifts and realizations to the value of L.C. $3,074.28 towards the construction of 'Campus Service Building'."

3. "Practice School.

"Please request the New York Office to put through the following entry:

26j,	Model School Practice House,	G$1,373.58
129,	Accounts Payable,	G$1,373.58

This is the investment of L.C. $3,502.57 @ 8% per annum from the

Jane Field Bashford Fund in order to complete the Building. The interest on this loan is guaranteed by certain members of the Faculty, and has been paid for the current year."

4. "Telephone.

"Will you request the New York Office to put through the following entry:

Debit 26x,	Telephone Installation,	G$800.00
Credit 122z6,	Miscellaneous Gifts,	G$800.00

This is a grant of L.C. $2,000 out of the profits of the Yenching University Telephone Administration towards the reconstruction of the system by the Construction Department."

5. "New York Office Statement of A/c 31 at Jan. 31, 1930.

"I have checked this over and it shows two errors.

New York Gold Dollar Disbursements during Jan., 1930, G$204.09.

The equivalent of G$204.09 in Mex. at exchange 2.10 is M$428.59, not M$429.59, as shown in the New York Statement.

A/c 31 Balance brought forward at Jan. 1, 1930, M$124,524.81.

This should be M$124,524.91, not M$124,524.81, as shown in the New York January Statement.

The necessary adjustments are shown on the attached reconciliation, and duly certified."

6. "With reference to New York Journal Entry No. 556, if New York adheres to this entry, the field accounts must show a deficit of G$1,027.31, which equals L.C. $2,471.02.

If the New York Office will turn to Schedule 20 of the Field Accounts to June 30, 1929, they will find that the item mentioned in their Journal Entry No. 556, Wm. Hung Salary, G$1,800.00, which equals L.C. $4,005.60, was included as income for the year, and also both the Coffin gifts of G$1,800.00, each equals L.C. $8,336.90. Therefore any transfer such as they suggest must bring about the result shown above.

I would suggest that the New York closing entries for 1928/9 Budget Surplus and Profit on Exchange should be as follows, provided they cancel Journal Entry No. 556:

Analyze July. 21 28 1841 Pd Oct 4. 1911 1916
" May 11 1929 Pd. July 8 1600 1915
Sep 26 200.

Journal Entries to be made by the New York Office if they adhere to Thompson & Company's Statement of October 9th.

Debit A/c 136	Disbursed to Field,	G$678.99	L.C.	$1,348.48
Credit A/c 136	Special Gifts for Current Budget,	G$678.99	L.C.	$1,348.48

This is Profit on Exchange as per Thompson & Company's Statement of October 9th.

Debit A/c 136	Disbursed to Field,	G$ 93.70	L.C.	$ 186.10
Credit A/c 136	Special Gifts for Current Budget,	G$ 93.70	L.C.	$ 186.10

This is Surplus of Field Budget as per Thompson & Company's Statement of October 9th.

Journal Entries to be made by the New York Office if they adhere to Thompson & Company's Statement of December 2nd.

Debit A/c 136	Disbursed to Field,	G$596.99	L.C.	$1,185.63
Credit A/c 136	Special Gifts for Current Budget,	G$596.99	L.C.	$1,185.63

This Pofit on Exchange as per Thompson & Company's Statement of December 2nd.

Debit A/c 136	Disbursed to Field,	G$175.70	L.C.	$ 348.95
Credit A/c 136	Special Gifts for Current Budget,	G$175.70	L.C.	$ 348.95

This is Surplus of Field Budget as per Thompson & Company's Statement of December 2nd.

Both the above sets of entries are based on the cancellation of New York Journal Entry No. 556."

Note on No. 2. The term "Campus Service Building" we are using to include the building for the Cooperative Store and for the Post Office, regarding which there has been some correspondence, and various actions have been recorded in the Grounds and Building Committee Minutes. The total sum is made up partly of the value of old building materials, partly from a grant in aid from the Economics Department, on the theory that the Cooperative Store is a kind of Economics laboratory for students, and from other sources.

Hoping you will find these statements clear and correct.

Very sincerely yours, Howard S. Galt,
Acting Treasurer.

HSG/LC

Yenching University

TRANSFER

March 15, 1930
E30-3-15-1

Dr. Howard S. Galt
Yenching University
Peping, China

Dear Doctor Galt

It now seems to be in order to give further authorizations for drawing on the budget of Princeton-in-Peking. Sufficient funds are at hand to take care of the third quarter. We put it this way as one-half of the budget has already been authorized. You may therefore act under the following

Authorization #3023 to draw at three days on or after April 1, 1930 the sum of G$3,375.00 as one-quarter payment on the Princeton-in-Peking budget to be charged to account #135.5.

Very cordially yours

Assistant Treasurer

CAE:MS

CC: Miss Lane

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

YENCHING

March 17, 1930,
No.T 30-16.

TRANSFER

Mr. C. A. Evans,
Yenching University,
150 Fifth Avenue, New York,
N. Y., U. S. A.

Dear Mr. Evans:

In replying to your letter E30-1-28-2 and E30-2-3-1 both referring to charging of cables on account of the Harvard Yenching postgraduate work, we are ready to take care of the matter as proposed by you. We suppose these items will appear in your February cash statement. We are, however, not quite clear as to how you are handling the cable account as a whole. The only cable item which you have charged the field during the past two years appeared in the cash statement of August, 1928 for U.S.$130.00. Since then we do not find any trace and charges made by you. Perhaps you have taken care of them in the home office expense account. Please let us hear from you on this point.

