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Yenching
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Galt, H.S. 1931 Jun

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YENCHING

學大京燕

YENCHING UNIVERSITY

Peiping China

TRANSFER

Office of the Treasurer

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

My dear Mr. Garside:

Just a line to accompany a number of copies of Minutes of the Grounds and Buildings Committee meetings, and also meetings of the Executive Committee of the same. These are sent for the general information of the New York Office, and I am not aware that any of the items call definitely for your action.

You will be interested to know that Chancellor Wu has consented to withdraw his resignation (which according to his plan was sent in at the end of April) and continue as Chancellor for a period of two more years. He returned from the South yesterday, and a welcoming reception for him is to be held to-morrow.

We are rejoicing in the prospect of President Stuart's early return, and I am writing him today, hoping that the letter will meet him in Yokohama.

Very sincerely yours,

Howard S. Galt

Howard S. Galt,

Acting Treasurer.

HSG-LC

Encs.

June 1, 1931.

G31-15

*Read these
nothing for action except use of
given in exchange for Don C.
Committee Galt
letter 531-12
4/30/31*

ack 7/4

0423

RECEIVED
UNIVERSITIES
JUN 29 1931
JOINT OFFICE

0424

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學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

YENCHING

June 3, 1931,
No. C31-29.

ack 7/3/31

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

Dear Mr. Garside:

Enclosed herewith is a copy of a letter which we have received from the Banque Belge Pour L'Etranger. We are at a loss to understand why the draft for U.S.\$100.00 was not paid without question. We received on March 26 a cable authorizing us to draw U.S.\$200.00 for Mrs. Leonard S. Hsu. As Mrs. Hsu did not wish to draw the full amount at that time, we drew U.S.\$100.00. Since the authorization came by cable we have no number. We trust this matter has been satisfactorily taken care of in New York before this letter reaches you.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0425

RECEIVED
UNIVERSITIES
JUN 29 1931
JOINT OFFICE

0426

C O P Y

BANQUE BELGE POUR L'ETRANGER

Peiping, 29th May 1931.

Yenching University

HAITIEN

Dear Sirs,

YOUR REM. OF APRIL 9TH DRAFT
NO. T1232 AT 3 d/s FOR US\$100.-

For your guidance, please find hereunder copy of
a letter we received from our New York Branch:

"We wish to advise that payment of
your above mentioned remittance was refused on first
presentation for the reason : "PAYABLE IN PRINCETON,
N. J." Upon presentation in Preinceton, N. J., payment
was again refused, this time for the reason : "ENDORSE-
MENT."

We are presenting the item again pointing out
to our correspondent that the beneficiary's signature being that
of the Assistant Treasurer of the Yenching University, Peiping,
should be well know to the acceptor. We have asked our corres-
pondent, however, to give his guarantee in our behalf, if nece-
ssary, in order to regularize the matter."

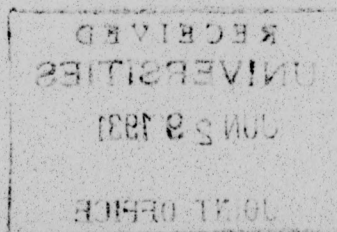
We beg to remain, Dear Sirs,

Yours faithfully,

BANQUE BELGE POUR L'ETRANGER, S.A.

Accountant (Signed) Acting Manager (Signed)

HCH/-



0427

C O P Y

YENCHING BRIDGE TOUR L'ETAT

Beijing, 28th May 1931.

Yenching University

WITNESS

Dear Sirs,

YOUR REM. OF APRIL 2TH DRAFT
NO. 1133 AT 8 4/5 FOR US\$100.-

For your guidance, please find herunder copy of
a letter we received from our New York Branch:

"We wish to advise that payment of
your above mentioned remittance was refused on first
presentation for the reason: "PAYABLE IN PRINCETON,
N. J." Upon presentation in Princeton, N. J., payment
was again refused, this time for the reason: "ENDORSE-
MENT."

We are presenting the item again pointing out
to our correspondent that the beneficiary's signature being that
of the Assistant Treasurer of the Yenching University, Beijing,
should be well known to the acceptor. We have asked our corres-
pondent, however, to give his guarantee in our behalf, it neces-
sary, in order to regularize the matter."

We beg to remain, Dear Sirs,

Yours faithfully,

YENCHING BRIDGE TOUR L'ETAT, S.A.

Accountant (Signed) Acting Manager (Signed)

HON/-

RECEIVED
UNIVERSITIES
JUN 29 1931
JOINT OFFICE

8240

YENCHING

INDEXED

Yenching University

TRANSFER

June 3, 1931
E31-6-3-1

Miss Mary Cookingham
Yenching University
Peking, China

My dear Miss Cookingham

Several days ago we wrote you relative to the establishing of a gold checking account at the Central Hanover Bank and Trust Company. At that time we stated that we would write you further on other items in your letter dated April 21.

We are accepting your figure of LC\$25,629.25 as being the amount of Local Currency for which the Trustees are responsible. In our final closing out of the transactions for the year we will use the income from the Woman's Foreign Missionary Society as representing LC\$4,300.00 and reduce the Local Currency to be secured to \$4,505.50. This will bring our closing Local Currency figure in agreement with the understanding on the field.

In presenting your request for a gold account in the States, we could see the reasonableness of your arguments and immediately recommended to the Executive Committee the opening of such an account. This involved the depositing of G\$5,150.00, which of course we charged at the rate of 2.15. Naturally this makes your 1930-31 budget overdrawn. However, you have failed to take into consideration the duplicate payments made when the books were closed last June. Our letter of January 15 called attention to this duplication, and on March 3 Mr. Beddow dictated a reply indicating the surplus income on the field as being \$8,440.63 plus the duplicate remittances through the board amounting to \$10,776.35. The Local Currency overdraft of \$9,999.41 includes Mr. Beddow's first figure plus Miss Wagner's travel, but you have not included the latter figure which we have accepted on the basis set forth in Mr. Beddow's communication as follows:-

"Presbyterian Mission-Grant in Local Currency	
not Gold Currency as per Mr. Evans' letter	LC\$3000.00
A.B.C.F.M.-Quarterly Grant in Local Currency	
not Gold Currency as per Mr. Evans' letter	
1st Qua.	1400.00
2nd "	1400.00
3rd "	1260.00
4th "	1260.00
	5320.00
A.B.C.F.M.-Special Grant of G\$1000.00	2456.35
	LC\$10776.35

0429

Miss Mary Cookingham

-2-

June 3, 1931

Mr. Beddow requested that the 1929 field deficit of \$4,631.88 be deducted from the overpayment, but the Yenching College Committee did not agree with this procedure as Mr. Garside explained in his letter of May 4. The Committee decided quite definitely that the deficit should be cared for from field surplus. Nothing else is left to do therefore excepting to charge the field with the equivalent of LC\$1,776.35, or at the rate of 2.15, G\$5,012.26. This we have done, and the Journal Voucher will accompany the next balance sheet and cash statement.

In view of the very large overdrafts which will be shown at the end of this year, we are not issuing any authorizations to draw for next year, assuming that you will utilize practically all of the G\$7,063.50 contained in your budget by having it credited to your account at the Central Hanover Bank and Trust Company. As the total authorization is \$11,797.21, you will see that the gold balance is \$4,733.71. We trust you will find this agreeable.

Very cordially yours

Assistant Treasurer

CAR:MS
CC: Accounting Office

* Including \$2000.⁰⁰ from Presbyterian Board
which will be paid through our office during
the coming year.
C.H.C.

