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學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

October 3, 1932

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

YENCHING

My dear Mr. Garside,

INDEXED

This letter is a reply to your letter of May 25th (G-32-5-25-1) and yours of August 2nd (G-32-8-2-1). The former of these letters I acknowledged briefly in my letter of June 30th stating that further attention will have to be given to the matter later.

Look up what happened

In your letter of May 25th you say that special reference is made to the minutes of the meetings of the Finance Committee held on April 8th and May 6th. Several items in your letter deal with decisions reached by the Committee on May 6th. I have searched in our Treasurer's Office files and in the President's Office files in vain for any copy of the minutes of the Trustees Finance Committee for May 6th and none of us remember having seen such minutes. And so far as I have searched correspondence files I do not find reference in any of the letters from your office to the sending of these minutes, therefore our dealing with some matters may be somewhat blind. But in the present letter I will try to deal with matters regarding which full data are in hand.

On the first page of your letter of May 25th you refer to the manner in which the Wiant residence account has been balanced. Your statement of the matter is correct so far as we can see.

only is designated

You next take up the matter of the Nash residence. As far as our field accounts are concerned we are quite ready to balance this account in the manner you suggest. Whether such a balancing of the account will be satisfactory to the Journalism Department ultimately is a question chiefly for you to decide at New York. To make my point more clear, we supposed that there was an understanding that in the funds contributed, o/r pledged for Journalism G. \$7500.00 was for residence purposes. We suppose that funds for this purpose have not yet been fully paid up to your New York Office. If and when the funds are fully in, whether you designated for the Journalism residence a full amount of G. \$7500.00 or the amount of G. \$7097.98 or not, is, as I say, chiefly a question of your administrative procedure there. We will try to consult with Mr. Beddow when he next arrives and put through the accounts the items in accordance with your request.

On page 2 of your letter of May 25 you take

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up the question of "unused balances in the residence account". This, together with your letter of August 2nd, brings up the whole question of our residence funds and accounting and seems to call for an extended statement on our part. As I look back now it would have been better for us to have made more complete statements at earlier times and thus perhaps avoid what we regard as misunderstandings. We deeply regret the apparent error and confusion which have crept into the matter and the present letter is an earnest effort to set the matter right by placing the data before you. In my letter to you of May 10th I tried to explicate matters, but I see now that the statement was not full enough.

Residence Accounts Prior to 1928

In the accounts of the Construction Bureau of that period all residence accounts from the beginning were carried forward month by month and it would be very difficult from the form of the balance sheet then used to determine the status of residence funds. In the Construction Bureau balance sheet of January 29 all of the older residences are eliminated, leaving only Nos. 55, 56, 63 and that of T.H.Ch'en. Going forward two months to the Balance Sheet of March 31, 1929, there are shown receipts of L.C. \$48,000.00 and expenditures of L.C. \$37,000.00, showing a credit balance on the books of L.C. \$11,000.-plus. But the residence accounts of that date were already carrying a considerable deficit on No. 63, the Wiant house. This deficit is separated out and shown clearly for the first time in the Balance Sheet of June 30, 1930. And this Balance Sheet shows a credit balance on the residence account of L.C. \$18,076.83. The question naturally arises from whence did that credit balance come and why should such a balance be shown at the very time when we were asking for new funds for residences.

The explanation is that at some time before the spring of 1928 (I have not looked up the exact date) Mr. Beddow in trying to cut down the very large sum carried at the time under undistributed construction funds, assigned a large sum to residences. This sum did not represent available cash but was chiefly a book transfer. The credit balance which resulted from that has been carried forward on our books until a year ago and is the sum which I referred to briefly on Page 2 of my letter of May 10th. I may remark here that in your reply to that letter, of August 2nd, you seem to misunderstand the reference and do not follow it in your thought beyond the 1929 residence account. Of course this attitude on your part may be due to the form in which your New York accounts are kept, but I have to deal primarily with our field accounts.

The credit balance of over \$18,000.00 referred to above, is carried forward on our construction balance sheets appearing as L.C. \$14,190.86 on December 31, 1930. The same figure continues up to September 30, 1931. Let me remark again that this was merely a book balance and did not represent available funds, for during this period of three years we had called for new residence funds in both 1929 and 1930.

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1928 Residence Operations

During the spring of 1928⁸ by your authorizations we undertook work on the Wiant residence, No. 63 and on two small residences Nos 55, 56. Authorization for these latter are contained in your letter of May 20, 1928. The accounts for houses 55 and 56 were soon cleared, the one for 63, the Wiant residence being carried forward for distribution later as our correspondence shows. It is true that we had carried Nos. 55 and 56 forward in our balance sheets, the reason being I think, because you had no funds in your account to justify their being placed on the completed expenditure account. So far as we are concerned that step might have been taken two or three years ago. It is important here to note that no surplus funds were carried forward from 1928 building accounts and on No. 63 there was that unfortunate deficit.

1929 Residence Operations

For the building season of 1929 we had the authorization from your office for G\$25,000.00 which included the G\$7500.00 for the Nash residence, leaving \$17,500.00 for general residences. Operations under this account are shown in a fully balanced statement on our Construction Balance Sheet of November 30, 1930, the account is eliminated from the Balance Sheet of December 31 following, and a complete statement was submitted to you by Miss Cookingham in her letter of April 20, 1931 (C31-8) (In my letter of May 10 at the bottom of Page 1 my copy shows that Miss Cookingham's letter was erroneously dated 1932 instead of 1931. If that error was not corrected by pen before sending that letter to you I fear the error in typing caused you some trouble, if so this is to be regretted.

Accordingly the letter to you from Miss Cookingham in February (C32-2-13-14) was in error in the reference to the 1929 residence appropriations, as already pointed out in my letter of May 10th. We regret that a correction of this error reached you too late to be of service when, according to the minutes of April 8 your Finance Committee was dealing with these matters. As a matter of fact, therefore, there was no balance on 1929 residence accounts for your Committee to deal with on April the 8th.

1930 Residence Operations

The status of the 1930 residence operations and accounts is shown quite clearly in our balance sheet of September 1930 and onward. In the balance sheet of November 1931, Mr. Sailer's residence is included and at the time this account showed a balance of, L.C. \$23,901.18, reduced on December 31 to L.C. \$21,445.25. This balance from the 1930 residence operations only (not including any earlier accounts).

0858

The balance from the earlier accounts ^{was} having been disposed of in the October and November changes reported to your office, and since then up to the present still under discussion.

The above I hope will make clear what I tried to indicate briefly in my letter of May 10th, that the funds we were using in settling up the Alumni Gate account and the President's House account, were not funds having anything to do with the 1929 or 1930 residence operations, but were funds carried forward for several years, originating from a disposition of funds under the old heading "undistributed". Since these funds originally came out undesignated we thought there was nothing inappropriate in making the back transfers which would close up the President's House account, the Wiant house account and the Alumni Gate account.

This leads me to a further statement about the Alumni Gate. Here also I feel that we should have supplied you earlier with more historical background with regard to that account.