Your letter E30-2-1-1 enclosing a check for U. S. dollars sixty (U.S.$60.00) on account of the E. L. Richards Scholarship Fund has come. We have taken note of this being transferred to the Women's College books.

Yours very sincerely,

Stephen Tsai,
Associate Treasurer.

ST:w

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

Ref
post to Dr Stuart

March 17, 1930,
No.T 30-17.

TRANSFER

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

Dear Mr. Garside:

With reference to your letter G30-2-3-1 attaching the confirmation copy of a cablegram sent by you on February 1, relating to the payment of expenses for the Sino India research work of Baron Von Holstein, you have, by this time, undoubtedly heard from Mr. Porter, clarifying the misunderstanding. We were mystified upon receiving your cable and asked Mr. Porter to see the Baron immediately. We enclosed herewith a copy of Mr. Porter's letter to us, which is self explanatory. The Baron has been receiving payments regularly and there should be no occasion for any further misunderstanding on this matter.

A

While writing I wish to acknowledge receipt of your letter G30-2-17-1 enclosing a draft for Mexican dollars twenty eight cents seventeen (Mex.$28.17) from Dr. Luce, "to be used to help some students from famine striken districts." We have given it to the Committee on Self Help and Scholarships and Loans to award it to the "most worthy" student. Please communicate our sincere thanks to Dr. Luce on behalf of the recipient.

Yours very sincerely,

Stephen Tsai,
Associate Treasurer.

ST:w
enc

C O P Y

HARVARD-YENCHING INSTITUTE

Yenching University
Feb. 1st 1930

Mr. Stephen Tsai, Assistant Treasurer,
Yenching University.

Dear Mr. Tsai:

On Sunday afternoon, Feb. 2, I called on Baron Stael Holstein to inquire the occasion for the cablegram from Dr. Stuart regarding the baron's dissatisfaction with our payments to him for staff. He was surprised at the cablegram, as we were, but mentioned his having written to Prof. Woods regarding delays in the payment of his "representation" fund. I rather think there was misunderstanding on the part of both Prof. Woods and Dr. Stuart of what the baron wrote.

Bu we need to be careful that payments go regularly. I learned from the baron that Mr. Pankratoff's salary for January had not been received. I believe you are sending that salary by post to Peiping in care of the baron at the Ex-Austrian Legation. I gather that Mr. Pankratoff would have liked to see his salary before the Lunar New Year.

As to his staff of assistants the baron admitted that he had only just sent me the statement for the last quarter of 1929.

I enclose a requisition for the amount necessary, Silver $2,634.53. This sum should be sent as soon as possible.

I assured the baron that he should refer to me directly any delays or other matters that trouble him regarding the matter of payments.

Sincerely yours,

L. C. Porter (Signed)

Yenching University

TRANSFER

March 17, 1930

G30-3-17-1

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

My dear Dr.Galt:

After sending you the original of the enclosed analysis and discussion of Yenching Residence account, - discovered that there have been a number of questions pending relative to the contribution from the Presbyterian Board for the Ogilvie Residence. Our office, therefore, made a further study last week of the funds received for the Ogilvie Residence and on the basis of our findings I prepared the enclosed memorandum to the Promotional Office. You will note that the contribution which the original copy of this analysis showed as having come from Mrs.C.E.Ogilvie in reality came through the Presbyterian Board for the "Ogilvie Residence" and was not the gift of Mrs.Ogilvie herself. In the enclosed memorandum we give the details.

You will note that on page two of our memorandum in regard to this gift through the Presbyterian Board for the Ogilvie Residence we raise the question of whether it is desirable to designate one of the residences in the undesignated ~~gifts~~ as having been erected with this contribution through the Presbyterian Board, or possibly with this contribution together with other gifts from Presbyterian sources. We would very much appreciate your recommendations on this point.

In a letter you wrote Miss McCoy on this subject you suggested that possibly Reisdence No.30 might be designated as the residence erected with this contribution together with other Presbyterian funds. In the enclosed memorandum I did not mention Residence No.30 as one of those we might thus designate, primarily because Residence No.30 has not yet been included in the list of completed residences. If we include Residence No.30 it will increase by that much the residence items which we cannot transfer to Completed Building Section until other residence funds have come in. Obviously, however, Residence No.30 must soon be added to the Completed Residences list and there is no real objection to taking the step at this time. I hope that by the time we hear from you we will have enough undesignated receipts in the Residence account to enable us to transfer Residence No.30 to the Completed Buildings account.

Very cordially yours,

BAG-H

Enc.

CC: Promotional Office

Yenching University

March 17, 1930

G30-3-17-1

ack. 5/10/30

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

My dear Dr.Galt:

I am enclosing herewith a check for $70.00 to cover the semi-annual trust contribution to Yenching University from the Frances A.Goodridge Scholarship Memorial Fund. According to our records this is a scholarship for the Yenching College for Women.

I am enclosing also a copy of a letter Mr.Schauer wrote us on March 10, accompanying his semi-annual payment of this scholarship fund. You will note the request he makes as to the change he desires in the method of addressing reports on the beneficiary students of this fund. I believe these reports have been coming from Mrs.Frame's office so I am sending her a copy of this letter with its enclosure.

