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**TRANSFER**

學大京燕  
YENCHING UNIVERSITY  
Peiping China

*2/17/33*

Office of the Treasurer

December 1, 1932.  
No. 332-12-1-133.

YENCHING

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

INDEXED

My dear Mr. Evans:

We are enclosing herewith a statement of annuity contributions for November 1932 amounting to U.S. \$541.02 together with two checks for U.S. \$517.52 and U.S. \$23.50 covering the November payment.

Sincerely yours,

*Mary Cookinshan*

Mary Cookinshan,  
Associate Treasurer.

MC:W

\$517.52 check encl. (Yenching Annuity)  
\$ 23.50 " " (Yenching Colly)

*Dec 1/3/33*

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DEC 31 1932  
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ANNUITY CONTRIBUTIONS FOR NOVEMBER 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 - 3.06	3.00 - 3.06	6.00 - 6.12
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 - 9.62	9.00 - 9.62	18.00 - 19.24
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 - 7.50	15.00 - 7.50	30.00 - 15.00
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

TRANSFER

Office of the Treasurer

December 2, 1932.  
No. C32-12-2-133.

*ack 1-23-33 BOS #2*

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

YENCHING

My dear Mr. Garside:

INDEXED

This is to acknowledge receipt of your letter dated October 4 C32-10-4-1 addressed to Dr. Galt. We regret that we failed to send you any suggestions regarding the clearing of balances and deficits on the Harvard-Yenching Institute accounts at the end of June 1932. We shall be glad to confer with the Director of the Harvard-Yenching Institute and send recommendation at the close of the present fiscal year.

We reported to Mr. Hung the recommendations which were attached to your letter regarding the clearance of 1931-32 accounts and asked him if it were necessary to cable any suggestions. He approved of your recommendations so we sent no cable. Mr. Porter was out of town when your letter arrived but since his return he has gone over your recommendations and he also approves them.

In answer to your inquiries on the three points (a), (b) and (c) we offer the following explanations:

(a) With regard to C\$2000 spent in Japan, we do not have a complete set of vouchers for these expenditures but will account for them in this year's accounts. We realize that we should have entered this as a Suspense account and mentioned that the money had been transmitted by our New York office to Japan. When we asked Mr. Hung for vouchers covering this expenditure of C\$2000 he gave us copies of correspondence which he has had with you and which your office has had with Isseido which seem to indicate that you are receiving from Isseido duplicate bills of all purchases made by our Harvard-Yenching Institute. Mr. Hung reports that there is at present a balance of Yen 790.19 in the Institute's favor though some orders have been placed for which bills have not yet been received. Are the receipts which have been sent to your office satisfactory or do you wish us to check up the receipts for the money which has been sent to Isseido? If you wish us to check up this account will you please send us the Japanese Yen equivalent of C\$2000 which was sent on May 25, 1932, as we understand that bills from Isseido are all stated in Japanese currency?

*not  
necessary  
or full*

0959

Mr. Carside:

No. 2, No. C32-12-2-133.

(b) Since the item of \$11,000 for Harvard-Yenching Institute fellowships was not part of our budget we never included the money in our Harvard-Yenching Institute accounts. The money was all deposited in our bank account in New York and we received and disbursed the entire amount through our General University Account No. 31. We paid out the money in accordance with written instructions received from your office and not in accordance with budget appropriations. We considered ourselves as bankers in transmitting funds for the convenience of Harvard-Yenching Institute. Upon the receipt of definite instructions by letter or cable, the auditors will be glad to prepare supplementary accounts for 1931-32 showing these items. In any case will you please send definite instructions as to how you wish these fellowships receipts and disbursements shown on our accounts for 1932-33. The item again is not included in our budget for this year.

*not included in budget 1932-33*

(c) Mr. Porter has sent us the following note about the fellowship appropriation for Mr. Ku Chieh Kang:

"Fellowship appropriation for Mr. Ku Chieh-kang. This appropriation for Mr. Ku was not used during 1931-32 because Mr. Ku did not find it possible to make the journey to South China for research studies which he had anticipated. This balance should be continued for the year 1932-33 in order to make possible the carrying out of Mr. Ku's research when he is ready and able to undertake the journey."

*closed*

A-Items under General Budget Account. With reference to the cost of the cable regarding scholarship payment on J. R. Ware's account amounting to \$3.52, we suggest that you deduct this amount from the gold balance of \$630 about which you wrote us when you sent Harvard-Yenching Institute authorizations on May 27.

*asked 1932-33*

In answer to your inquiry about the charge of \$7.00 for a Mission Code Book we have this statement from Mr. Porter.