When I returned from furlough in the autumn of 1927, the Alumni Gate was under construction. There was no very clear idea as to how much it ^{might} cost or as to where the funds were coming from. As far back as 1924 interested students and alumni began to collect some funds to help the University's building programme in some way. The alumni organization as such never formally got behind this movement and never agreed to construct a gate for the university campus. The campaign for funds was rather an informal and not clearly delimited movement on the part of both undergraduates and graduates.

On the expenditure side, as I have said, there was no very clear view of how much money would be required. It was evident during those late months of 1927 that the expenditure was going to far exceed any funds definitely available for the purpose. I may say further that expenditure also much exceeded the expectations of those in charge of construction, namely Messrs. Gibb and Hildabrand at that time. This may be attributable to what Mr. Hildabrand later referred to as "rotten estimating". The gate house was built partly from old materials taken from another building purchased and wrecked, and that determined somewhat its size and cost. As a structure today it is quite in keeping with the general architectural outlay. But certainly if the alumni had at the time undertaken to build a gate house they could never have thought of constructing this building with the funds in hand.

Furthermore the funds in hand known as the alumni funds were by no means all from the alumni. The largest gift was a gift of \$2,000 from Governor Ch'en Shu Fan of Szechuan Province from whom he originally purchased the central campus.

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For your further information I am sending you a detailed account of Alumni Gate receipts and expenditures prepared by one of our accountants.

The point I am trying to make here is that the construction of this gate was more of a responsibility of the University in general than it was of the Alumni. Accordingly, we have felt that after an extended effort was made for a considerable period after the gate was finished to raise further funds from the Alumni with very poor success, there was no reason why the University should not accept the responsibility of the deficit and try to provide for it in some way. This we attempted in the manner already reported to you and we are hoping that with this fuller presentation of the background the Trustees will not see further objections to the arrangement.

The above paragraphs I hope will make it clear that the balancing of the old accounts under discussion was made by using funds which, although they appeared for a time under the head of "residence funds", really came from the old undistributed fund. Furthermore that there are at present no remaining residence funds except the balance brought forward from the operations of the year 1930. Against this particular fund we have charged the alterations on the buildings in the Wei Hsiu Yuan so that the balance of that 1930 fund as indicated by our Construction Balance Sheet of August 31 of this year, stands at L.C. \$10,292.90.

It may seem to you arbitrary that we propose to charge the purchase of the Wei Hsiu Yuan to the surplus gain from exchange as indicated in my letter of September 13 (erroneously dated, in our carbon copy at least, as August 13) and are charging the alterations on the buildings to the residence account. It seems to me that it would have been just as logical and proper for us to have charged the purchase against the residence account and as that was insufficient for the alterations also to have charged the latter against surplus from exchange. As I say either method it seems to me could have been followed, but the method we have followed still leaves this balance in residence funds something over L.C. \$10,000.00. If on behalf of the Trustees you request us to return this amount to New York, we would have to reply as follows: that there are some deficit items still on construction account, particularly those for Unit A and Unit B of the lakeside dormitory group. As yet we have no funds to meet those deficits and this surplus from residence funds is required to carry those deficits for the time being. If and when funds come in from some source to clear those deficits, then this remainder on residence account could be realized.

In my letter of September 13 I tried to make it clear on the second page that we felt just as much responsibility for housing the large group of unmarried men on the staff as housing the families, and considered that the funds appropriated for residences were just as legitimately used on behalf of that group as for the various families. At least twice since those 1930 funds were made available we have submitted proposals to the Trustees for the housing of this group of men without their families, but in both cases the Trustees did not approve of the proposals. Then when the passage

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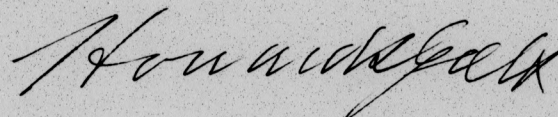
of time brought us near to the termination of the lease of the property which accommodated those men, we felt that some action was necessary and took the action with regard to the Wei Shu Yuan property as has already been explained several times. This is the point of view of the field with regard to the whole situation and we hope you will be patient enough to give it careful consideration.

It seems to me better not to propose at this time further dealing with journal vouchers or other steps in bookkeeping until the field and the New York authorities can reach a common point of view. Accordingly more specific reply to some of your proposals for changes in accounting will await further communications.

I much regret the long delay in replying fully to your letters, especially that of May 25th. When I returned from my vacation on August 20th I was entirely without secretarial help. I had engaged a new man who was to have come the 1st of September. He arrived only to tell me that he had accepted another engagement and could not come. Then came the pressure of work at the beginning of the semester and have scarcely had any breathing space until last Saturday when I gave almost the whole day to research in problems connected with this letter. The documents and records which I had before me nearly covered the tops of three large desks, but, as I think I have remarked before, research is one of the functions of a university!

With regard to secretarial help I may remark that Mrs. Shadick is giving me two hours a day and this, with a Chinese assistant in the office, is meeting my needs very well for the present.

Very sincerely yours,



Howard S. Galt

See P.S. -

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0862

P.S.- Mr. Beddow, reading this letter before posting, makes the following remarks:

1. The stock of construction materials on hand, valued at L.C.\$24219.87 in the August 31 balance sheet, consists to a large extent of residence equipment materials, purchased in bulk from abroad during the earlier construction period.
2. The stone wall which surrounds the campus, was built at the same time with funds contributed by Chinese friends to a certain extent similar to the group who contributed toward the Alumni Gate fund. It would have been quite logical at the time to have used some of the wall contributions to complete the Gate, and consider the building of the wall as a University responsibility. The ultimate result in accounting would have been essentially the same.

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Yenching Univ. -

C O P Y

ALUMNI GATE RECEIPTS A/C

<u>Date</u>	<u>From Whom</u>	<u>Amount</u>
May 7, 1925	C. C. Wang	LC\$ 250.00
June 17 "	Collection by Chang Erh-chin	168.00
18 "	" " "	284.00
21 "	" " "	13.84
Sept. 8 "	" " Tsao I	200.00
Oct. 26 "	" " "	350.00
Nov. 28 "	" " "	82.00
Dec. 16 "	" " Hu Chang-hui	180.00
Jan. 26 1926	" " Tsao I	96.00
Feb. 23 "	" " "	100.00
Apr. 1 "	" " "	40.00
15 "	" " "	70.00
23 "	" " Hu Chang-hui	100.00
24 "	" " Tsao I	53.00
24 "	" " "	5.00
May 6 "	" " "	131.00
10 "	" " "	111.00
29 "	" " "	172.80
June 5 "	" " "	10.00
Aug. 22 1927	" from Chen Shu-fan*	2,000.00
Jan. 17 1928	" Yueh M.E.M.	30.00
	Interest	63.97
June 23 1930	Collection by Liu Chi-tai	125.99
Aug. 31 "	" " "	50.00
Oct. 6 "	" " "	172.39
April 9 1931	" " "	2.46
Nov. 10 "	Balance transferred to "Bldg. Operation	
	Undistributed Appropriation A/c"	4,989.10
	Total	<u>LC\$ 9,850.55</u>

* Not an Alumnus,
Gov. of Shensi Prov.

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C O P Y

December 13th, 1928.