Very cordially yours,

BAG-H

Enc.2

CC: Mrs.Frame

O P Y

City Building and Loan Association
972 State Street,
Santa Barbara, California

March 10, 1930

Yenching University
150 Fifth Avenue,
New York City, New York.

Attention: B. A. Garside, Secretary.

Dear Mr. Garside:

Referring to your letter of March 4, herewith I am enclosing my check, payable to your order, in the sum of $70.00 to cover semi-annual trust contribution to Yenching University from Francis A. Goodridge Memorial Fund.

May I ask that you advise the Dean or matron of the university who occasionally makes a report on the beneficiary students of this fund, to the Clerk of the Session of the Presbyterian Church here, that she address these communications to myself as Trustee, sending the report in duplicate also for the reason that I would like to be able to furnish one copy to the daughter of the man who sponsored this fund as I am sure she would appreciate having this report; also the other reason for asking for this change of address to whom the letter is sent, D.H.Schauer is no longer Clerk of the Session, I myself being such officer.

I wish she might send copy of the last report.

Yours very truly,

(sgd.) S.B. SCHAUER

S. B. Schauer

SBS:MH
Inc. 1.

YENCHING

TRANSFER

Yenching University

March 19, 1930
E30-3-19-1
ack 4/19/30

Dr. Howard S. Galt
Yenching University
Peping, China

Dear Doctor Galt

The Bausch and Lomb Optical Company have asked us to make payment for one Colorimeter ordered by Mr. E. O. Wilson. We have searched every available place for an authorization but are unable to find anything that would permit us to pay this bill. In view of the fact that the order was placed conditional upon mail shipment, we assume that it would not greatly inconvenience any one if it were held up for a short period. In taking this action we are only following out the policy that all orders should pass through the Treasurer's office.

Awaiting your advice, we are

Very truly yours

Assistant Treasurer

CAE:MS

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 20, 1930.

G303

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

My dear Mr. Garside:

This letter is to deal with the finances of the Department of Journalism. I have before me your letter of October 23rd, to Mr. Nash, and also the action of the Committee on Finance, Property and Investment of November 26th, fixing the budget in gold for the Department of Journalism for this year at G$7,500.

No detailed budget for the operation of the Department has thus far been reported to you. A tentative budget, worked out by Mr. Nash, bearing the date December 18th, is before me, but that was based on the expectation that the gold income for the year might be $8,000, and, accordingly, needs revision.

In the proposed budget which I report below the first two items for salaries need explanation. You are quite familiar by this time with the whole problem of salaries for the foreign staff, which we have discussed so much. After the action of our Faculty Executive Committee here, asking the approval of the Trustees for payment of salaries for the current year on the basis of one-half in gold was reported to New York, there was still some element of dissatisfaction in the group here. In order to reach a full understanding, if possible, I called the members of the group together and asked them to express their ideas and opinions fully and frankly. Practically everyone expressed a willingness to acquiesce in the action which had been taken except Mr. Nash. I think the chief reason which led him to consider the proposal still unsatisfactory was the relatively large amount of life insurance which he was carrying, and payment of premium, which reduces the funds available for his living expenses here. He still argued for the payment of salaries for this year entirely in gold. In view of the fact that the budget of his Department is financially independent from the rest of the University, the question was raised whether there might not be, if approved by the New York Office, a special treatment in his case. This proposal was definitely placed before the members of the group concerned, and they agreed

that a request for special treatment for the Nash family on this basis would not be considered by them as unfair discrimination, or as establishing a precedent for making similar requests on their part.

The action I have just reported was taken long before the receipt of the report from New York to the effect that the Trustees had favored an increase all around of twelve and one-half per cent rather than a payment of one-half of salaries on a gold basis. But that decision in New York does not materially affect the request from Mr. Nash which I am communicating, as incorporated in the proposed budget.

Accordingly, we are taking the Nash and Groff salaries on the basis of the schedule in effect for this year before the Trustees reported the increase of twelve and one-half per cent, are putting it into gold at the old rate of 2:1, and then are putting this gold into local currency at 2.45, being approximately the contract rate for our current funds for this year. I am thus transmitting to you Mr. Nash's request, based on his feeling of need, and upon the attitude of the group reported to you above.

With this introduction, I am ready to set down the items in the proposed budget for the Department for this current year, as follows:

Income,	G$7,500 @ 2.45	L.C.	$18,375
Expenditures:			
Mr. Nash's salary,	G$2,080 @ 2.45	L.C. $	5,096
Mr. Groff's salary,	900 @ 2.45		2,205
Mr. Hin Wong's Salary,			3,000
Assistant,			600
Rent,			1,500
Travel,			1,000
Reserve for medical and dental services,			500
Office Expenses,			700
Equipment (typewriters, etc.)			1,300
Books,			1,000
Pro rata on residence,			500
Contingent Fund,			974
			$18,375

5000
1900
900

The above is now referred to the New York Office for consideration.

Sal 11400.