0430

學大京燕
YENCHING UNIVERSITY
Peiping China

YENCHING

Office of the Treasurer

June 4, 1931,
No. C31-30.

TRANSFER

wp. 73/31

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

Dear Mr. Evans:

Your letter E31-5-5-2 to Mr. Tsai has just been received. Mr. Matt Taylor changed his plans and left Peking on May 29, earlier than he had planned. He asked us to advance to him his salary for June and July G\$100.00 and G\$550.00 for travel. These amounts corresponded with the amounts mentioned in a letter which he had received from America. Your check for G\$700.00 has now been received. In looking over your earlier letters we find that on March 16 you sent the April salary checks for Messrs. Free and Taylor. On April 15 you again sent salary checks for April. We did not note the error at that time and we gave out the salaries at the time of our May salaries.

In order to reimburse us for the amount we had forwarded to Mr. Taylor, will you please deposit in our account with the Central Hanover Bank & Trust Co. G\$650.00? We are returning check No. 1359 for G\$700.00 to be cancelled.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

OK car
MC:W

(650.00 dep. 6/29/31)

0431

RECEIVED
UNIVERSITIES
JUN 29 1931
JOINT OFFICE

0432

學大京燕
YENCHING UNIVERSITY
Peiping China

YENCHING

Office of the Treasurer

June 4, 1931,
No. C31-31.

ack. 7/3

TRANSFER

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

Dear Mr. Garside:

Dr. Galt has asked me to acknowledge receipt of your letter G31-4-27-1 to him. Your cable of March 23 was received here on March 26 and Mrs. Hsu was notified on March 31st that she might draw G\$200.00 whenever she desired. She came in the office on April 2 and asked for one half of the amount. Before selling the gold draft we advanced her \$400.00 local currency and paid the balance to her on the following day. She stated that she had some bills to pay at the end of that week and the money came to hand just in time to satisfy her needs. I am sorry that Dr. Leonard S. Hsu was concerned because he did not hear sooner that Mrs. Hsu had the money in hand. This week we have drawn the second G\$100.00 for Mrs. Hsu and the full amount has been paid over.

Very sincerely yours,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0433

RECEIVED
UNIVERSITIES
JUN 29 1931
JOINT OFFICE

0434

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學大京燕
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

TRANSFER

June 4, 1931,
No. C31-32.

YENCHING

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

Dear Mr. Evans:

We are enclosing herewith orders
112 to 118 inclusive. Will you please mail the
white copies to the companies concerned and keep
the pink copies for your file? We are also enclos-
ing a pink copy of order 119, the original of which
we are sending direct to London. We thank you for
your attention to this matter.

Yours very sincerely,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

MC:W

Orders addressed and mailed 6/29/31 - M.C.S.

0435

RECEIVED
UNIVERSITIES
JUN 29 1931
JOINT OFFICE

0436

3
2
9
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0
3
5

YENCHING

TRANSFER

INDEXED

Yenching University

June 4, 1931

Mr. Stephen Tsai,
Yenching University,
Peiping, China.

G31-6-4-1

ack. 7/14

My dear Mr. Tsai:

Let me acknowledge receipt of your letters Nos. T31-139,
T31-140, and T31-142.

YOUR LETTER T31-139 of MAR. 31, 1931

This requires no further comment.

YOUR LETTER T31-140 of APR. 25, 1931

This letter deals with certain details of our February budget
analysis and comments also on the policy regarding rate of exchange.

Budget Analysis. The first paragraph of your letter calls
attention to several items in Section I of the February 28 budget anal-
ysis. 1.

1. You point out quite correctly that the gold equivalent of
L.C. \$75,000 "transmitted to the field" should be G\$19,577.63.
This correction was made in the budget analysis of March 31,
and the correct figure has been used each month since then.
2. You then state that the amount of G\$613.83 which was incor-
rectly deducted from the item "transmitted to field" should
have been deducted from the item "disbursed in U.S." so that
the total under this second item should read G\$30,126.72 in-
stead of G\$30,740.55. (Your letter uses the figure G\$31,354.38,
which is obtained by adding instead of subtracting this amount
of G\$613.83, but this is evidently a typographical error, as your
local currency equivalent shows that you had in mind the sub-
traction rather than the addition of this amount.)

The local currency equivalent of G\$30,126.72 is L.C. \$64,772.45.
Adding the L.C. \$609.75, difference in exchange arising from
Dr. Stuart's travel adjustment, gives the sum of L.C. \$65,382.20
which is in accordance with your letter except for a difference
of 1¢. Apparently your own books showed this same total of
L.C. \$65,382.20 before the correction of 1¢ was made. We have
been unable to discover why this correction is suggested because
the figures given above are the correct equivalent of gold dis-
bursements at the fixed rate of 2.15 to 1. You will find that

0437

Mr. Tsai-2

6-4-31

the corrections described in this paragraph were made on the March 31st statement and have been carried forward from month to month since that time.

3. You suggest that the receipts for Natural Sciences belong more properly in Section II rather than Section I. This correction was made in our budget analysis as of April 30, and at that time we wrote you at some length in regard to the matter. Accordingly no further comments are necessary at this time.

Policy as regards exchange. The last paragraph of your letter indicates the field's hearty approval of the general policy regarding exchange set forth on pages 2 and 3 of my letter of March 24. No doubt you received copies, soon after your letter was written, of the minutes of the Executive-Finance Committee meeting held on March 31, in which the subject of the rate of exchange for purchases in gold is covered quite fully by action EF-2938, and the summary of the discussion preceding this action. I trust that the field and the Trustees are now in complete understanding as to the procedure we are following in dealing with exchange under the 1930-31 budget. Since the Trustees are making the appropriation in gold for next year this vexatious problem of gain in exchange will not be nearly so troublesome.

YOUR LETTER T21-142 of MAY 9, 1931

In this letter we are requested to deposit to your account in the Central Hanover Bank & Trust Company the sum of C\$2,202.00 covering our authorizations Nos. 3064 and 3065. This deposit will be made this week.

Very cordially yours,

BAG-H

the corrections described in this paragraph were made on the March 31st statement and have been carried forward from month to month since that time.

6-4-31

Mr. Tsai-2

0438

TRANSFER

YENCHING

INDEXED

Yenching University

June 5, 1931
E31-6-5-1

Mr. Stephen Tsai
Yenching University
Peking, China

Dear Mr. Tsai

This will deal with the authorizations to be issued against the 1931-32 budget.

A study of action T-2972 shows the following items as being available for present authorizations:-

General University	G\$ 47,852.00
College of Arts and Letters	26,975.00
College of Natural Sciences	37,500.00
School of Religion	7,200.00
	<u>G\$119,527.00</u>

You will notice we have not included special gifts and the H. S. Coffin gift for the School of Religion. As these are not received at any specific time during the year, we have omitted them from our consideration for the present and are suggesting that they be remitted as and when they come to hand.

Over against the above gold total, we find the field budget includes anticipated gold expenditures totaling \$37,299.00. This leaves a balance of G\$82,228.00 available for distribution through authorizations. The only hindrance against issuing authorizations at the present time for the entire year is in the amount of gold the field will draw before the close of 1930-31. Any such overdraft naturally applies as a first charge against the next year and will materially reduce the gold to be remitted to the field.

However, we have decided that it is better to issue authorization for several drafts and allow sufficient time to make adjustments before the drafts for the latter part of the year are authorized. For the present therefore we are figuring on G\$6,500.00 for the first three months of the new fiscal year, and they are as follows:-

Authorization #3136:- On or after July 1, 1931 you are authorized to draw at three days G\$6,500.00 to be charged against account 31.