ALUMNI GATE DISBURSEMENT A/C

<u>Date</u>	<u>Voucher No.</u>	<u>Details</u>	<u>Amount</u>
May 25, 1927	925	Payment to contractor	LC\$ 3,000.00
June 14 "	J212	Overhead for lighting ended 31/5/27	136.38
30 "		Overhead distribution	8.23
July 8 "	1188	Payment to Tien Tu Chu	500.00
22 "	1243	" " contractor	500.00
Aug. 13 "	1326	" " "	500.00
Sept. 7 "	1412	" " "	3,000.00
21 "	1491	" " "	400.00
Oct. 11 "	1591	" " Tien Tu Chu	400.00
25 "	J 84	Cost of 25 bags cement	44.00
25 "	1642	Extras	350.00
31 "	J101	Cost of hardwares	6.25
31 "	J104	Electric & sundry maintenance	101.18
Nov. 29 "	1796	Masons	18.35
30 "	J149	1 pce. casement adjuster	1.25
Dec. 6 "	1833	Bricks	6.75
13 "	1872	Name board	42.00
16 "	J171	Overhead from July 1 to Nov. 30	750.91
23 "	J182	Materials used in Nov.	2.80
20 "	1890	Final payment to contractor	55.75
Jan. 10, 1928	1968	Cost of 13 pcs. lamps	26.70
		Total	<u>LC\$ 9,850.55</u>

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YENCHING

TRANSFER

INDEXED

October 3, 1932.

32-10-3-1

ack. n/s

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

My dear Dr. Galt:

We are in receipt of your letter No.86 signed by Dr. Stuart from Miss Cookingham. It is calling attention to the procedure in handling the Sickman and Bodde scholarships. Our letter of August 26th deals with this subject, the deposit having been made early in July.

The second paragraph of this letter brings before us the whole question of further authorizations on the current budget. First of all, however, let me say that we are cancelling Authorization 3229, and treating the \$6,000 deposited in the Central Hanover Bank and Trust Company as a payment upon the gold expenditures in the budget. This reduces outstanding authorizations of \$12,000 as shown on the following schedule:-

Total original University appropriation		\$127,408.02
Less reduction Princeton-Yenching Foundation		<u>3,000.00</u>
		124,408.02
Gold disbursed	\$ 6,000.00	
Gold to be disbursed in U. S.	22,940.00	
Authorizations outstanding	12,000.00	
Salary and Retirement H. Gist See	<u>6,500.00</u>	<u>47,240.00</u>
		77,168.02
Authorizations herewith		<u>70,000.00</u>
Balance		\$ 7,168.02

In computing the balances to be sent to the field we have taken into consideration the original appropriation less the reduction by P.Y.F. The deductions need not be explained further and in issuing the authorizations, we have substituted one for \$6,000 to take the place of 3229 and issue eight others at \$8,000 each. This makes a total of \$70,000 against \$77,168.02 available. There is therefore, \$7,168.02 subject to adjustment at the end of the year. We are assuming that there will be extraordinary requests between now and June 15th which will be charged against this balance, but anything remaining at the time the books are closed in June will be credited to your account in the Central Hanover Bank and Trust Company, and the field telegraphed the amount so deposited. Under these circumstances it will be understood that when the gold figure reaches the amount set aside in the budget, that no further deposits on current budget will be authorized in our office, but it is left to the discretion of the field to draw

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Dr. Howard S. Galt

October 3, 1932.

-2-

authorizations or have them deposited in the gold account here in the states.
The following authorizations are chargeable against Account 51:-

Authorization No. 3236	on or after	October 1, 1932	-	\$6,000.00
"	" 3237	" " " October 1, 1932	-	8,000.00
"	" 3238	" " " November 1, 1932	-	8,000.00
"	" 3239	" " " December 1, 1932	-	8,000.00
"	" 3309	" " " January 1, 1933	-	8,000.00
"	" 3310	" " " February 1, 1933	-	8,000.00
"	" 3311	" " " March 1, 1933	-	8,000.00
"	" 3312	" " " April 1, 1933	-	8,000.00
"	" 3313	" " " May 1, 1933	-	8,000.00
		Total	-	<u>\$70,000.00</u>

Very truly yours,

GAE:PW

CC: Accounting Office

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YENCHING

TRANSFER

INDEXED

Yenching University

October 3, 1932
E32-10-3-12

ack 11/5

Dr. Howard S. Galt
Yenching University
Peiping, China

My dear Doctor Galt

In reviewing authorizations issued for the Woman's College, we find that the gold account required by the budget totals \$13,513.50. As the gold appropriations for the field amount to only \$11,969.21, it will be seen that it was quite out of order for us to make any authorizations at the beginning of the year. The following schedule shows the exact standing of gold in appropriations and the budget:-

Gold account		\$13,513.50
Gold appropriation	\$11,969.21	
Authorisations	<u>1,500.00</u>	<u>10,469.21</u>
		\$ 3,044.29

This means that if you are to draw the entire amount of gold budgeted, you will have to secure from other sources gold to the amount of \$3,044.29. Undoubtedly you can make adjustments in your accounts on the field in such a manner so that appropriations from the University can be paid in gold into the Woman's College account. In any case it must be understood that we are not in a position to make any remittances in excess of the appropriation. It will be all that we can do to gather together funds to take care of budget requirements.

Very cordially yours

Assistant Treasurer

CAR:MS

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學大京燕 **TRANSFER**
YENCHING UNIVERSITY
Peiping China

Office of the Treasurer

October 4, 1932.
No. C32-10-4-107.

ack. 10-29-32

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

YENCHING

My dear Mr. Garside:

INDEXED

We are enclosing herewith a check for \$689.81 covering the balance in our Educational Fund for Foreign Children amounting to \$678.50 as of June 30, 1932 together with interest amounting to \$11.31 at 5% from July 1 to November 1. Will you please invest this amount at 5% interest so that we can draw on this fund including accumulated interest for educational expenses of the children of foreign members of our staff when required.

This arrangement is one of the new features of our single salary schedule. In order to accumulate sufficient gold for educational expenses of foreign children in America we set aside ^{by check} C\$161.00 each year. Next year we will try to send you the balance on this account before the end of June so that investment can be made by July 1. We hope that it will be convenient for you to invest this money for us.

Sincerely yours,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

MC:W

\$689.81 check enclosed

Dep. 11/1/32 acct # 112 b

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OCT 28 1932
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學大京燕
YENCHING UNIVERSITY
Peiping China

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Office of the Treasurer

YENCHING

October 4, 1932.
C32-10-4-108.

ack. 11/11

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

INDEXED

My dear Mr. Garside:

On October 13 last year you wrote Mr. Tsai authorizing us to draw G\$560.56 for the Department of Psychology. Professor R. C. Sailer has reported that a similar amount will be available this year for the Department of Sociology. Will you please let us know when we may expect to receive this money? The Department of Sociology plans to spend the amount in gold so if you wish to deposit the money in our account in the Central Hanover Bank & Trust Co., it will be quite satisfactory to us.

Very sincerely yours,

Mary Cookingham

Mary Cookingham,
Associate Treasurer.

MC:W

\$567.04 available in psychology Sailer fund

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OCT 28 1932
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學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

October 4, 1932.
C32-10-4-109

Mr. C. A. Evans,
150 Fifth Avenue,
New York City,
U. S. A.