Appendix E

THE NASH RESIDENCE

In this connection it will be opportune to speak of the field plans for the Nash residence. Our general intention of building this residence with funds originally part of the G$25,000, authorized a year ago, have already been reported to you. In the Minutes of the Committee on Finance, Propery and Investment, at the meeting on January 17th, there is a record of your dealing with various items reported by the Grounds and Building Committee. On page eight you refer to the action of our Committee here, to the effect that the G$7,500 for the Nash residence should "include the cost of the site at a fair market price." The action recorded in the Minutes following this seems to us to indicate that the intention here was not thoroughly understood. I fear I was delinquent in not explaining it more fully in my earlier correspondence. The situation here is as follows:

The South Residence Compound is practically a complete square, or small city block it might be called, with the exception of a notch out in the middle of the south side not owned by the University, and occupied by two or three small Chinese residences. For years we have been looking for an opportunity to purchase this site, in order to complete the square and eliminate those small residences from the immediate neighborhood. Last summer it became apparent that the opportunity was approaching. Mr. and Mrs. Nash early had their eyes on that as a site for their residence and urged us to secure it, if possible, for the purpose.

In the thinking of the University authorities some years ago, when the matter of residence sites and residences was up before us, G$7,500 was considered as a reasonalbe sum for a residence and for a prorata share of the land on which it stood. If I mistake not, our residence compounds were paid for not by funds contributed especially for the purpose, but by a relatively small sum substracted from the appropriation for each residence, these sums being lumped together to pay for the residence compounds. Although the funds for these residences came from various sources, there was never any question raised about the land on which they were all built belonging entirely to the University. It was the plan of our Grounds and Building Committee to treat the Nash residence project in the same way, taking a reasonable amount for the purchase of this additional site, and using the remainder to erect the residence. In doing so, of course the site will belong entirely to the University, just as is the case in all other similar enterprises.

I can now report that the purchase of the lot concerned has been completed, but the exact amount to be charged has not yet been determined, pending some evaluation of the materials in the old buildings standing on the ground. In the meantime, the plans for the Nash residence have been brought to completion,

tenders from the contractors are in hand, and we expect that the ground will be broken now before many days.

In this connection, a study must be made of the exact status of the remainder of the G$25,000 for residences authorized a year ago. This bit of study I have upon my memorandum for the earliest opportunity.

With the explanation given above, I presume the Finance Committee of the Trustees will be prepared to modify the vote, No. F2749, although I may add that the exact meaning of the vote in the language recorded has not been entirely clear to us here.

Kindly let me have a report of the action of the Trustees on the requests of this letter in due course.

Very sincerely yours,

Howard S. Galt

Howard S. Galt,

Acting Treasurer.

HSG/LC

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 20, 1930.

G304

TRANSFER

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

My dear Mr. Garside:

As you may have surmised, I have been so deeply involved with budget-making and administrative duties since my return from Shanghai early in February, that I am much behind in dealing systematically with the correspondence from your office. The present letter will be an attempt to catch up, at least in part. I will set down acknowledgment of letters received, although comment may not be necessary.

E29-12-12-1

No comment necessary.

E29-12-20-1

This letter encloses a copy of the employment agreement with Dr. Parr, which we are very glad to receive.

E29-12-28-1 (referring to the covering letter)

This letter from Mr. Evans deals, for the most part, with building questions. On page two a paragraph deals with the Wheeler Memorial Chapel, and in this, and in various communications from your office later, reference is made to the bank in which we are carrying ~~on~~ fixed deposit funds for the Chapel which you have transmitted to us. We fear that Mr. Evans, and perhaps others connected with the New York Office, are laboring under the misapprehension that the Hongkong and Shanghai Bank is a Chinese institution. Anyone familiar with business conditions in the Orient knows, of course, that the Hongkong and Shanghai Bank is entirely a British concern, with business standing in the world's financial centers of the highest type. I should say it would be the common opinion of all business men in the Orient that the Hongkong and Shanghai Bank is just as well established and reliable as the National City Bank. Therefore, we do not think there is very much ground for the "considerable apprehension" which Mr. Evans reports was felt regarding the funds already transmitted to the field. I may say that we placed the Wheeler Chapel funds on fixed deposit

in the Hongkong and Shanghai Bank partly because that is the bank in which we have always carried our building funds, and partly because they were prepared to give slightly more favorable rates on fixed deposit funds than the National City Bank. In view, however, of this information reported from the New York Office, we deposited the last consignment of funds on the Wheeler Memorial Chapel in the National City Bank. We do not expect to transfer the funds deposited in the Hongkong and Shanghai Bank to the National City Bank without further word from your office, for we consider that the action and the attitude you have reported was based on a misapprehension as to the status of the Hongkong and Shanghai Bank. //

G29-12-28-1

This letter deals chiefly with rather technical points in our bookkeeping, and has been duly noted by Mr. Beddow, as well as the rest of us.

G29-12-28-2

This very carefully constructed letter from you deals with the very intricate question of the policy for apportioning the various capital costs connected with our plant. For reasons intimated above, I have not yet found the opportunity to study the problem or make any suggestions whatever different from the plans we have already followed. As soon as possible I shall try to study into the question.

E30-1-4-1

This letter from Mr. Evans contains, among other things, authorization #3011, for the balance of the residence funds, which is duly noted.

Mr. Evans' letter of January 20th

With this letter came the draft for L.C. $27,303.75 on the Wheeler Chapel account. This is the sum we have deposited in the National City Bank, as reported above. In connection with these Chapel funds, Mr. Beddow has noted an inquiry which he asked me to transmit to you, as follows:

"I note that the New York Office has opened an account, No. 26J, in the Yenching Women's College books, and have debited thereG$18,750. This figure consists of Draft No. -- for G$10,000, which was drawn by you, and G$8,750 Cash transferred to the Men's College accounts in New Yorkand not yet remitted to the Field. Would you ask them to investigate this account and explain the procedure they expect to follow."