Authorization #3137:- On or after August 1, 1931 you are authorized to draw at three days G\$6,500.00 to be charged against account 31.

0439

Mr. Stephen Tsai

June 5, 1931

-2-

Authorization #3138:- On or after September 1, 1931 you are authorized to draw at three days G\$6,500.00 to be charged against account 31.

The total of the above authorizations will not cover the General University income, and in the meantime we will give further consideration to issuing authorizations against the several individual trust funds. You will also notice that we have omitted the College of Applied Social Sciences, as we cannot proceed with authorizations on this account until after June 22 when the Executive Committee of the Princeton-Yenching Foundation will meet. We are also considering the Woman's College in a separate communication.

Very cordially yours

Assistant Treasurer

CAE:MS
CC: Accounting Office

0440

YENCHING

TRANSFER

Yenching University

June 5, 1951
E31-6-5-8

Mr. Stephen Tsai
Yenching University
Peking, China

My dear Mr. Tsai

Enclosed find check for \$450.00 representing the last remittance
on the current year's budget for salary of T. T. Low.

Very sincerely yours

Assistant Treasurer

CAB:MS
Enc.

0441

YENCHING

TRANSFER

Yenching University

June 5, 1931
E31-6-5-3

ack. 7/14

Mr. Stephen Tsai
Yenching University
Peping, China

Dear Mr. Tsai

We are enclosing herewith the trial balances, cash statements, and budget analyses of both the University and the Woman's College. We are also enclosing voucher #698 and 699 for the University, and vouchers #66, 67, and 68 for the Woman's College.

You will note from both budget analyses that we have closed out the 1930-31 accounts and have carried overdrafts forward as a first payment on 1931-32.

Very sincerely yours

Assistant Treasurer

CAE:MS
Enc.

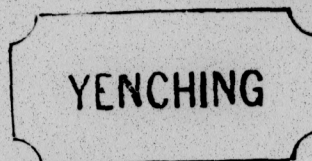
0442

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

June 6, 1931.
No. C31-33.



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

Dear Mr. Garside:

We wish to report to you the sale
of the following drafts to the Banque Belge Pour
L'Etranger, Peiping, at the rate of 478½.

Draft No.	Amt. in Gold	Account of	Authorization	Amt. in L.C.
T1243	\$100.00	P-Y Found.	Cab13 26/3/31	\$478.50 <i>calc 6/29/31</i>
T1244	1880.88	H. Y. I.	No.3104	9000.00 <i>calc 6/29/31</i>

Yours very sincerely,

A handwritten signature in cursive script that reads "Mary Cookingham".

Mary Cookingham,
Associate Treasurer.

0443

RECEIVED
UNIVERSITIES
JUN 29 1931
JOINT OFFICE

0444

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9
5
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3
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YENCHING

TRANSFER

INDEXED

Yenching University

June 6, 1931

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

My dear Dr. Galt:

I am enclosing herewith a set of blanks for the annual report to the University of the State of New York. You will note that the date for closing the school year has been advanced from July 31 to June 30. This makes it all the more necessary that we get the report from the various Universities into the hands of the State Department of Education with a minimum of delay. In past years a number of our institutions have been more or less in the bad graces of the Department due to their delay in sending in the annual report.

Will you please send us, as usual, two copies of this report so that we may forward one to Albany and retain one in our office files?

Very cordially yours,

BAG-H

Enc.

0445

YENCHING

TRANSFER

INDEXED

Yenching University

June 8, 1931

Miss Mary Cookingham,
Yenching University,
Peiping, China.

My dear Miss Cookingham:

Let me acknowledge receipt of your letters Nos. NC31-11 and NC31-12. Both of these letters were written April 28.

Your letter #NC31-11. This simply acknowledges our letter No. G31-3-27-1, with its enclosed check for G\$2.97. No further comments required.

Your letter NC31-12. This discusses the kind of report to be made to the Harvard-Yenching Institute as to Yenching's disbursement of income from the Harvard-Yenching Institute trust funds. We

We were never able to arrange for a conference with Dean Donham and Dean Chase for the discussion of such matters as these, and it is now unlikely that such a conference will be held in the United States since the Trustees of the Institute at their last meeting decided to adopt an entirely different procedure, to be worked out through the calling of a conference in China of the representatives of the various universities receiving trust funds from the Institute. Presumably, therefore, at some time in the future some new policy will be worked out in China governing expenditure of and accounting for this income. Since, however, it seems most unlikely that any new procedure can be worked out in time to apply to the fiscal year 1930-31, it will undoubtedly be necessary for all of our Universities receiving this income from the Institute to present the same type of report for 1930-31 as was requested for 1929-30.

The second paragraph of your letter says that "It would seem to us that reports on the use of this money, when it is remitted to us as a part of our general budget funds, could be made in New York as easily as on the field". As a matter of fact, however, the income received from the Harvard-Yenching Institute trust fund has been very meticulously dealt with during 1930-31 as "Specially designated funds" rather than "General budget funds". We have set up this anticipated income in "Class B", and have given the field separate authorizations to draw this income, which we have estimated at G\$26,000. So far as the New York office is concerned, we would have absolutely no information to give to the Harvard-Yenching Institute covering the disbursement of this fund, except to report that the field

0446

Miss Cookingham-2

6-8-31

had drawn this G\$26,000 in certain drafts at certain dates. After the annual report prepared by Thomson and Company has been sent to us by the field it might be possible for us to dig out of the voluminous material contained therein some kind of a report covering the expenditure of this \$26,000. However, this would be a very tedious undertaking for us at best, and the probabilities are that we would not be able to obtain from this general report of the Field Treasurer's office information that would be necessary to give any adequate or accurate presentation of how this G\$26,000 had been used for the purposes of the work being sponsored by the Institute.

In view of these facts it still seems to me that the only feasible plan for us to follow during 1930-31 is for the Field Treasurer to prepare the type of statement requested in my letter No.G31-3-2-1.

Very cordially yours,

BAG-H

0447

YENCHING

INDEXED

TRANSFER

Yenching University

June 8, 1931

Q31-6-8-1

REC. 7/14

Mr. Stephen Tsai,
Yenching University,
Peiping, China.

My dear Mr. Tsai:

Just before Dr. Stuart left he gave me a memorandum authorizing us to disburse to Mr. H. T. Tien the sum of \$250, being one-fourth of the amount allowed him to cover the expenses of his return travel to China. The Harvard-Yenching Institute is undertaking to pay the remaining three-fourths of Mr. Tien's expenses. Dr. Stuart asked us to make this disbursement to Mr. Tien whenever requested by him or by the Institute.

We have just received from Dean Chase a request that we send Mr. Tien a check for \$250 as soon as we can conveniently do so. I am, therefore sending a remittance today.

I was not able to clear with Dr. Stuart the question of the account to which this remittance should be charged. No doubt it will ultimately be taken from some Harvard-Yenching Institute funds rather than from general University funds. Since, however, we have not had any specific authorization to make this charge against Harvard-Yenching Institute income either for 1930-31 or 1931-32, we seem to have no alternative except to charge this \$250 to general University account, and to request you on the field to make such adjustments as may be necessary, in consultation with Dr. Stuart if that is desirable. Accordingly, we are charging this remittance to account 31 on 1931-32.