YENCHING

My dear Mr. Evans:

INDEXED

We are enclosing herewith two checks for G\$481.52 and G\$23.50 making a total of G\$505.02 together with our list of annuity contributions for September. We have received from the Sun Life Assurance Company a check for \$322.18 covering the refund on Miss Alice M. Boring's annuity policy. We infer that contributions for Miss Boring's annuity for July and August amounting to G\$36.00 are now available to apply on our September account. This together with our two checks makes a total of G\$541.02. If this is not correct, please let us know.

We understand that Miss Konantz has reached the age of retirement and her contributions cease at the end of June, 1932. We are, therefore, omitting her name from our September list of contributions. We are not deducting the amount of her contributions for July and August from the amount due for September, but we should like to make such deduction as soon as we receive confirmation from you that the money is available.

In regard to Dr. Learmonth's policy you have written us that the Sun Life Assurance Company does not wish to receive further payment on his policy. We are not quite clear, however, whether the company objects to receiving contributions from Dr. Learmonth or only from Yenching University. If it is possible for Dr. Learmonth to continue his individual contributions, he would like to do so. In the copy of application which was made to the Sun Life Assurance Co. of Canada by the Trustees we note under No.7 (c) the following question and answer:

Yes "In the event of postponed retirement, is employee to continue contributions after reaching the normal retirement age? If he desires?"

Thank you for your assistance in clearing up our annuity questions.

Sincerely yours,

Mary Cookingham,
Associate Treasurer.

for Howard Galt

MC:W

*2 checks encl.
\$481.52 (university)
\$ 23.50 (Miss Boring's policy)*

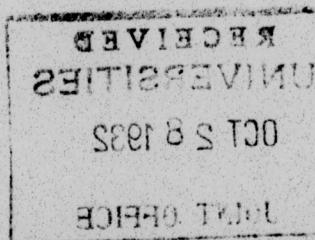
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UNIVERSITIES
OCT 28 1932
JOINT OFFICE

0877

ANNUITY CONTRIBUTIONS FOR SEPTEMBER 1932

<u>Name of Employee</u>	<u>Contribution</u>		<u>Total</u>
	<u>Employee</u>	<u>Employer</u>	
Band, William	G\$6.75	G\$6.75	G\$13.50
Chang, Paul C.	4.25	4.25	8.50
Chao, Tsu Chen	9.00	9.00	18.00
Chen, Chi Tien	7.25	7.25	14.50
Chou, Henry H. C.	9.00	9.00	18.00
Chuan, Hsi Hsien	3.00	3.00	6.00
Hsieh, Ching Sheng	3.88	3.88	7.76
Hsieh, Yu Ming	9.00	9.00	18.00
Hsu, Shuhsi	9.00	9.00	18.00
Hsu, Ti Shan	9.00	9.00	18.00
Hwang, Tsu Tung	9.00	9.00	18.00
Jung, Keng	9.00	9.00	18.00
Ku, Chieh Kang	9.00	9.00	18.00
Kuo, Shao Yu	9.00	9.00	18.00
Lew, Timothy T.	9.00	9.00	18.00
Li, Bing Hua	8.25	8.25	16.50
Li, Ke Hsiao	.68	.68	1.36
Loehr, George R.	4.97	4.97	9.94
Lu, Chih Chin	1.00	1.00	2.00
Lu, Fu	9.00	9.00	18.00
Li, Ju Chi	7.25	7.25	14.50
Li, Jung Fang	9.00	9.00	18.00
Luh, C. W.	9.00	9.00	18.00
Mei, Yi Pao	7.50	7.50	15.00
Shadick, H. E.	15.00	15.00	30.00
Stuart, John L.	9.00	9.00	18.00
Ti, Hsin Ting	3.75	3.75	7.50
Tsao, Ching Pan	5.00	5.00	10.00
Wang, Fu Hou	1.75	1.75	3.50
Wang, Tsan Ching	5.00	5.00	10.00
Wee, K. A.	6.47	6.47	12.94
Wilson, Earl O.	9.00	9.00	18.00
Wu, Chenfu F.	9.00	9.00	18.00
Yang, David K.	8.75	8.75	17.50
Yao, Yu Chuan	.63	.63	1.26
Bent, Dora M. L.	5.00	5.00	10.00
Hague, Hilda L.	5.00	5.00	10.00
Hancock, Ethel M.	6.75	6.75	13.50
Ma, Roberta Mohling	5.13	5.13	10.26
Meng, Chao Ying	3.50	3.50	7.00
			G\$541.02 ✓



Less than Aug.
Konantz 18.00
Lamont 18.00
Boring 18.00
Shadick 30.00
84.00

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

October 4, 1932.
No. C32-10-4-110.

ack. 11/11

YENCHING

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

My dear Mr. Evans:

We wish to acknowledge receipt of the following
letters addressed to Dr. Galt:

August 24, E32-8-24-1 and August 30, E32-8-30-1.

E32-8-24-1: Thank you for the check for G\$323.18
representing the cash surrender value on the policy issued to
Miss Alice M. Boring. We are very grateful to you for obtaining
this refund and assure you that we will not let this settlement
establish a precedent. Miss Boring is contributing her share
of this check to the College of Natural Sciences so there is
no individual gain on the transaction.

E32-8-30-1: We have sent to Mr. Harry B. Price
his September salary check which was enclosed with this letter.
Thank you for the remittance of G\$.70 from G. E. Stechert & Co.
We have credited our Sociology Department with this amount.

We wish to acknowledge receipt of the copy of
your letter dated August 26 to Dean George H. Chase covering
remittances of the Harvard-Yenching Institute fellows. The
procedure in the past has proved satisfactory to us.

Sincerely yours,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

0879

RECEIVED
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OCT 28 1932
JOINT OFFICE

YENCHING

TRANSFER

INDEXED

October 4, 1932.
G 32-10-4-1

ACK. 12/2

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

My dear Dr. Galt:

Several weeks ago we received from Yenching the Balance Sheet and Statement of Accounts for the Harvard-Yenching Institute funds for the year ending June 30, 1932. However, we have not received any covering letter regarding these accounts, or any suggestions as to the procedure we should ask the Institute to follow in clearing balances and deficits remaining on hand at the close of the fiscal year.

On October 20, 1931 (G31-10-20-1), when I wrote Mr. Tsai regarding the 1930-31 Harvard-Yenching Institute accounts, I suggested that when the field sends us each year its reports on the Harvard-Yenching Institute accounts, you should also send us a detailed list of recommendations for the clearance of balances and deficits standing on your books at the close of the fiscal year under review. It is very difficult for us here in New York without having intimate and first hand acquaintance with these accounts to prepare recommendations that are in line with your wishes on the field, and are at the same time acceptable to the Institute.

See Harvard-Yenching Institute files, Accounts - General June 30, 1932.
I am enclosing herewith an Analysis of our Harvard-Yenching Institute Accounts for 1931-32, together with comments and recommendations. I do not know whether there will be time for the field to send us, even by cable, any suggestions as to modifications in the recommendations given on pages two and three of the notes accompanying the analysis. If, however, any of the suggestions here made are seriously at variance with your wishes, please let us know and we will do all we can to bring your wishes before the Institute.