As I understand Mr. Beddow's inquiry, it is based on the fact that part of the funds for this Chapel are on general University accounts and part on the Women's College accounts. He wonders whether you wish permanently to keep them in that form.

E30-1-20-2

No comment required.

E30-1-21-1

No comment required.

E30-1-21-2

This deals in part with the matter of depositing funds, which I have already discussed above.

I have not yet caught up with the correspondence from your office in our files, but this letter will have to be terminated at this point.

Very sincerely yours,

Howard S. Galt,

Howard S. Galt,

Acting Treasurer.

HSG/LC

學大京燕

YENCHING UNIVERSITY

Peping China

Office of the Treasurer

YENCHING

March 20, 1930.
No. T 30-18.

TRANSFER

Mr. C. A. Evans,
Yenching University,
150 Fifth Avenue, New York,
N. Y., U. S. A.

Dear Mr. Evans:

We wish to report to you the sale of draft No. T1053 for U. S. dollars five thousand (U.S.$5000.00) as authorized by your cable of the 19th instant on account of Warner Gymnasium. The rate is 289 as per our contract with the Banque Belge Pour L'Etranger. The local currency equivalent is L.C.$14,450.00.

Yours very truly,

Stephen Tsai,
Associate Treasurer.

ST:w

Yenching University

TRANSFER

March 20, 1930

G30-3-20-1

See Dr. Galt's letter of 4/4/31

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

My dear Dr.Galt:

You will remember that the Yenching Finance Committee in clearing up a number of Plant balances at the meeting of December 23, 1929, voted that the $5,000 received from the Presbyterian Jubilee Fund be applied to the general Residence account provided further investigations reveal no reason why such an application could not be made. Following this meeting I conferred with Miss Margaret E.Hodge as to the history and designation of this fund. After some delay she wrote to me on February 5 as follows:

> "Following your letter of January 15th I have looked further into the matter, and find that the following action was taken by our Board on May 15, 1911:
>
> > 'A special appropriation, No.227, of $5,000 gold was made toward the erection of dormitory buildings in connection with the Theological Seminary at Peking, the same being a part of the Jubilee Offering of the Philadelphia Board and contributed by Mr.and Mrs.J.Milton Colton. The building is to contain a tablet with the following inscription,- 'This building is erected in loving memory of Margaret Roberts Colton. A.D.1911.' The gift was also made on condition that the building be started at once.'
>
> "Has Yenching lived up to the condition?"

From this letter it seems clear that the conditions under which this $5,000 was given are such that we should account for this gift as having been used in connection with providing housing facilities for the Theological students. I presume it would not be possible to apply this $5,000 to the cost of Dormitory #1, the Theological School dormitory, since the gift of $50,000 from the Finley Estate for this dormitory was more than adequate to meet its cost. You will remember that this $5,000 was tentatively included with the funds set aside for the construction of two refectories. When we found that more funds had been assigned to these two buildings than was necessary to complete them we accounted for several of the balances by applying them to the Heat, Light, Water and Sewage account as representing in part at least the ~~appropriation~~ proportion in which these buildings

would share in the cost of the general Heat, Light, Water and Sewage Plant. As the matter now stands it seems to me the simplest procedure would be to consider that this $5,000 Presbyterian Jubilee Fund was one of the funds designated for the construction of refectories. This would mean simply that we have an additional $5,000 balance in this account which we could apply to the deficit in the H.L.W.and S.account.

Before bringing the matter to the Finance Committee's attention again I would like to ascertain whether it is possible for the field to carry out the condition of the donor that a memorial tablet be placed in the building toward the cost of which this $5,000 was applied. Since Dormitory #1 is known as the Theological Dormitory I presume that at least one section of Refectory #1 is considered as the Theological students' refectory. Would it be possible to place in this section of Refectory #1 a tablet reading ~~somewhat~~ for example as follows: "The west wing of this refectory is erected in loving memory of Margaret Roberts Colton. A.D.1911"? The wording of such a tablet would have to be worked out on the field to meet the situation. Of course, $5,000 is not nearly enough to cover the cost of even one wing since the total cost of Refectory No.1 is a little more than G$35,000. Possibly, however, you can find some suitable unit of this refectory in which such a tablet could be placed. If this procedure is not feasible what other suggestion would you make?

Very cordially yours,

BAG-H

CC: Promotional Office

Yenching University

TRANSFER

March 20, 1930

ack. 5/10/30

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

My dear Dr.Galt:

We enclose herewith a confirmation copy of a cablegram sent you on March 18.

Very fortunately we received from a sister of Mr.Warner a remittance of $15,000 toward the central wing of the Warner Gymnasium within an hour or two after your cablegram of March 17 reached us. We wereltherefore able on the basis of actions already taken by the Finance Committee to authorize you to draw two drafts for G$5,000 each on this account. We are numbering these authorizations as follows:-

No.3024 G$5,000 Warner Memorial Gymnasium to be drawn on or after March 18
3025 5,000 Warner Memorial Gymnasium to be drawn on or after April 1

We have already sent out all the Campus Improvement funds the Finance Committee has authorized us to disburse. We must, therefore, lay before the Finance Committee when it meets on March 28 your request for this additional remittance of G$1,000. If the Committee approves this request we will send you an authorization by cable.