"Mission Code Book purchase for L.C. Porter \$7.00. I think that I sent a check to Mr. Carside for this amount, but do not have my stubs at this office. I shall report to you some time verbally if I find that I do not have the evidence to support my contention."

*conting*

We will follow this matter up and let you know what further information we receive. Meanwhile we suggest that this charge be left in suspense.

The charge of \$284.34 for Library cards belongs to Account 31 and not to Harvard-Yenching Institute, as we wrote Mr. Evans on June 25 (C32-6-25-78). In reply you wrote us on July 30 transferring the charge to Account 31 as per New York Journal Voucher 806 dated July 30, 1932. We do not understand what further

*ok*

0960

Mr. Carside:

No.3, No.632-12-2-133.

adjustment is required.

*ok*  
D. Fund for Preparation of Indices. Mr. Porter, in reply to the inquiry about the charge of \$145.73 for cards for Mr. Hung to use in his work of preparing indices, states that it is quite satisfactory to charge this amount as advance on the 1932-33 appropriation.

If you wish further information in connection with any of these items please let us know.

Very sincerely yours,  
*Mary Cookingham*  
Mary Cookingham,  
Associate Treasurer.

MC:W

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RECEIVED  
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YENCHING

TRANSFER

INDEXED

December 5, 1952.  
G 52-12-5-1

Dr. Howard S. Galt  
Yenching University  
Peiping, China

My dear Dr. Galt

I am enclosing herewith a copy of a letter just received from Dr. Eric North in which he transmits excerpts from the Minutes of the meeting of the Trustees of Harvard-Yenching Institute held about ten days ago. No doubt Miss Bayley has sent copies of these Minutes to Peiping, so these actions may have already come to your attention.

You will note that the clearance of balances and deficits on the 1951-52 H.-Y. I. accounts is in line with the recommendations on the last two pages of the analysis of the Harvard-Yenching Institute Accounts for 1951-52 which I have prepared in October, and of which I have already sent you a copy. The only point at which the Institute raised any question, was that of the fellowship for Mr. Ku Chieh Kang. I learned from Miss Bayley that correspondence had been received from the field which showed that Mr. Ku apparently did not require this L.C. \$2,000 during 1951-52, and that the reappropriation of this same amount in the 1952-53 budget covered his requirements and made it in order to cancel this balance in the 1951-52 accounts.

I hope that the clearance of these balances and deficits, as finally approved by the Institute, is in line with the wishes of the field. As I mentioned before, I have had no direct word from the University with regard to your wishes, and had to ~~prepare~~ prepare these recommendations as best I could. Would you see that a note is made at this time that when the 1952-53 Harvard-Yenching Institute reports are prepared, the copies you send to New York be accompanied by a memorandum showing the wishes of the field in regard to the clearance of deficits and balances remaining on June 30, 1953?

I believe that the adjustments indicated in the actions quoted in Dr. North's letter are relatively easy to make. I understand them to be as follows:-

1. The deficits shown under (a), totalling L. C. \$1,607.47 are to be continued and made first charges against the 1952-53 appropriations for these objectives. This does not require any entry on our New York accounts, but we understand that you will make these charges on your field accounts accordingly.
2. The unused balances under (d), amounting to L.C. \$4,858.50, less the deficit on the special conference, amounting to L.C. \$2,083.04, leaving

0963

December 5, 1952.  
G 52-12-5-1

Dr. Howard S. Galt  
Yenching University  
Peiping, China

My dear Dr. Galt:

I am enclosing herewith a copy of a letter just received from Dr. Eric North in which he transmits excerpts from the Minutes of the meeting of the Trustees of Harvard-Yenching Institute held about ten days ago. No doubt Miss Bayley has sent copies of these Minutes to Peiping, so these actions may have already come to your attention.

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I hope that the clearance of these balances and deficits, as finally approved by the Institute, is in line with the wishes of the field. As I mentioned before, I have had no direct word from the University with regard to your wishes, and had to compare these recommendations as best I could. Would you see that a note is made at this time that when the 1952-53 Harvard-Yenching Institute reports are prepared, the copies you send to New York be accompanied by a memorandum showing the wishes of the field in regard to the clearance of deficits and balances remaining on June 30, 1953?

I believe that the adjustments indicated in the actions quoted in Dr. North's letter are relatively easy to make. I understand them to be as follows:-

1. The deficits shown under (a), totalling L.C. \$1,607.47 are to be continued and made first charges against the 1952-53 appropriations for these objectives. This means that we consider these deficits as advance payments on account of 1952-53, and charge your Harvard-Yenching Institute account on our New York books accordingly.
2. The unused balances under (d), amounting to L.C. \$4,858.50, less the deficit on the special conference, amounting to L.C. \$2,083.04, leaving

0964

Dr. Howard S. Galt

-2-

December 5, 1955.

a net balance of L.C. \$2,775.46, we consider an advance on the 1952-55 Harvard-Yenching Institute general budget appropriation. We will therefore, deduct this \$2,775.46 from the amount to be sent you this year.