You will observe also that I have noted three points on which information should be sought on the field:-

(a) Your Field Audit does not show the expenditure of G.\$2,000.00 from the Fund for Purchase of Foreign Books, which we remitted to The Isseido, Japan, on instructions from Professor Hung, May 25, 1932. If this item has now been entered on your field books, will you send us a notation to that effect.

(b) We deposited in your field account at the Central Hanover Bank and Trust Company here in New York a total of G. \$11,000.00 of the Fund for Harvard-Yenching Fellowships, to cover the appropriations made to the various American fellows studying in Yenching University last year. I have not been able to discover, either in the Harvard-Yenching Audited statement, or the general University audited statement, in regard to the receipt and disbursements of this G. \$11,000.00. Will you please call our attention to the place at which these

October 4, 1932.

receipts and disbursements appear in your reports for last year, or else send us some supplementary statement as to how these funds were handled?

(c) I have not been able to discover why the fellowship appropriation for Mr. Ku Chieh Kang was not expended during 1931-32. Possibly this information has been sent direct to the Institute in regard to this item, or it may be that some notation from the field was received by our New York office, but has not been turned up in my search through our records. You will note I am asking the Institute to continue this balance for use during 1932-33 pending the outcome of our inquiry to the field, unless the Institute already has information which will enable them to make some other disposition of this balance.

There are a few items in our New York accounts which are not incorporated in your field accounts to June 30th, and for which no allowance was made when your final drafts were drawn. It has been necessary, therefore, for us to consider these items as advance payments on the 1932-33 accounts:-

a. Items under General Budget Account.

Sept. 14 - Cost of cable regarding scholarship payment
on J. R. Ware's Account \$ 3.52

(This is charged against the Harvard-Yenching Institute Account, and was reported in our monthly financial statements, but we failed to ask you to make a deduction from your final draft, so the item was overlooked.)

Oct. 28 - Mission Code book purchased for L.C. Porter 7.00
(I have a vague recollection that Dr. Porter was going to reimburse us for this book, or to make some other adjustment of the item, but he returned to the field without doing so. If any adjustment is still contemplated, perhaps he can clear the matter direct with your office.)

May 10 - Harvard University for Library cards 284.84
(This covers the cost of 100,000 library cards @ \$2.75, plus insurance and freight. We understand that the cards were purchased for general library use, and so would probably belong in Y-1 of last year's appropriation.)

All three of the above items totalling \$394.86 gold of L.C. \$842.46, at last year's rate of 35%, are charged as an advance on your general budget accounts for 1932-33. If this is incorrect at any point, will you please notify us as to the necessary correction.

b. Fund for Preparation of Indices. We made the following two remittances to Harvard University, which were not taken into account in the drawing of draft #T1285 to clear the balance standing on this fund at the close of the fiscal year 1931-32.

July 2, 1931 - Remittance to Harvard on account of
Carter Rice Company 137.50

(This covers 50,000 plain punched cards, which I understand were used by Professor Hung in his work of preparing the indices.)

0882

Dr. Howard S. Galt

-3-

October 4, 1932.

March 15, 1932 - Harvard University, freight on the above
50,000 cards \$8.23

We are charging this \$145.73 as an advance on the 1932-33 appropriation for this same objective. Will you please ascertain from Professor Hung whether this is acceptable to him?

I am sending this by air mail so as to get the material in your hands a week earlier, and to allow that much additional time for you to suggest any ~~commitments~~ ^{changes} to the recommendations we are making regarding clearance of balances. Let me again repeat the suggestion made last year, that when the Annual Audited Statements covering the Harvard-Yenching Institute Accounts are sent from Peiping, they be accompanied by your suggestions as to the disposition of balances and deficits standing on your books.

Very cordially yours,

BAG:PW

Enc.

0883

YENCHING

TRANSFER

INDEXED

Yenching University

October 5, 1932

(932-10-5-1)

ack 11/1/32

Miss Mary Cookingham
Yenching University
Peiping, China

My dear Miss Cookingham:

Let me acknowledge receipt of your letter of September 3rd (932-9-3-93) regarding the fellowship of Chang Teh-Ren.

I note that the budget for the Crop Improvement Station at Yenching, 1932-33, as adopted by the China Famine Fund Committee on May 31st, contains the following items:

General Field Budget	Mex. \$18,000.
Fund for purchase of Poultry Stock	G\$ 485.
Fund for Fellowship	G\$ 2,000.

121.25

I am today writing the National Savings and Trust Company requesting them to make remittances covering the first quarter of each of the three above items. Remittances for the remaining three quarters are requested for payment on November 1, February 1, and May 1. I will at once forward to you the drafts for Peiping local currency \$4500 each as they are received from quarter to quarter. The gold payments of \$621.25 received each quarter on account of your fund for the purchase of poultry stock, I will deposit to the credit of your Field Account in the Central Hanover Bank unless instructions are received from you suggesting some other arrangement. We will pay direct to Mr. Chang the balance of G\$1350. due on his fellowship in accordance with the schedule given in your letter. Since you have already advanced G\$650. to Mr. Chang, on this account, we will, during the present month deposit G\$650. to the credit of your account in the Central Hanover Bank.

I have not yet heard from Mr. Chang, but I am writing to him at Cornell University in care of Professor C. H. Meyers. I am sure that Dr. Meyers will be able to locate him for us.

I trust that the procedure outlined above will meet with your approval.

Very cordially yours,

BAG/RC

0884

TRANSFER

YENCHING

Yenching University

October 10, 1932
E32-10-10-1

Miss Mary Cookingham
Yenching University
Peiping, China

My dear Miss Cookingham

I find that your letter of August 17, No. 88, has not been acknowledged. This enclosed check for \$541.97 from the University and \$23.50 from the Woman's College, both to be applied to the annuity payments. This letter was held pending the reply of the insurance company on the changes as set forth in your letter, and as soon as word is received, we will write you further.

We also wish to acknowledge your letter of September 3, No. 98, which encloses checks for the annuity payments, one for \$602.02 from the University, and one for \$23.50 from the Woman's College. We have reported the changes in salaries to the company along with mention of double contribution for H. B. Shadick and have also asked the company for information regarding the contributions of George Loehr. This will be reported to you as soon as the company gives the information.

Very truly yours

Assistant Treasurer

CAE:MS

0885

YENCHING

TRANSFER

Yenching University

October 10, 1932
E32-10-10-2

Dr. Howard S. Galt
Yenching University
Peiping, China

My dear Dr. Galt:

We are enclosing herewith trial balance sheets,
cash statement, and analysis of budget as of September 30,
1932 for Yenching University and Yenching Women's College.

Also enclosed please find copy of journal voucher
No. 98 for Yenching Women's College.

Second copies of the financial reports will be
forwarded in a later mail.

Very cordially yours,

Assistant Treasurer.

CAE:C

Enc.