The latter part of our cablegram was sent you at the request of the Yenching Promotional Office which finds it is in urgent need of the pictures described. Dr.Stuart's presence in this country, and the great speeding up of promotional work which his presence always brings, make it necessary that the Promotional Office obtain all this illustrative material with a minimum of delay.

Very cordially yours,

BAG-H

Enc.

CC: Miss Lane

F

Yenching University

March 24, 1930
E30-3-24-1
ack 4/19/30

Mr. Stephen Tsai
Yenching University
Peping, China

Dear Mr. Tsai

This will acknowledge your letters of February 16 and 18, # T 30-11 and T 30-12. All of the drafts have been checked up and agree with our records.

We have also received your letter of February 27, No. T 30-13. Agreeable to your request we are sending check for $500.00 to Mr. B. H. Li, and we are deducting this amount from the total of the last payment of the Laura Spelman Rockefeller fund. As the check for the last quarter came to hand this morning, we are giving you the following

Authorization #3026: On or after March 15, 1930 you are authorized to draw at three days G$5,750.00, which is the fourth quarterly payment of the Laura Spelman Rockefeller Fund, less $500.00 deducted for Mr. B. H. Li. This is to be charged to account #135.4.

The other day we wrote you regarding the request from the Bausch and Lomb Optical Company in relation to the order placed through Mr. E. O. Wilson. Kindly disregard the previous letter, as your authorization permits us to go ahead and request shipment. This is being done in this mail.

We also note the sale of drafts # T1045 and T1046.

With kindest regards, we are

Very truly yours

Assistant Treasurer

CAE:MS

CC to Miss Lane

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 25, 1930.

G305

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

INDEXED

TRANSFER

My dear Mr. Garside:

The present letter is a continuation of my last, which was G304, dealing with further correspondence from your office.

E-30-1-2-4-1.

This is a covering letter accompanying the Minutes of the meetings of the Finance Committee. On page two, discussing the deficit of one thousand dollars for the salary of Dr. Chen, you state:

"It develops that no clear authorization has been given through the Treasurer's office, and there was a very decided feeling at the meeting that the Field should be notified that no expenditures of this nature should be paid without a final authorization from the Treasurer's office."

We fully recognize the literal correctness of this statement, and are in full sympathy with the policy expressed. I feel, however, that I should point out the circumstances regarding that particular expenditure.

While President Stuart was home during the academic year 1927-28, Dr. Homer Lew, at that time Director of the Agricultural Experiment Station, communicated with President Stuart regarding the need of a veterinarian, and President Stuart, supposing that he had the necessary funds really in hand, or promised in such a way as to be entirely reliable, cabled to the field the assurance of the contribution, and authorized the appointment of Dr. Chen. The Treasurer's office here, and, I may say, the Acting President also, had no other option than to accept the cabled message at face value and act accordingly. We, also, are of the opinion that such a procedure should not again be followed.

On the same page in the letter under review is a section on the Power Plant. I will ask Mr. Holm to prepare a statement covering the technical points concerned, and expect to communicate with you later.

On page three of your letter is a section dealing with the bonding of the Field Treasurers. The blanks which you enclosed are in hand. Mr. Tsai and I have discussed the matter, and the proposal was brought to the attention of the Board of Managers at its Annual Meeting March 1st. The Managers voted in favor of approving bonds for Mr. Tsai and myself to the amount of G$10,000 each, on the understanding that the bonds are taken out by the University, and the University meets the necessary cost. As soon as possible we shall try to fill out the application blanks and return them to you.

We note the action of the Trustees' Committee and your comment concerning the cash travel allowance of G$550. Our understanding of your action is that hereafter, in case a staff member wishes to make the journey between New York and Peiping by an indirect route, G$550 is paid to such a person without any further obligation on the part of the University, and without the necessity of accounting for that sum on the part of the person concerned.

We are somwhat curious to know just what your Committee on Salaries and Pensions may have proposed regarding a pension scheme. This has been dealt with, as far as we on the field here are concerned, very thoroughly in the communications regarding the proposed budget for the next year.

E-30-1-~~22~~ 25-1.

In this letter Mr. Evans deals with the question of the relation of the field accounts of the Women's College with the general accounts of the University. We appreciate very much the fine sympathetic spirit which his letter manifests, and the harmony in the thinking of the Trustees which it reflects. As a general indication of policy, it is quite clear and satisfactory. It does not, however, solve all local problems. Mr. Evans definitely states that these are left for our solution on the field. I feel that we can solve them satisfactorily, but it might not be amiss to explain a little more in detail what the issues are.

The Women's College Administrative Building is about two hundred yards distant from our Treasurer's office in Bashford. There the Women's College Treasurer has had her office and the accounts have been kept, entirely independently from any of the activities of this office. The emphatic language of the Trustees who were on the field last October led us to think that they expected that the Women's College accounts would be brought into the regular Treasurer's office and handled in exactly the same way as, for example, the Harvard-Yenching Institute, the College of Applied Social Sciences, and other financially-independent divisions of the University. The staff of the Women's College on the field has held out quite firmly for independence. They have wished their own Treasurer, their own office and their own set of books. In the University offices of the President and

the Treasurer we have had no desire to bring any undue pressure upon them to combine the Treasurers' offices. But the emphatic words of the Trustees visiting the field last fall made us think that that was the intention of the Trustees in New York. Therefore, we raised the question as clearly as we could in our correspondence with your office.