3. The balances shown under (c) amounting to L.C. \$28,011.52 are to be continued on your books, so no adjustment on our New York records is required.

The carrying forward of the balance of L. C. \$2,775.46 from 1951-52 accounts reduces by that amount the funds to be remitted to you this year. We suggest that you make this adjustment by subtracting L.C. \$2,775.46 from Authorization No. 5502, for L. C. \$8,000, to be drawn on February 1, 1956. This changes the amount of this Authorization to \$5,224.54.

I trust that this clears our Harvard-Yenching Institute Accounts for last year. Please let me know if there are any other items to be cared for.

Very cordially yours,

BAG:PW

Enc.

CC: Accounting Office

0965

Bible House, Astor Place  
New York City

O  
P  
Y

November 28, 1932.

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

Dear Mr. Garside:

On behalf of the Harvard-Yenching Institute, I report the following actions of the Trustees of the Institute disposing of the balances of appropriations and deficits on the appropriation accounts for 1931-32 of Yenching University:-

VOTED  
T-258

- (a) That the following deficits be continued and made first charges against the 1932-33 appropriations for these same objectives:-

General Budget Library Fund (Book Purchase only)	L.C. \$	149.05
Foreign books Purchases Fund		<u>1,458.42</u>
		1,607.47

- (d) That the following balances be cancelled, and that these amounts, less the deduction recommended under item (b) be considered an advance on the 1932-33 General Budget appropriation:-

Archaeological Working Lab. Fund	L.C.	1.52	0.38
Rent (Residences) Fund		427.52	97.47
Journal of Chinese Studies Fund		251.42	46.98
Translation Fund		287.49	64.61
Office Expense Fund		706.17	166.82
Clerical Assistants Fund		501.80	116.43
Contingent Fund		320.73	62.38
Interest		361.95	107.89
Ku Chieh Kang Fellowship		<u>2,000.00</u>	479.64
		\$ 4,858.50	<u>1,142.60</u>

- (b) Less deficit of cost of holding in Peiping a special conference of the six institutions in China receiving income from the Restricted Fund

		<u>2,083.04</u>	443.20
		\$ 2,775.46	<u>699.40</u>

- (c) That the following balances be continued:-

Reserve for Salary Increased Fund	L.C. \$	50.00
Sino-Indian Research Fund		17.00
Sinological Index Fund		7,506.12
Special Fund for Printing Manuscripts		47.15
Harvard University Book Fund		<u>20,411.25</u>
		\$28,011.52

0966

November 28, 1932.

You will note that final ite, the Harvard University Book Fund, is not strictly speaking an appropriation to Yenching University.

I also have to inform you of some changes made in the appropriation of 1932-33. Item Y-14, which was originally L.C. \$8,000.00 for a scholarship for Mr. Chen Yuan, - by action of the trustees (T-254) one half of this item, L.C. \$4,000, is added to the appropriation for the Library at Yenching, item Y-1; and further (T-257) L.C. \$2,200 is transferred from item Y-14 to item Y-11, Sino-Indian Institute, to reimburse Professor Von Stael-Holstein for the cost of the Tibetan Kanjur, purchased by him for the Chinese-Japanese Library at Cambridge; and further (T-258) that the balance remaining in item Y-14, L.C. \$1,800, is cancelled as an appropriation to Yenching University and is to be applied with other changed appropriations to provide two scholarships for Chinese studying at Harvard.

Faithfully yours,

(Signed) Eric M. North

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YENCHING

TRANSFER

INDEXED

December 5, 1932.  
G 52-12-5-2

*ack 1/2/33*

Dr. Howard S. Galt  
Yenching University  
Peiping, China

My dear Dr. Galt:

Mr. Evans has already sent you a copy of the Minutes of the Finance Committee meeting held on November 22nd, together with comments thereon.

This letter will comment a little more in detail on one item in these Minutes, F-5145, dealing with Residence Accounts. The basis for this action is primarily your letter of October 3, 1932.

In this letter you take up in a very careful and detailed manner a number of residence items, some of which had not heretofore been very clear to us. We are very grateful to you for the thoroughgoing way in which you deal with these matters. I can appreciate the amount of time and thought you had to take from your other duties and responsibilities in order to get together all the material you have put into this letter.

Finance Committee Meeting of May 6th. An investigation of our records indicates that in some way, we failed to send you a copy of the Minutes of the May 6th meeting. I enclose a copy herewith. Our ~~humble~~ apologies are in order.