0886

YENCHING

TRANSFER

Yenching University

October 11, 1932
E32-10-11-1

Miss Mary Cookingham
Yenching University
Peiping, China

ack 11/23

My dear Miss Cookingham

I am acknowledging your letter of September 15, No. 98, enclosing adjustment of the surplus for June 30, 1932. This indicates that you have paid for the Wei Hsiu Yuan land and loaned a considerable amount to the Practice School account. As the correspondence from the field indicated that the land was a very desirable proposition and as the Trustees were unable to secure funds for this purpose, it would seem that the field has done remarkably well in handling the situation in the manner indicated.

There was considerable question at the time consideration was being given to the method of paying funds to the field on the 1931-32 budget as to whether or not gain on exchange would be wisely used. We believe that the present system of remitting to the field is much simpler than that used in the past, and it only remains for the management in Peiping to use conservative judgment in handling any surplus funds. It will be the most effective means in answering any question as to the advisability of paying appropriations in gold.

Very cordially yours

Assistant Treasurer

CAE:MS

0887

TRANSFER

YENCHING

INDEXED

October 15, 1932.
G32-10-15-1

ack 12/4

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

My dear Dr. Galt:

Let me acknowledge receipt of your letter of September 13th, (this letter is dated August 13th, but since you mention receipt of my letter of August 2nd, obviously it could not have been written eleven days later.)

Clearance of Field Surplus from gain on exchange for year ending June 30, 1932. We are grateful to you for sending us this detailed information as to the procedure contemplated by the field in disposing of the 1931-32 surplus from gain on exchange. I will report these plans to the Finance Committee for their information. I am sure they will agree that the field is making very wise use of this surplus, and will be glad to know that you have been able to take care of the purchase of the Wei Hsiu Yuan, to provide temporarily for the overdraft in the Practice School account, and to carry forward a small balance to the 1932-33 budget. They will also be interested to know that the amount of the gain on exchange for last year, while quite substantial, does not reach nearly so large a figure as has sometimes been estimated both by the field and the home base, as we have thought of the very favorable exchange rates prevailing.

Since the Trustees gave the field full responsibility for the disposition of the 1931-32 gain on exchange, there is no necessity for any formal action here in New York in regard to this allocation of this surplus.

Gain on Exchange 1932-33. I see that when I wrote you on August 1st, (G32-8-1-1) I misunderstood the reference in your letter of June 8th to "certain commitments which the field has made for this year". I thought you had in mind commitments to be made from anticipated gain on exchange in the fiscal year 1932-33, whereas your letter of September 13th makes it clear that you were referring to the items already taken care of from the gain on exchange in 1931-32. Sorry.

As I glance back over the records of the last eighteen months, it is obvious that there has been a real change in the attitude of the Trustees toward the subject of surplus from gain on exchange. When they adopted, early in 1931, the policy whereby they placed full responsibility for the use of such surpluses in the hands of the field authorities, there was certainly no expressed indication that this was being tried out on an experimental basis for one year only. This thought may have been in the minds of some of the Trustees at that time, but if so, it was not very fully expressed. During the year following that action, the financial situation here in America went from bad to worse, Mission Boards cut down their

October 15, 1932.

appropriations, and endowment income was substantially reduced. It was quite natural, and probably inevitable, that when the Trustees met in April, 1932 they would be inclined to ask the field to hold ~~the~~ reserve ~~an~~ surplus from gain on exchange until we could see more clearly just where we are coming out financially at the end of this year. The letters I have written during the last eighteen months have undoubtedly reflected this same change in attitude.

At the present time the financial situation is still extremely serious, and everyone is waiting anxiously for the outcome of the presidential election to see what will happen. Personally, I hope that as soon as November 8th is passed, the country will settle down to a long upward climb regardless who may occupy the presidential chair after March 4th.

Consider entirely
I believe (and ~~commit~~ *intimate* this *intimate* unofficial and unauthoritative) that if the Trustees get through the year in reasonably good financial shape, and the Mission Boards do not raise too many embarrassing questions regarding gain on exchange, as some of them are already doing, the Trustees will concur without any serious objection to any suggestions the field may make as to surplus accruing from gain on exchange during 1932-33. The only wise procedure to follow for the present, however, is to keep such a surplus entirely free of any commitments whatever until we can see where we are coming out next June.

Use of China Foundation Appropriation of L.C.\$25,000.00. It certainly strikes me as a happy arrangement that the long standing item of insulating the heating mains can be taken care of by the China Foundation's appropriation of L.C.\$25,000, this amount in the 1932-33 budget to be replaced largely from balances already available on the field. I do not know whether the Trustees would, at this early date, be willing to take action appropriating the balance needed, L.C.\$5,722.70, from gain on exchange during 1932-33, but we can at least report the matter at the next meeting of the Finance Committee or the Board of Trustees and ask for consideration and action. In all events, I am sure that the Trustees will be happy to know that you are making such satisfactory progress on taking care of reinsulating the heating mains, and will be favorably disposed toward making this item of L.C.\$5,722.70 one of the first charges against any surplus available from exchange this year.

Addressing material for Field Treasurer's Office. During recent weeks we have been trying out a plan of sending all Yenching material in a single envelope addressed to the President's office. This will give us an opportunity to check up on the prompt receipt of letters sent, and I hope it will avoid the delays and inconvenience due to the delivery of some of our letters to residences and other places than the offices addressed.

Very cordially yours,

BAG:FW

0889

YENCHING

TRANSFER

INDEXED

Yenching University

October 17, 1932
E32-10-17-1

ack'd 11/23

Miss Mary Cookingham
Yenching University
Peiping, China

My dear Miss Cookingham

I am hastening to answer your letter No. 99 of September 16, which came to hand this morning.

The invoice from the Harragansett Machine Company has been paid, the only amount applicable to the Warner Gymnasium being the \$1,635.92. The \$24.50 was cleared out at an earlier date and was for other equipment. Apparently the reason for handling payments of the Gymnasium equipment as we did was centered around the fact that the order was sent in on one of your University blanks which indicated that payment would be made from the field. When the bill came in for payment, I should have checked with Mr. Tsai's letter of December 12 and Mr. Garside's reply of January 27. Not doing this the account took the regular course of procedure, and it was not until the company sent a copy of a letter from Mr. Tsai that we made payment.

I have reviewed Mr. Tsai's letter of December 12, No. 162, and after checking same with our books find that the total before paying the Harragansett bill amounted to \$6,070.99. This is \$10.00 more than your calculation, which I find is due to an error in subtraction. It works out as follows:-

Balance on New York books as of Oct. 28, 1931	10,434.62
Payment of draft #3149	4,363.63
Balance	<u>\$6,070.99</u>
Less Harragansett order	1,635.92
Balance	<u>\$4,435.07</u>
Less Reserve for other Projects	3,500.00
Net Balance Available	<u>\$ 935.07</u>

Agreeable to your suggestion we are herewith cancelling Authorization #3140 for \$5,000.00 and issue

Authorization #3240 to draw on or after November 1, 1932 \$935.07 for Warner Gymnasium to be charged to Account 2621.

This will give you an opportunity of closing out local deficits, leaving a reserve of \$3,500.00 on the New York books.

Very cordially yours

CC: Accounting Office
CAB:MS

Assistant Treasurer

0890

TRANSFER

YENCHING

INDEXED

Yenching

October 17, 1932

G32-10-17-1

ack 11/30

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

My dear Dr. Galt,

I am transmitting herewith for your files a copy of the report of our New York auditors covering their examination of the Harvard Yenching Institute accounts for 1931-32.