The action taken by the Trustees, and the interpretation in Mr. Evans' letter, does not solve this fundamental question. It does make me, personally, more responsible for what happens. Since Mr. Evans' letter arrived, Mrs. Frame and I have conferred regarding the matter, and I have made my recommendations to her as follows: that Miss Cookingham be provided with a desk here in the University Treasurer's office, that the accounts be brought in here, and that all checks be signed by myself, and by either Miss Cookingham or Mr. Tsai as a second person. (I may remark that all checks for payment of any kind in this office are signed by two persons, Mr. Tsai and myself.) This procedure seems to me both to simplify financial administration and make for economy in bookkeeping and accounting. I suggested to Mrs. Frame that she consult with her colleagues and let me know later her further ideas concerning the matter. This is where the question stands at present. We look for an entirely harmonious solution of the problem, even though in the past it has represented a somewhat serious divergence of opinion. We will report later just what the decisions are.

G-30-1-25-1.

This letter brings us the information regarding finances which was sent originally in your letter of December 10th. We were exceedingly glad to receive this letter, for it came just in time to enable us to check up our interpretation of the corresponding information in your cable of January 23rd. In writing regarding the Budget I have already referred to this letter now before me. No further comments seem to be called for now.

E-30-1-28-1.

No comment necessary.

E-30-1-28-3.

No comment necessary.

G-30-2-4-1.

With this letter you enclose a copy of a letter from Mrs. Williamson. In conversation with Mrs. Frame she has referred to this question, but as yet she and I have not found time to confer regarding this problem of accounting. Concerning this you will doubtless hear further, either from her or from me.

Other letters covering this same period have been answered by Mr. Tsai. Also, there are later letters, coming on the post three days ago, to which I have not yet found time to give attention. I hope that this, with the preceding letter, and with Mr. Tsai's letters, acknowledges everything up to date.

Very sincerely yours,

Howard S. Galt

Howard S. Galt,

Acting President.

HSG/LC

Yenching University

March 26, 1930

acc 5/2/30

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

My dear Dr.Galt:-

Let me acknowledge receipt of your letter of March 1 with which you forward Mr.Maxwell S.Stewart's letter of February 13.

Within a short time you will be receiving my letter of March 12 in which I discuss at some length the various questions raised by Mr.Stewart. I will show Mr.Stewart's letter to the special committee appointed to deal with Yenching salaries and pensions, but I am certain that their reply will be that all we can do here in New York is to adopt whatever general policy is recommended by the field, and leave to the field the adjustment of any questions affecting individual members of the staff. It would, of course, be impossible for our Trustees in New York to deal individually with members of the Yenching staff on financial matters of this kind.

We have still not received from the field the recommendations we have been awaiting as to salaries and pensions. I sincerely hope that this material will be arriving within the next week or two; otherwise it may be impossible for our committee to have any recommendations ready for presentation to the annual meeting of the Trustees on April 22.

Am glad to know that copies of the University budget will be reaching us within a short time. I have today received from Mrs.Frame a copy of the Women's College budget with a long letter of explanation. I have not as yet studied this budget or Mrs.Frame's covering letter sufficiently to know just how the Women's College Section of the University budget fits into the whole University budget for the coming year.

It seems that the continued fall in the price of silver has reached such a point that it is a sadly mixed blessing. I am glad that you were able to contract for the Warner Gymnasium at such a favorable rate.

Very cordially yours,

BAG-H

Several 30 copies

燕京大學
YENCHING UNIVERSITY
PEPING, CHINA.

OFFICE OF THE PRESIDENT

TELEGRAPH ADDRESS
"YENTA"

March 27, 1930.

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

My dear Mr. Garside:

Regarding the relation of Yenching University to the correlated program of Christian Colleges and Universities in China, and to the united campaign for funds in America, it had been my thought that the action of the Board of Managers here would be reported to the Shanghai office of the Council of Higher Education, and by that office be reported to New York. I find, however, in a document from Shanghai which, although dated March 1st, only arrived yesterday, that the Shanghai office expected us to report the Board of Managers' action directly to New York.

Accordingly, I hasten to report the action of the Board of Managers herewith. The Minutes of the Board meeting are not yet available, but the minute on this point is as follows:

"The askings of Yenching University, as presented to the Council of Higher Education meeting in Shanghai January 27-31, 1930, were brought before the meeting of the Board of Managers by Mr. Galt. See Exhibit D.

"VOTED that this plan for approximately a three million dollar fund for Yenching University in a proposed united campaign for Christian colleges and universities in China be approved."