Very cordially yours,

BAG-H

CC: Miss Behrens

0448

YENCHING

TRANSFER

INDEXED

Yenching University

June 8, 1931

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

My dear Dr. Galt:

Let me acknowledge receipt of your letter of May 6 in which you discuss various matters in connection with the revised salary schedule at Yenching. On May 31 we received a cablegram from you which we decoded as follows:

"REFERRING TO OUR LETTER OF MAY 6, 1931, DELAY ACTION UNTIL YOU HAVE HEARD FROM US".

We will, therefore, not take any formal steps with regard to the matters dealt with in your letter of May 6 until we have further word on the subject.

I am not at all sure that there is anything more for the Board of Trustees or its various committees to do on the subject of the new salary schedule, unless further information or recommendations than are now available should come from the field. At the annual meeting on April 15 the Trustees, after hearing the report of its Special Committee on Pensions, by action T-2961 gave its approval to the new salary schedule. We have already written you quite fully with regard to the deliberations of the Special Committee on Pensions and the action of the Trustees. However, we will wait until we have the further information implied in your cable of May 31 and will then see what action should be taken by our Trustees. By the time this additional information reaches us the summer will have begun and it will be very difficult to secure any board or committee meetings before the autumn, unless matters of the greatest urgency must be decided.

On May 28 I wrote Dr. Stuart at some length raising a number of questions as to various details of the new salary schedule, concerning which we must be more fully informed if we are to deal intelligently with new appointments of Western members of the University-supported staff. Heretofore the question of salary of new Western appointees has been quite simple, but with the present graduated salary schedule it is extremely difficult for us to state with accuracy the exact amount the new appointee is to receive upon arrival on the field and the probable trend of his contract.

You will appreciate the difficulty involved in securing well qualified young men and young women who are willing to turn aside from beginnings of interesting and successful work here in the United States for a period of

0449

years, for salaries around L.C.\$120 per month, which they at once learn amounts to only about G\$35 per month at prevailing rates of exchange, even when one-fourth is paid to them in gold on a 2 to 1 basis. This difficulty is increased many times when the prospective appointee is a young married man who is being asked to go to the field on identically the same salary basis as a single individual. These difficulties do not reflect in any way upon the Christian ideals or the missionary zeal of the prospective appointees; but arise from the fact that they do not see how it would be possible for them to live on these salaries, much less pay life insurance premiums, or lay aside a small reserve against future emergencies.

I hope that further correspondence with the field will give us a clearer understanding of how the field wishes us to proceed in seeking new appointees. I hope also that wherever a vacancy exists for which the Trustees or the Women's College Committee are asked to make appointments, the field will give us full information as to the salary and rank of the appointee.

Very cordially yours,

BAG-H

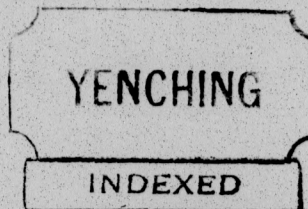
0450

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

June 10, 1931
No. C31-34.



10/6 7/10

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

Dear Mr. Evans:

We wish to acknowledge receipt of your letter
E31-5-11-1 to Mr. Tsai with all of the enclosures.

On May 23 Dr. Galt wrote to Mr. Garside explaining clearly the difficulty in setting up the accounts for the College of Natural Sciences according to your revised Analysis of Budget as of April 1, 1931. In case the mail has miscarried we are enclosing a copy of that letter.

5/37
10/6 7/10
32/57
at 2.15-1

Mr. Beddow went over the correspondence, and your Statement of Disbursements dated April 30th and then worked out the enclosed statement of our financial situation as we see it. The overdraft against our 1931-32 budget, according to our calculations, at the end of April is G\$1290.37 or L.C.\$5137.69. Using the exchange rate of 4 to 1 our overdraft of L.C.\$5137.69 would amount to less than G\$1290.37. At present the exchange rate is about 4.70 and it would seem quite out of order to carry our local currency overdraft forward figuring the gold equivalent at the rate of 2.15.

Your Statement of Disbursements dated April 30, 1931 represents an overdraft of G\$16,454.74. Since the discrepancy between your calculations and ours amounts to over G\$15,000 it will be impossible for us to close our books at the end of this fiscal year before hearing from you. We suggest that if you agree with Dr. Galt's letter dated May 23 and the statement enclosed herewith that you cable us "Approve Dr. Galt's letter" and then we will be in a position to close our books early in July without waiting for a letter from you.

In previous correspondence we have asked that the following amounts be deposited in our account in the Central Hanover Bank & Trust Co.:

0451

Mr. C. A. Evans

Page No.2 No.C31-34,10/6/31

R. M. Duncan's salary-6 months
(4 month's salary is shown on
your April statement)
Letter C31-24 dated 5/28/31

C\$1116.30

L.C.\$2400.04

Salaries for Journalism Dept.
Letter C31-14 dated 5/11/31

2292.99

4929.93

C\$3409.29

L.C.\$7329.97

If these deposits have not already been made we will appreciate your giving the matter special attention, as we are counting on using this money before the end of this fiscal year.

Return with compliments corrected by 709
Journal Vouchers No.696 and No.697 do not correspond with our understanding of our General Budget account and we are therefore returning them to you to be cancelled and we hope that new vouchers will be sent to us at your earliest convenience.

Mr. Beddow will be in the office tomorrow and if he wishes to make corrections in this letter we will send you further information in the next mail. A copy of this letter will be forwarded to you in the next mail.

Yours very sincerely,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

MC:W

22 9299

231.93

20 62.06

0452

1931				
Apr. 1	A/C 31	1930/31 Balance	G\$43935.79	L\$127065.35
"	"	"		
"	"	31.1	29157.59	62688.82
			73093.38	189754.17
"	"	<u>Less Transfer to Natural Science as per Dr. Galt's letter of May 23</u>		
		G\$18000 @ 383		L\$68940.00
		<u>12000 @ 215</u>	30000.00	<u>L\$25800.00</u> 94740.00
			43093.38	95014.17
		<u>Add April Disbursements in N.Y. at Exchange 215</u>	13762.02	29588.34
			56855.40	124602.51
		<u>Less April Refunds at Exchange 215 (R.M.Duncan's salary)</u>	744.20	1600.03
			56111.20	123002.48
		<u>Less Budget Appropriation 1930-31</u>	✓ 54820.83	117864.79
		Total advanced on 1931-32 Budget	1290.37 (Exch 4 to 1)	5137.69
				Approximate

0453

學大京燕
YENCHING UNIVERSITY
Peiping China

Heh
7/10

Office of the Treasurer

June 10, 1931.
No. C31-35

TRANSFER

YENCHING

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

Dear Mr. Evans:

We beg to report to you the sale
of draft No. T1246 for U.S. \$2500.00 to the Hongkong
& Shanghai Banking Corporation, Peiping, at the
contract rate of 368.663 on account of the Social
Science College as per your Authorization No. 3112.
The local currency equivalent is \$9216.58.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

recd 7/9/31

W

0454

學大京燕
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

YENCHING

June 11, 1931,
G31-16

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

My dear Mr. Garside:

Most of the correspondence from the Treasurers' Office is now being undertaken by Miss Cockingham or Mr. Tsai, but two or three letters have been laid out for my attention.

Your letter of April 20th.

This letter is rather to me as Acting President, I suppose, for it accompanies the Minutes of the Annual Meeting of the Trustees, and related material. This material has been in hand now several weeks. Your letter and one copy of the Minutes were received just in time for our special meeting of the Board of Managers, called on May 15th to deal with Chancellor Wu's resignation. The main features of the Trustees' Annual Meeting were reported verbally to our Board of Managers at that time, and later, upon receipt of the package of mimeographed copies of the Minutes, they were sent out to members of our Board of Managers.