You will note that this follows the same general lines as does the informal analysis prepared by our office, which I transmitted to you on October 4th. Will you call to Mr. Beddow's attention in due course the items in this report on which further information is asked, or where suggestions are made for modifications in the form of the field report.

Famine Funds We have today received from the National Savings & Trust Co. the first quarterly payment on account of the Famine Fund Appropriation for this year. I wrote Miss Cookingham on October 5 (G32-10-5-1) reporting our plans. We enclose herewith a draft for Peiping L.C.\$4,500.00 covering the first quarter of the field budget. (Gold cost \$979.25)

After sending Mr. Chang Teh-jen a remittance due on his scholarship we haven't much left from the gold remittance of \$621.25 for last quarter, so will wait until the next remittance comes in from Washington about November 1st to make a deposit to your credit in the Central Hanover bank. At that time we will deposit \$892.50 to your credit as follows:-

Reimburse you for advance you made Mr. Chang	\$650.00
One-half appropriation for Poultry	242.50
	<u>\$892.50</u>

We will write again, reporting this deposit as soon as it is made.

Letter No. G32-9-3-95 Let me acknowledge receipt of this letter, merely as a matter of record. It reports details of a number of drafts, all of which have now been accepted.

Very cordially yours,

BAG/G

0891

YENCHING

INDEXED

TRANSFER

October 18, 1932.
G32-10-18-1

ack. 11/20

Miss Mary Cookingham,
Yenching University,
Peiping, China

My dear Miss Cookingham:

Let me acknowledge receipt of your letters No. C32-9-18-101 and
No. C32-9-20-102.

Letter C32-9-18-101. We are very much chagrined to notice that you had difficulty decoding one word of our cablegram of September 9th, because in checking back on this we found that the initial letter of the second half word was incorrectly sent as "X" instead "Y". Fortunately the word thus made unintelligible was not particularly important, and you were able to decode the general meaning of the message correctly.

We have written at some length during recent weeks regarding the budget situation of the College of Natural Science, so I trust that the questions in your minds when your cable was sent have now been cleared.

Letter C32-9-20-102. In accordance with your request we are putting through journal entries showing receipts and disbursements on the field of account of telephone installation, and showing an additional gift from Mr. Krause on account of the Wiant Residence. I am reminded that we are still waiting for more definite word from the field as to whether the substantial surplus shown in your Residence Account might be utilized, by a transfer of funds to the current account, to relieve in part the deficit on residences with which we are struggling here in New York. At the present time we are paying out about G.\$3,000 a year on interest charges on our plant section deficit, and we are anxious to do everything we can to adjust our accounts to relieve this heavy drain on our resources.

Very cordially yours,

BAG:FW

CC: Accounting Office

0892

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

October 21, 1932.
No. C32-10-21-111.

ack. 12-19-32 P.W.

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

YENCHING

My dear Mr. Evans:

INDEXED

On receipt of this letter will
you please deposit in our account at the Central
Hanover Bank & Trust Co. G\$5000.00 and charge to
our Account 31?

We have paid Mr. Derk Bodde and
Mr. Laurence C. S. Sickman G\$375.00 each covering their
Harvard-Yenching Fellowships for the second quarter
of this fiscal year. Will you please deposit G\$750.00
in our account in the Central Hanover Bank & Trust Co.
to cover these payments? We have not yet heard from
Mr. Robert K. Reischauer and have paid no money to him.

Sincerely yours,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

*Deposited
11/22/32
No 6541*

*2nd Quarter
not received*

0893

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UNIVERSITIES
NOV 21 1932
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0894

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer

YENCHING

October 21, 1932.
No.C32-10-21-112.

ack. 12/15

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

My dear Mr. Evans:

We wish to acknowledge receipt of the
following three letters addressed to Dr. Galt and me:

August 31, September 10, E32-9-10-1, and September
12, E32-9-12-1.

August 31: No comments.

E32-9-10-1: In regard to the bill for
\$10.40 due to Walter F. Martini on our Order No.160, we
wish to state that we paid this amount in full on September
21. We trust the remittance has arrived by this time.

E32-9-12-1: We have given Dr. Duncan his
October salary check.

We are enclosing our Construction Department
balance sheet as of September 30, 1932.

Here are copies of Order Nos. 185, 186 and
187 for your files. The original orders have all been sent
direct to the companies concerned.

We are enclosing herewith twelve checks which
please forward to the companies concerned. Thank you for
your assistance in this matter.

Sincerely yours,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W
Enclosures

0895

RECEIVED
UNIVERSITIES
NOV 21 1932
JOINT OFFICE

0896

YENCHING

INDEXED

Yenching University

TRANSFER

October 27, 1952.
ESS-10-27-1

ack 11/30

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

My dear Dr. Galt:

We enclosing policies on pensions of:-

#48 - Ti Shan Hsu
#49 - Shao Yo Kuo
#50 - Chao Ying Meng

Other questions regarding pensions will be taken up at a
later date when we receive final word from the company.

Very cordially yours,

CAB:PW
Enc.

0897

YENCHING

INDEXED

TRANSFER

October 29, 1932.
G32-10-29-1

ack 11/20

Miss Mary Cockingham
Yenching University
Peiping, China

My dear Miss Cockingham:

Let me acknowledge receipt of your letters No. G32-9-24-105 and G32-10-4-107.

Letter G32-9-24-105. We are putting through the journal voucher as requested, debiting Account 24a and crediting Account 122x in our Women's College books with the amount of G. \$60.37, representing equipment expenditure of L.C. \$321.89 capitalized during 1931-32.

We are also glad to have the attached list showing the total cost of the equipment in each of the Women's College buildings. I have not yet taken time to study this list in detail, but will write further if I should discover any point in it requiring special comment.

Letter G32-10-4-107. With this you enclose a check for G. \$689.81, representing remittance from your educational fund for foreign children for investment.

We are at once reporting the receipt of this amount to our Yenching Trustees, Committee on Investment, and are asking them to give early study to the problem of securing whatever investment will give the greatest return consistent with safety of both principal and interest. Just at the present time the whole investment situation in the United States is in a very confused state, due to the economic crisis through which we are passing, and the University's financial advisors have strongly urged that we keep all available funds either in cash or in easily marketable short-term securities of the very highest grade, until a more favorable opportunity for permanent investment arrives. This will probably mean that, for a time at least, this fund may not be invested to yield 5% income, but such delay will be incurred with the hope that we can thereby guard against possible losses in principal, as well as gaining better opportunities for appreciation and value.

We note that next year you will be sending us a similar remittance, which will probably be received before July 1st.

I know I can assure you that everyone responsible for our investments will give particular care to the handling of this fund for the best interest of the

0898

Miss Mary Cookingham

October 29, 1932.

-2-

children of our Yenching staff whose future educational expenses are at stake.