The data from Exhibit D. are as follows:

For current operating budget:

Arts College,	$100,000	
Library,	10,000	
"Student Service",	15,000	
	$125,000	
Endowment at 5% to produce above total,		$2,500,000

Capital expenditure, land and buildings:

Land and improvements,	$ 10,000	
Classroom building,	150,000	
Laboratory,	30,000	
"Replacement",	70,000	
Dormitory for men,	100,000	
Dormitory for women,	60,000	
Infirmary for women,	20,000	
Residences,	50,000	$ 490,000
		$2,990,000

As to the exact significance of these various items, it is fortunate that President Stuart is at hand in New York to make needed explanations. Those of us here who represented Yenching University at the recent meeting of the Council in Shanghai found ourselves confronted by these items in the financial program, based upon statements prepared by President Stuart, as we found out, during the vacation of last summer. Apparently, at that season President Stuart was unable to consult with other members of the University, and, on the basis of earlier items introduced into the program as it gradually evolved during preceding years, and on the basis of his understanding of new needs, set the items down in the order recorded above. I must confess that we who represented the University at Shanghai found ourselves without complete data as to the significance of all these items, but we passed them on the basis of President Stuart's judgment, and the Chinese Advisory Committee, and the Council itself, introduced no revision. Probably data regarding this matter has already reached the New York Office, but the present communication serves to make the action here formal and official, based upon the vote of the Board of Managers.

I may add one other item: during the meeting of the Council in Shanghai, when the list of Yenching's askings was referred by the Council to Yenching University's delegation, with the question as to whether or not we wished to revise the list, our reply was that we suggested no definite revision and no change in the totals, but wished to reserve the right to use the funds, if made available as a result of the united campaign, according to the needs of the institution at the time when the funds became available. Endorsement of this position was involved in the action of the Council, and in that of the Board of Managers.

Mr. B. A. Garside, #3. 3/27/30

I am enclosing an extra copy of this letter, as a matter of convenience for President Stuart.

Very sincerely yours,

Howard S. Galt,

Howard S. Galt,

Acting President.

HSG/LC

Enc.

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 28, 1930,
No. T 30-20.

YENCHING

TRANSFER

Mr. C. A. Evans,
Yenching University,
150 Fifth Avenue, New York,
N. Y., U. S. A.

Dear Mr. Evans:

We wish to report to you the sale of our draft No.T1055 for U. S. dollars three hundred thirty two cents seventy five, being a part of your authorization 3011 for U.S.$2000.00 on account of balance of the New Residence Account. The rate is 289 which brings a L. C. equivalent $961.65.

Yours very sincerely,

Stephen Tsai,
Associate Treasurer.

ST:w

2000.

燕京大學
YENCHING UNIVERSITY
Peping China

Office of the Treasurer

March 28, 1930.
No. T 30-19.

Mr. C. A. Evans,
Yenching University,
150 Fifth Avenue, New York,
N. Y., U. S. A.

YENCHING
TRANSFER

Dear Mr. Evans:

The office supplies, which we requested you to send to us in our letter of October 7, have come in five cases through the Methodist Mission Board. We have checked the things with the invoices which were forwarded to us with your cash statement of November. We find that all the things are in agreement with the invoices except the following:

1. Listed in the invoice but not found in stock:

12 bottles	Carter's Stamping Ink Black	$2.40
12 "	" " " Purple	2.40

The above were listed in the invoice from from the Atlas Stationery Corporation, dated 11/20/29 by salesman, Cullen.

2. Not listed in the invoice but found in stock:

5 doz. Blackboard erasers,
5 Pkg. Paste Powder,
2 rms. Economy Cream Manila Drawing Paper.

We have not been able to find out from this office by whom these things were ordered. Perhaps they were sent by the dealers as compliment. So far as we can trace out from your monthly cash statements, they have not been paid for.

Yours very sincerely,

Stephen Tsai,
Associate Treasurer.

ST:w

Yenching University

March 29, 1930

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

G30-3-29-1

My dear Dr.Galt:

I am enclosing herewith a confirmation copy of a cablegram we sent you yesterday.

3/28/30

Mr.Biggerstaff and Mr.Schuster. A few days ago we received a letter from Dean Chase of the Harvard-Yenching Institute reading as follows:

> "At its recent meeting the Board of Trustees of the Harvard-Yenching Institute voted to reappoint Mr.Biggerstaff and Mr.Schuster, who are now resident in Peking as fellowship holders. Since they undoubtedly are eager to know about their reappointments, I wonder if you could include in your next cable to Peking astatement of these reappointments."

We have attempted to summarize the essential facts of this letter in our cablegram. I hope that the meaning is clear to Mr.Biggerstaff and Mr.Schuster.

Proposed appointment of Mr.Huang as Arts College Dean. No doubt Dr.Stuart is writing to you direct commenting further on this matter. The information in the cablegram is about all we have on the subject.

Authorization to draw G$1,000 for campus improvement. At the meeting of the Finance Committee yesterday we reported the cablegram received from the field on March 17 requesting Gold $1,000 for campus improvement. In spite of the fact that this account already xhows a deficit on our books the Finance Committee voted to authorize a disbursement of G$1,000, since we all realize that these campus improvements are urgently needed. This authorization is No.3027.

We will probably not be able to get in the China mail closing on Monday the minutes of the Finance Committee meeting held yesterday. As a matter of fact, however, the matters dealt with by the Finance Committee were for the most part promotional matters rather than questions arising on the field. I believe that the action appropriating G$1,000 for campus improvements is the only one of direct interest to you. Mr.Evans will send you a copy of the Finance Committee minutes, together with a covering let-

ter as soon as we can get the minutes in shape.

Yesterday afternoon and this morning our office has received a large quantity of material from your office relative to the budget for 193031. I have not as yet had time to go through the material in detail. I will write more fully in a few days when I have had an opportunity to go over your correspondence and the copies of the proposed budget.

Very cordially yours,

BAG-H

CC: Later mail
Miss Lane