We have noted with much appreciation the earnest spirit of the Trustees' meeting, and their earnest efforts to undertake a financial campaign in the midst of most discouraging economic circumstances. We note that a second meeting of the Board was to be held within six weeks. We have not yet received any report regarding that meeting, but presume that President Stuart, whom we now expect here the middle of next week, will be able to bring us a report of progress.

We have noted with appreciation, also, the generous action of the Committee for the Yenching College for Women in undertaking to raise G\$40,000 of the quarter million which is required. I may report regarding this matter that some of our colleagues amongst the women here were somewhat anxious lest this effort on the part of the Committee of the Women's College might delay the gathering of funds for the fifth dormitory. We do not know whether there is any basis for their apprehension or not, but at any rate we are glad to note that the Committee feels a real cooperative sense of responsibility for the general welfare of the University in its College of Natural Sciences.

0455

Mr. B. A. Garside - 2.

6-11-31

Answering the question in the last paragraph of your letter, I can report that Miss Cookingham, Mr. Tsai and I have together gone over the matter recorded in action T-2972 of the Trustees' Minutes, and we all agree in believing this to be correct.

Mr. Evan's letter, E31-4-20-1.

This letter deals with certain problems in accounting, based on correspondence between the two offices. One of the difficulties, as we have already noticed in earlier correspondence, was the difference between your monthly balance statements and your monthly budget analysis. Mr. Evan's letter refers to certain irregularities in your accounting department, which he says are being corrected. Regarding this matter, perhaps I should say that Mr. Beddow, in his monthly reconciliations, has to deal with the balance sheet from your accounting department rather than with the budget analysis. This fact was the basis of our earlier representations regarding these accounting items.

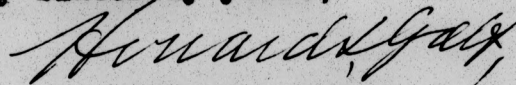
We have noted Mr. Evan's explanation regarding the Coffin gift entries in his last paragraph. Mr. Beddow reports to me that these items have all been correctly dealt with in the balance sheet for April, recently received.

Your letter of April 25th.

In this letter you deal with my earlier reports regarding arrangements in the Treasurers' Office. I am expecting that my resignation will become effective not later than the late summer. As soon as President Stuart comes I wish to discuss with him again the question of more permanent arrangements.

We here are thoroughly satisfied with the way Miss Cookingham has taken over important duties in the Treasurers' Office. Her presence there may be the solution of some of our important problems.

Very sincerely yours,



Howard S. Galt,

Acting Treasurer.

HSG-LC

0456

RECEIVED
UNIVERSITIES
JUL 6 - 1931
JOINT OFFICE

0457

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

YENCHING

June 12, 1931
No. C31-37.

ack. 7/10

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

Dear Mr. Evans:

Enclosed herewith are duplicate copies
of five orders which the Physics Department placed direct
with the companies in America. These copies are for your
files.

We are enclosing also a copy of the
Construction Department balance sheet dated May 31, 1931.

Yours very sincerely,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

MC:W

0458

RECEIVED
UNIVERSITIES
JUL 6 - 1931
J OFFICE

0459

學大京燕
YENCHING UNIVERSITY
Peiping China

file

Office of the Treasurer

June 12, 1931,
No. C31-38.

YENCHING

TRANSFER

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

Dear Mr. Garside:

This is to acknowledge receipt
of your letter G31-4-25-1 to Dr. Galt. The journal
entries in regard to the Women's College Residences
Accounts have been received and are all in order. I
believe your letter needs no further comments.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0460

RECEIVED
UNIVERSITIES
JUL 6 - 1931
JOINT OFFICE

0461

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

June 12, 1931
No. C31-36.

YENCHING

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

Dear Mr. Evans:

Dep
7/6/31
Your letter E31-5-13-2 enclosing
a check for ~~G\$650.00~~ for Mr. Lloyd A. Free came after
Mr. Free left Peking. We have advanced G\$650.00 to
Mr. Free and now request that you cancel this check
and deposit the amount in our checking account in the
Central Hanover Bank & Trust Co.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0462

RECEIVED
UNIVERSITIES
JUL 6 - 1931
JOINT OFFICE

0463

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

YENCHING

June 13, 1931.

G31-17

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

INDEXED

My dear Mr. Evans:

Your letter of April 20th, E31-4-20-2, has been in hand some time. With regard to the procedure in carrying out the Annuity and Pension Plan, we received, presumably from the New York Office, without covering letter, note or comment, a number of cards issued by the Sun Life Assurance Company of Canada, to be filled out by those who are to participate in the Plan.

We kept those cards in hand for a time, thinking that we would receive some later communication regarding them. As nothing further was received, we took the matter in hand and revised the card, having it reprinted here to adapt it to our needs. The lack of adaptation of the original card was in two respects: first, it was made out as if for workmen or employees, and the terms used were hardly such as to permit of its being employed with our University professors; in the second place, the card received of course had no Chinese version, and a few of the members of our Staff entitled to participate in this Plan are not conversant with English.

I am enclosing herewith two copies of the card for your information. One of these you may put in the hands of the representative of the insurance company, if you desire. We are gathering data and having these cards filled out, and ere long we shall be ready for the next step.

We do not know just what the next step should be. Your letter says: "As soon as formalities are completed, the Company without doubt will communicate with their manager on the field, who will call and interview those who desire any information."

This leaves us in doubt as to whether these cards should be kept here, to be handed to a representative of the Company who may call, or whether we should transmit them to the New York Office. Kindly advise us on this point as promptly as possible.

0464

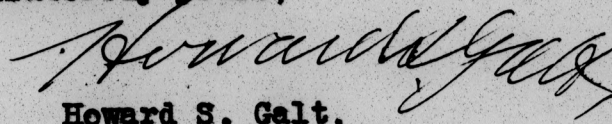
Mr. C. A. Evans - 2

6-13-31

In further dealings with the Company, whether in New York or here, it should be understood that we have taken steps to put the scheme into effect as from the 1st of July, 1930, in the case of quite a number of the members of the Staff. In other words, those members of the Staff paid into the Treasurers' Office their five per cent, and corresponding amounts were set aside by the University. We hope that this arrangement will be recognized when the final steps in setting up the Plan are taken by the Company.

We are enclosing an extra copy of this letter, which you can put into the hands of the representative of the Company, if you so desire.

Very sincerely yours,



Howard S. Galt,

Acting Treasurer.

HSG-IC

Encs.

0465

RECEIVED
UNIVERSITIES
JUL 13 1931
JOINT OFFICE

0466

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學大京燕
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

June 13, 1931,
T31-146.

TRANSFER

YENCHING

ack. 7/10

INDEXED

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

Dear Mr. Garside:

We have today received a wire from
Burmeister & Wains of Copenhagen that the diesel engine
we ordered has been shipped on the 6th instant. Accord-
ing to the terms of payment in the contract we are to
pay U.S.\$6376.00 at the time of signing contract and
the balance U.S.\$12754.00 to be paid on the date of
shipment. We had already requested you to pay the
first sum by my letter T30-98. Upon receipt of this
note will you please pay the balance U.S.\$12754.00?
We are advising Burmeister & Wains that we have re-
quested you to remit them.

Yours very sincerely,

Stephen Tsai
Stephen Tsai,
Associate Treasurer.