Very cordially yours,

BAG:PW

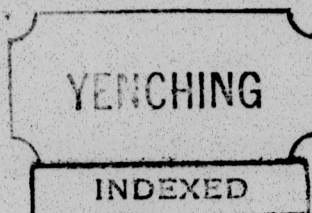
CC: Accounting Office

0899

學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer



October 31, 1932.
No. C32-10-31-114.

ack 11/29

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

My dear Mr. Evans:

We are enclosing herewith our statement of annuity contributions for October amounting to G\$541.02 together with our two checks for G\$517.52 and G\$23.50 covering the amount required. We believe there are no comments to make in connection with the October account.

Sincerely yours,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

\$ 517.52 check incl. (University)
\$ 23.50 " " (Roman's Alley)

Dep 11/28/32

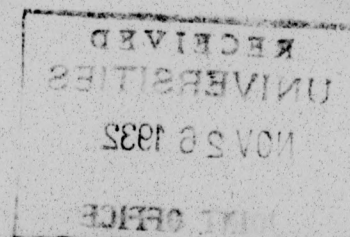
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ANNUITY CONTRIBUTIONS FOR OCTOBER 1932

<u>Name of Employee</u>	<u>Contribution</u>		<u>Total</u>
	<u>Employee</u>	<u>Employer</u>	
Band, William	G\$6.75	G\$6.75	G\$13.50
Chang, Paul C.	4.25	4.25	8.50
Chao, Tsu Chen	9.00	9.00	18.00
Chen, Chi Tien	7.25	7.25	14.50
Chou, Henry H. C.	9.00	9.00	18.00
Chuan, Hsi Hsien	3.00	3.00	6.00
Hsieh, Ching Sheng	3.88	3.88	7.76
Hsieh, Yu Ming	9.00	9.00	18.00
Hsu, Shuhsi	9.00	9.00	18.00
Hsu, Ti Shan	9.00	9.00	18.00
Huang, Tsu Tung	9.00	9.00	18.00
Jung, Keng	9.00	9.00	18.00
Ku, Chieh Kang	9.00	9.00	18.00
Kuo, Shao Yu	9.00	9.00	18.00
Lew, Timothy T.	9.00	9.00	18.00
Li, Bing Hua	8.25	8.25	16.50
Li, Ke Hsiao	.68	.68	1.36
Loehr, George R.	4.97	4.97	9.94
Lu, Chih Chin	1.00	1.00	2.00
Lu, Fu	9.00	9.00	18.00
Li, Ju Chi	7.25	7.25	14.50
Li, Jung Fang	9.00	9.00	18.00
Luh, C. W.	9.00	9.00	18.00
Mei, Yi Pao	7.50	7.50	15.00
Shadick, H. E.	15.00	15.00	30.00
Stuart, John L.	9.00	9.00	18.00
Ti, Hsin Ting	3.75	3.75	7.50
Tsao, Ching Pan	5.00	5.00	10.00
Wang, Fu Hou	1.75	1.75	3.50
Wang, Tsan Ching	5.00	5.00	10.00
Wee, K. A.	6.47	6.47	12.94
Wilson, Earl O.	9.00	9.00	18.00
Wu, Chenfu F.	9.00	9.00	18.00
Yang, David K.	8.75	8.75	17.50
Yao, Yu Chuan	.63	.63	1.26
Bent, Dora M. L.	5.00	5.00	10.00
Hague, Hilda L.	5.00	5.00	10.00
Hancock, Ethel M.	6.75	6.75	13.50
Ma, Roberta Mohling	5.13	5.13	10.26
Meng, Chao Ying	3.50	3.50	7.00
			G\$541.02



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學大京燕
YENCHING UNIVERSITY
Peiping China

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not count*
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Office of the Treasurer

October 31, 1932.
No. C32-10-31-115.

ack. 11-28-32
YENCHING

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

INDEXED

My dear Mr. Garside:

To date we have received no remittance for our Crop Improvement Station. The minutes of the tenth annual meeting of the China Famine Fund Committee include the following motion:

"211. Yenching University, Budget for 1932-33
The Budget of Yenching University for the period of one year ending June 30, 1933, was presented and given careful consideration. On motion duly made and seconded it was:

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

If you have not yet received instructions in regard to these payments we shall appreciate it if you will write to Mr. Rawlinson for proper authorization. We have already advanced over \$5000.00 from our current account pending remittance for the Crop Improvement Station.

Sincerely yours,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

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Office of the Treasurer

October 31, 1932.

No. C32-10-31-116.

-ack 11-28-32

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

YENCHING

INDEXED

My dear Mr. Garside:

On October 8, 1931 we sent you a report of the expenditures up to June 30, 1931 of the College of Arts and Letters where the Harvard-Yenching Trust Funds for undergraduate work had been used.

A few weeks ago Mr. Porter, the Executive Secretary of the Harvard-Yenching Institute at Yenching University, asked us to transmit our report for the year ending June 30, 1932 through his office. We have today sent him a copy of Schedule 12 of the audited statements of the Yenching University showing the income and expenditures for the College of Arts and Letters for the year ending June 30, 1932. A copy of our letter to Mr. Porter is enclosed herewith. If you wish to have any further information in regard to the grant from the Harvard-Yenching Institute for undergraduate work please let us know.

Sincerely yours,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

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C o p y

October 31, 1932.

Mr. Lucius C. Porter,
Harvard-Yenching Institute,
Yenching University.

Dear Mr. Porter:

We are enclosing herewith a copy of the audited accounts of the College of Arts and Letters for the year July 1, 1931 to June 30, 1932 showing the income which has been received from Harvard-Yenching Institute as a grant for under-graduate work.

On our report for the year ending June 30, 1931 G\$5315.80 (equivalent to L.\$20,202.15) was not shown as this amount was received after the closing of our accounts and was then credited to General University income to cover the college's share of administration and maintenance costs in accordance with instructions from President Stuart. It should be noted that in the fiscal year represented by the account enclosed the College deficit before charging any proportion of General University administration and maintenance costs is L.C.\$24,202.75.

We trust this is the information you desired in connection with the Harvard-Yenching Institute grant. We are sending a copy of this report and a copy of this letter to our New York office.

Yours sincerely,

Mary Cookingham,
Associate Treasurer.

MC:W

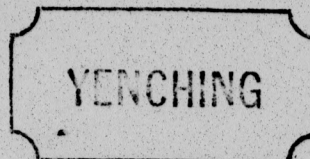
Schedule 12 attached

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學大京燕
YENCHING UNIVERSITY
Peiping China

TRANSFER

Office of the Treasurer



October 31, 1932.
No.C32-10-31-117.

ack. 11-28-32

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

My dear Mr. Garside:

Accepted 11/28/32
To 6545a

We wish to report to you the sale of our draft No.T1305 for U.S.\$6000.00 to the Chartered Bank of India, Australia & China at the contract rate of 403.62 as per your authorization No.3236 on account of Account No.31. The local currency equivalent is \$24217.20. ✓

We wish also to report to you the sale of our draft No.T1306 for U.S.\$8000.00 to the ~~Chartend~~ Bank of India, Australia & China at the contract rate of 403.62 as per your authorization No.3237 on account of Account No.31. The local currency equivalent is \$32289.60. ✓

Yours very sincerely,

Mary Cookingham
Mary Cookingham,
Associate Treasurer.

MC:W

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