ST:W

*Acct
2672
oucher 25932-12754.00
7/9/31*

0467

RECEIVED
UNIVERSITIES
JUL 6 - 1931
JOINT OFFICE

0468

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

June 15, 1931,
No. C31-40.

YENCHING

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

Dear Mr. Garside:

INDEXED

When Mr. Beddow was here yesterday we were checking up the expenditures for the Boyd Gymnasium and Boyd Gymnasium Equipment on your Trial Balance of April 30 which show that G\$89643.99 has been spent for the Boyd Gymnasium, 26(b). Besides this amount G\$2223.41 has been spent for equipment for the Boyd Gymnasium and is included in Account 24a, it would seem to us clearer if these accounts were carried under the following headings: 26b Boyd Gymnasium Building G\$89,643.99 and 26(b1) Boyd Gymnasium Equipment G\$2223.41 until such a time as we wish to transfer them to Accounts 20, Completed Buildings, and 24a, Equipments. As we understand the matter, all expenses in connection with the Boyd Gymnasium and Equipment are to be paid out of the special fund of G\$95000.00. If this change in keeping the Boyd Gymnasium accounts is satisfactory to you we shall be glad to see the alteration appear on the trial balance of Yenching Women's College accounts.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0469

RECEIVED
UNIVERSITIES
JUL 13 1931
JOINT OFFICE

0470

學大京燕
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

YENCHING June 15, 1931,
No. C31-39.

TRANSFER

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

Dear Mr. Garside:

INDEXED

A copy of your letter dated May 4, 1931 addressed to Mrs. Frame and Dr. Galt has come to this office. Mrs. Frame is writing direct to you but we also wish to check up on certain figures.

In accordance with your statements in regard to Field Surplus, Yenching College for Women, we are setting aside L.C.\$8,609.00 covering the items listed in Mrs. Frame's letter of March 11, 1931 and L.C.\$10,000.00 for working capital. This leaves L.C.\$11,306.52 on hand of which L.C.\$4,631.88 is to be used to wipe out the deficit on our 1929-30 accounts making a final balance of \$6674.64.

The budget for 1931-32 shows that the income from New York has been fixed at C\$9791.21 but we are not clear as to whether this amount is to be transferred to the field in gold or in local currency. It would seem to us that it would make for a more uniform policy if all funds for Yenching Women's College as well as funds for Yenching University should be transferred to the field in gold. We hope to have definite information about this matter at your earliest convenience.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0471

RECEIVED
UNIVERSITIES
JUL 13 1931
JOINT OFFICE

0472

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2
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YENCHING

INDEXED

TRANSFER

Yenching University

June 15, 1931

G31-6-15-1

ack. 7/18

Miss Mary Cockingham,
Yenching University,
Peiping, China.

My dear Miss Cockingham;

Let me acknowledge receipt of your letter of May 11, G31-14.

I have gone over your list of disbursements made by our New York office on account of Mr. Nash's salary and Mr. Groff's salary during 1930-31 and found them to be correct. However, in addition to these disbursements totalling G\$1,057.01 we have made during the past month or so two additional disbursements which you did not have a record of when you wrote your letter of May 11. These are as follows:

May 14	Insurance Mary R. Nash	\$ 25.63
June 1	" Vernon Nash	205.30
	Total shown in your letter #G31-14	<u>1,057.01</u>
		\$1,267.94

Subtracting from the total amount of salary due Mr. Nash and Mr. Groff, G\$3,350.00, the gold disbursements made in New York during the fiscal year leaves a balance of G\$2,062.06 due on this account. We are, therefore, making out a check today for deposit to the University's account in the Central Hanover Bank and Trust Company for this sum of G\$2,062.06.

Very cordially yours,

BAG-H

CC: Accounting Office

0473

YENCHING

INDEXED

TRANSFER

Yenching University

June 18, 1931

G31-6-15-2

ack. 7/14

Mr. Stephen Tsai,
Yenching University,
Peiping, China.

My dear Mr. Tsai:

Let me acknowledge receipt of your two letters of May 21,
Nos. T31-144 and 145.

The first of these letters refers to the G\$100 scholarship
fund for the School of Gentleness and requires no further comments.

Your second letter refers to the point raised in the last
paragraph of my letter of April 22 as to the clearing of the deficit of
L.C.\$1,700.13 standing on the field Treasurer's books when the fiscal
year 1929-30 was closed.

In addition to the two methods you mentioned for clearing
this deficit, viz: writing it off against gain in exchange of the year,
or carrying it forward into 1931-32 and increasing the 1931-32 budget by
that amount, one other possibility should be considered. The rules of prac-
tically all Mission Boards, if not of the governing boards of our various
universities, is that, if the field closes the year with a deficit, the
field is responsible for meeting the deficit from some source on the
field, even though it may mean the curtailment of other work.

Since, however, a good deal of confusion in regard to this
item has existed, and since the current fiscal year was well under way
before the amount and nature of this deficit was clearly recognized on
the field and at the home base, there would probably no serious objection
to writing off the item against gain on exchange which has accrued on the
field.

Since it would be very difficult for us to get the Finance
Committee together to deal with them item before this summer, I would sug-
gest that in closing your books for the year 1930-31 you make entries which
will show clearly that this field deficit of 1929-30, L.C.\$1,700.13, has
been written off against surplus on exchange which has accrued on the field.
The matter will then be brought to the attention of the Finance Committee
when it makes a study of the annual report from the field. If at that time
the Finance Committee wishes to raise any objection to this method of clear-
ing the item we will ask the Committee for instructions as to other methods
it would prefer that the University should follow.

0474

Mr. Tsai-2

6-15-51

Let me also acknowledge receipt of your unnumbered letter of May 21 expressing your appreciation of actions T-2964 and T-2965 of the Yenching Trustees. As soon as the opportunity presents itself we will inform the Trustees of your sincere appreciation of these actions.

Very cordially yours,

BAG-H

0475

YENCHING

INDEXED

TRANSFER

Yenching University

June 15, 1931

#3

ack. 7/14

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

My dear Dr. Galt:

We are attaching hereto a copy of a cablegram we sent a few days ago at the request of Dr. Wilson.

Dr. Wilson wrote me that he had received a letter from the field asking him to advise you as to which of two available residences he would prefer to select. He requested that we wire you substantially as per the cablegram. We held up the message for a few days in the expectation that we would be cabling Yenching in regard to other matters, but finally sent this message along to avoid too prolonged a delay in getting this information into your hands.

Very cordially yours,

BAG-H

Enc.

0476

YENCHING

Yenching University

June 17, 1931
E31-6-17-1

Dr. Howard S. Galt
Yenching University
Peking, China

ack 7/31

TRANSFER

Dear Doctor Galt

Enclosed find check for \$200.00 representing the Wheaton College
scholarship gifts.

Very cordially yours

Assistant Treasurer

CAE:MS
Enc.

0477

學大京燕
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

June 18, 1931,
No. C31-

YENCHING

INDEXED

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

TRANSFER

Dear Mr. Garside:

When I wrote you on May 30 I had not seen your letter of January 30, 1931, G31-1-30-1. Now I have gone over your letter and find that G\$131.70 was spent for a typewriter and a telegram for Dr. Porter and that the local currency equivalent of this amount is \$263.40. We are entering these items on our books and find that we have now drawn the total amount authorized, \$107,920, for the Harvard-Yenching Institute budget for 1930-31. Your Analysis of Budget as of April 30 uses L.C.\$376.28 as the equivalent of the G\$131.70, but according to your letter of January 30 this figure should be L.C.\$263.40.

Your letter of May 22 has just been received and I find you are entering the G\$1175.27 (Correction was made in my letter of April 18, 1931) which clears up these accounts.

Yours very sincerely,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

MC:W

0478

RECEIVED
UNIVERSITIES
JUL 14 1931
JOINT OFFICE

0479

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

June 18, 1931,
No. T31-147.

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

YENCHING

INDEXED

Dear Mr. Garside:

I believe once before Dr. Galt wrote you concerning the Pension Arrangement with Dr. Lawrence W. Faucett, a member of the Department of English. But payment was never made to the Church Pension Fund. Perhaps a word referring to the history of the case will bring the matter afresh to your mind. Dr. Faucett formerly taught in St. Johns University, Shanghai. While he was there he enjoyed the same pension arrangement as other members of his Church, the American Episcopal Church. When he came to Yenching in 1927, Dr. Stuart agreed that the University would give him the same pension privilege as he enjoyed in St. Johns. Partly due to the fault of the University and partly due to Dr. Faucett's own delinquency, the matter has been held in abeyance and payment was never made. There is now due the Church Pension Fund monthly assessments and interest for the arrears since April, 1927. Dr. Faucett has agreed, in as much as he is partially responsible for the delay, ^{that} he be responsible for the interest. Neither Dr. Faucett nor we know the exact amounts due as assessments and as interest. It seems to us the simplest way is to ask you to get in touch with the Church Pension Fund, 14 Wall Street, New York, and find out from them how much is due for each since April 1, 1927 and you remit to the Fund the total sum to date. Hereafter you send the Fund the regular monthly payments. These are to be charged to the Trustee Current Appropriations. I hope that you will be able to straighten out this matter for us without going through too much trouble.

Dr. Faucett has been granted his furlough a few months before it falls due. Proper financial arrangement has been made with him. He and his family will spend part of the year in the States and part in England, Mrs. Faucett's home. Beginning with August 1 will you please pay to him \$249.77 per month through June 1932? His present address is No. 511 Boynton Terrace, Chattanooga, Tenn., U. S. A.

Yours very sincerely,

Stephen Tsai
Stephen Tsai,
Associate Treasurer.

ST:w

0480

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

June 19, 1931,
No.C31-42.

YENCHING

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

Dear Mr. Evans:

I wish to acknowledge receipt of your letter E31-5-13-1 to Mr. Tsai. My letter of June 4, No.C31-30 gives you the details of our transaction with Mr. Taylor. We paid him C\$650.00 which according to your letter was the correct amount.

Yours very sincerely,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

MC:W

0482

UNIVERSITIES
JUL 13 1931
POST OFFICE

0483

3295035

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

June 19, 1931,
No. C31-43.

*ack
7/16*

YENCHING

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

Dear Mr. Garside:

In checking up our scholarship funds
we find that we received interests in June, 1930 from
the following funds:

<u>Name of Fund</u>	<u>Principal</u>	<u>Interest</u>
Mrs. C. Pardee	G\$3000.00	G\$75.00
Olive Pardee	3000.00	75.00
F. J. Hall	2400.00	60.00

We have received no interest since
last June. Naturally payment should have been made in
December. Will you please check this matter up and for-
ward to us the interest which is due at your earliest
convenience?

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0484

RECEIVED
UNIVERSITIES
JUL 13 1931
JOINT OFFICE

0485

YENCHING

INDEXED

TRANSFER

Yenching University

June 22, 1931
E31-6-22-1

ack 7/31

Mr. Stephen Tsai
Yenching University
Peping, China

My dear Mr. Tsai

Enclosed find duplicates of invoices for goods shipped to you in the name of Mr. Teng Kwei. You will notice this case has been sent through to Tientsin and we trust that you will find no difficulty in claiming the shipment. Adjustment as to freight, etc. is to be made with Mr. Teng Kwei when he arrives in Peping.

Very sincerely yours

Assistant Treasurer

CAB:MS
Enc.

0486

學大京燕
YENCHING UNIVERSITY
Peiping China

Ack 7/20/31

Office of the Treasurer

June 25, 1931,
No. C31-44.

YENCHING

TRANSFER

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

Dear Mr. Garside:

In checking up scholarship funds available for students during 1931-32 we find that we have received no interest from E. L. Richards Scholarship Fund, Yenching Women's College, since August 12, 1930. Probably \$30.00 interest has been collected since that time. If so, will you please forward this amount to us at your earliest convenience?

I wish to acknowledge receipt of your letter of May 21 to Dr. Galt enclosing the proposed arrangement for Miss Kit-King Louis.

Filed "Central Scientific Co." 6/23/31

Here is a copy for your files of our order No. 130 which Mr. E. O. Wilson of the Chemistry Department has placed direct with the Central Scientific Company of Chicago.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

62.79

Send 60.00

Set up 175.3

Part of Endowment from Peking

2.79

0487

YENCHING

TRANSFER

Yenching University

June 25, 1931

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

My dear Dr. Galt:

Let me acknowledge receipt of your letter of May 11 concerning
Miss Gladys Flora Ding.

Miss Eggleston's office has very kindly undertaken to furnish
us with the information they have available in regard to Miss Ding and
I am also writing to her direct. As soon as we have collected information
from these sources I will transmit it to you.

Very cordially yours,

BAG-H

0488

YENCHING

TRANSFER

INDEXED

Yenching University

June 26, 1931
E51-6-26-1

ack. 7/31

Dr. Howard S. Galt
Yenching University
Peking, China

Dear Doctor Galt

We find that the scholarship funds for the year 1930-31 have not been remitted to the field and before our final closing we are drawing a check to cover these remittances. The total amount is \$920.00 and we enclose check herewith for that amount.

Very sincerely yours

Assistant Treasurer

CAR:MS
Enc.

0489

YENCHING

INDEXED

TRANSFER

Yenching University

June 26, 1931

E31-6-26-2

*ack. by Miss 7/31 (Miss Cookingham
will write again)*

ack. by Cookingham 8/7

Miss Mary Cookingham
Yenching University
Peking, China

My dear Miss Cookingham

Your letter of May 23, No. C31-24, at hand. Remittances toward the salary of Dr. Duncan have been made, but instead of depositing same in the Central Hanover Bank and Trust Company we have credited the amounts to account 31. In effect, of course, you have been receiving the salary, only it has not been in the checking account. The balance for the last two months has just been paid over by Princeton-Yenching, and therefore we will deposit the total amount of \$1860.50 in the checking account with the Central Hanover Bank and Trust Company. This amount will be charged to account 31. We are making this deposit as we believe you will be depending upon this balance in your checking account.

Very truly yours

Assistant Treasurer

CAE:MB

CC: Accounting Office

0490

YENCHING

TRANSFER

Yenching University

June 26, 1931
E31-6-26-3

ack 7/31

Miss Mary Cookingham
Yenching University
Peking, China

My dear Miss Cookingham

We are just acknowledging your letter of May 15, No. C31-15, wherein you enclosed a number of checks to be mailed to different firms. These were taken care of as requested.

Very truly yours

Assistant Treasurer

CAR:MS

0491

YENCHING

TRANSFER

Yenching University

June 26, 1931
ESL-6-26-4

Miss Mary Cookingham
Yenching University
Peping, China

My dear Miss Cookingham

Agreeable to notification in your letter of May 27, No. C31-23, we
have received draft No. T1238 and same has been paid.

Very truly yours

CAB:MS

Assistant Treasurer

0492

YENCHING

TRANSFER

Yenching University

June 26, 1931
ack. 7/31

Miss Mary Cookingham,
Yenching University,
Peiping, China.

My dear Miss Cookingham:

Let me acknowledge receipt of your letters C31-18 and C31-20.

CONSTRUCTION
C31-18. With this you enclose copies of Department Balance Sheets for March and April. We are very glad to have these financial statements as they will prove helpful in some accounting investigations we must make during the next few weeks.

C31-20. This requests that we put through a number of journal entries. We will be glad to do so. Since, however, our books for 1930-31 have already been closed, these entries will be put through as of the month of July.

Very cordially yours,

BAG-H

CC: Acc.Office

0493

學大京燕
YENCHING UNIVERSITY
Peiping China

ACK 7/27/31
1349

Office of the Treasurer

June 29, 1931,
No. C31-46.

YENCHING

TRANSFER

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

Dear Mr. Evans:

Thank you for your letter of May 25
stating that a deposit of \$5150.00 has been deposited
to the credit of Yenching College for Women. We are
returning the signature cards to you as requested.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0494

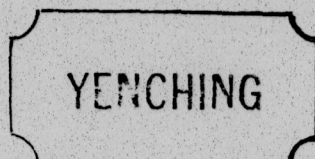
RECEIVED
UNIVERSITIES
JUL 27 1931
JOINT OFFICE

0495

學大京燕
YENCHING UNIVERSITY
Peiping China

Ack 7/27/31
M.A.G.

Office of the Treasurer



June 29, 1931,
No. C31-48.

TRANSFER

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

Dear Mr. Evans:

I wish to report to you the sale of
draft No. T1247 for U.S.\$1161.44 to the Banque Belge
Pour L'Etranger, Peiping, at the rate of 430 $\frac{1}{2}$ on account
of Warner Gymnasium as per your Authorization No. 3132.
The local currency equivalent is \$5000.00.

Yours very sincerely,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

accepted 7/21

HCW

0496

RECEIVED
UNIVERSITIES
JUL 27 1931
JOINT OFFICE

0497

學大京燕
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

June 30, 1931,
No. C31-48.

ack. 8/18

TRANSFER

YENCHING

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

Dear Mr. Evans:

Will you please mail the enclosed
16 checks to the respective firms, the addresses of
which have been typed on the reverse sides of the
vouchers? Thank you very much for your cooperation
with us.

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

W

16 checks addressed and mailed 8/3/31 U.S.

0498

RECEIVED
UNIVERSITIES
AUG 3 - 1931
JOINT OFFICE

0499

學大京燕
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

June 30, 1931,
No. C31-49.

TRANSFER

ack. 8/21

YENCHING

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

ok

Dear Mr. Garside:

We wish to report to you the sale
of ~~our~~ draft No. T1248 for U.S. \$1125.00 to the Banque
Belge Pour L'Etranger, Peiping, at the rate of 4.22
on account of Sinological Books, as per your author-
ization Nos. 3061, 3062, and 3120. The local currency
equivalent is \$4747.50.

Yours very sincerely,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

W

0500

RECEIVED
UNIVERSITIES

AUG 3 - 1931

LIBRARY OFFICE

0501

YENCHING

INDEXED

TRANSFER

Yenching University

June 30, 1931

E31-6-30-1

Dr. Howard S. Galt
Yenching University
Peking, China

*ack. 7/31 - bill not yet
in the bank letter 8/20*

Dear Doctor Galt

We are enclosing the trial balance and closing entries as of June 30. The books actually closed on June 15, although some entries have been adjusted since that time.

As a matter of fact this letter would have been forwarded to you last Saturday had it not been delayed on account of the change in the final adjustment figures as set forth in your letter of May 23, G31-14. We gave very careful consideration to the recommendations made in this letter, and the more we studied the situation, the more we became convinced that it raised some very fundamental questions. It is quite true that at a late meeting of the Board of Trustees the College of Natural Sciences was allowed the use of its gold income, but it is quite apparent that the Department has not been reorganized to use the full amount of this income within the current year, as on your budget analysis the College of Natural Sciences is allocated LC\$89,813.00. The amount claimed as spent for the College is LC\$88,940.00 plus G\$12,000.00, with a balance of \$7,500.00 still due.

Undoubtedly you have noticed that in making the adjustment as suggested by the field the entire gain in exchange accruing to the credit of the Trustees has been wiped out with the exception of about L C\$6,000.00. If this is the adjustment that the field proposes to make on the gain in exchange, it is quite apparent that the gain on exchange which the field has been accumulating due to charging the College of Natural Sciences at the prevailing rate rather than at 2.15 to 1 belongs to the Trustees.

These questions will have to be quite clearly answered before the year's report is presented the Finance Committee. We were unable to secure a meeting of the Committee to take action upon this situation which has arisen in the adjustment of the accounts, but from conversation with different members of the Committee we are quite sure that a thorough study of the situation will be required.

We believe our statement of closing is perfectly clear. We have accepted the figures as set forth on the revised analysis of the budget, which shows a Local Currency overdraft of \$12,513.58, which translated into gold amounts to \$5,820.27. To this subsequent payments have been added.

0502

Dr. Howard S. Galt

June 30, 1931

-2-

After closing our current accounts you will find that accounts receivable totals \$12,000.00. This consists of two items:-

Rockefeller Foundation, Science Fund	\$ 6,250.00
Balance of payment from Princeton Yenching Foundation	5,750.00 - 2240.43

The Princeton Yenching Foundation has authorized us to close out certain gain in exchange accruing on the field representing a proportionate share accruing to the Princeton Yenching Foundation. We will write you more fully on this item when we close the Princeton-Yenching books.

In accounts payable we find a total of \$19,190.80. This consists of the following items:-

Rockefeller Foundation, Science Department	\$ 5,000.00
Harvard-Yenching Institute, Science Department	2,500.00
Balance due on Princeton-Yenching Foundation	1,375.00 - 00
Balance on Harvard-Yenching Restricted Account	10,315.80

Certain of these funds should be remitted to the field immediately, but if you will turn to page 2 of the cash situation, you will readily understand why it is impossible for us to remit the accounts payable when we have only \$5,305.91 in cash on hand. The plant account also owes the bank \$5,000.00 which was due on June 27. We will notify you as soon as cash is available to deposit in your checking account here in New York.

We have charged the field with \$5.23 on a cable dated May 6 as this refers to Harvard-Yenching affairs and can be more easily adjusted on the field.

Accompanying the balance sheets are Journal Vouchers 704, 705, 706, 708, 709, 710, 711, and 712, and we sincerely trust that everything is perfectly clear.

We are writing a separate letter relative to the Woman's College.

Very sincerely yours

Assistant Treasurer

CAE:MS

Enc.

CC: Accounting Office

15575.37
52
1037
19190.80
19190.80
15.37

19190.80
12000.
7190.80

132543
226043
3.6125

0503

YENCHING

INDEXED

TRANSFER

Yenching University

June 30, 1931
E51-6-30-2

Dr. Howard S. Galt
Yenching University
Peking, China

Dear Doctor Galt

We are enclosing balance sheets and cash statement for the Woman's College. We also enclose Journal Vouchers 69, 70, 71, and 72.

The books have been closed along the lines we have previously indicated. Current accounts after closing show that we have carried forward \$39,710.97 as a first payment against the 1931-32 budget.

To believe everything is perfectly clear and requires no further comments.

Very sincerely yours

Assistant Treasurer

CAN:MS
Enc.
CC: Accounting Office
Mrs. Frame

0504