Nash Residence. Of the money expended in the Nash Residence, only G. \$1,000 was received as a gift specifically designated for this purpose. The remainder of the money going into the Nash Residence was allocated by the Finance Committee from the general contributions received for the work of Journalism during the five-year period ending June 30, 1934. When I wrote on May 25th (G 52-5-25-1), I had in mind that this balance of G. \$402.02 remaining in the Nash Residence account could most conveniently be restored to the balance in general residence fund, and be transferred back to New York as a part of the residence fund which it was then proposed be so transferred. However, the Finance Committee has now agreed that no transfer back of these general residence funds should be made, and this makes it desirable that we handle the balance in the Nash Residence in somewhat different way.

In one of your letters last spring, you suggested that this G.\$402.02 be transferred to the current Journalism account on the field. I believe that this is now the simplest procedure for both our offices in view of the recent decision of the Finance Committee. If you will therefore, transfer this \$402.02 to the 1932-33 budget in Journalism, thus reducing by that amount the balance you will require from us to complete payments on account of the 1932-33 budget, we will make corresponding adjustments in our New York Account.

0968

December 5, 1932.

Your letter of October 3rd indicates that you may have made some adjustment before this transferring this G. \$402.05 to the General Residence account, or elsewhere. At all events, we hope that it will be possible for you to transfer this amount either to the 1932-33 Journalism accounts, or to the 1932-33 general budget accounts. To leave it either in the Nash Residence account, or the General Residence account would mean maintaining an idle cash balance where it is not really needed at a time when we are urgently pressed for funds. Please let us know what adjustment you have made.

Deficit on Alumni Gate. The Finance Committee gave sympathetic consideration to all the factors you described regarding this deficit. While it is obvious that the name "Alumni Gateway" is more or less of a misnomer, it would certainly be unwise to press that point. The Committee therefore voted to rescind action F-3029(b), and to approve the use of L.C. \$2,388.64 outstanding in the Residence account to apply on the Alumni Gate deficit. Our office is putting through a journal entry accordingly.

Balance in Residence Account. The Finance Committee gave sympathetic consideration to the information you sent as to the way in which the balance now standing on the field books to the credit of the Residence account has been built up through a number of years. The Committee does not agree with all the assumptions in your letter, as for example the one near the top of page four, in which you suggest that "since these funds originally came out undesignated", the field has considered that they might be used for other purposes other than purely residential construction. The custom of sending out "undesignated" plant funds during the years of active construction at the University, never indicated that the funds transmitted were received by the University as "undesignated". Practically every dollar of plant funds were received, aside from the initial gifts from the participating Mission Boards, were explicitly designated by ~~other~~ donors, and we were under obligations to the donors to see that these funds were ultimately used for the objectives they stipulated. We were therefore, in error in ever considering such remittances as "undesignated". The proper term was "undistributed". I stress this point because it is the basis of much of the misunderstanding between our two offices as to the clearance of plant funds..

The field has frequently assumed that since large amounts were transmitted to the field labelled merely "plant funds", that therefore, the University had received these funds for any use within the plant section that might be found most advantageous. As a matter of fact, all these funds were given for specific purposes, and the greatest struggle we have had during recent years has been that of meeting honestly our obligations to donors to expend all their gifts for purposes designated, when a great deal of the money which went into the Yenching plant was spent on objectives for which no money was ever received.

However, the Committee did agree that since most or all the balance in the Residence account is in the form of building materials and stock inventories, it is obviously impossible for the field to return these balances in cash without creating serious difficulties in your other plant accounts. The Committee therefore voted in Action F-3145(b) to recognize that it is not possible for the field at this time to return this residence surplus in cash as was informally proposed on April 8, 1932.

Several members of the Committee inquired whether your stock inventories are carried on your books at their original purchase value, or at their actual net-worth today. The hope was expressed that since building is likely to be inactive for some

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Mr. Howard S. Galt

-5-

December 5, 1952.

time to come, that these stock inventories should be reduced practically to zero. This may possibly involve writing off substantial amounts through depreciation in value of materials on hand, or through adjustments of that nature which so frequently are necessary when an inventory of long standing is finally closed out.

I trust that this will now close out these residential matters to the satisfaction of both the field and the home base.

Very cordially yours,

BAG:PW  
Enc.

CC: accounting office

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學大京燕  
YENCHING UNIVERSITY  
Peiping China

TRANSFER

Office of the Treasurer



December 9, 1932.  
C32-12-9-134.

ack 1/9/33  
RC

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

My dear Mr. Evans:

On September 3 (C32-9-3-94) we wrote you in connection with the deficit on the Department of Journalism accounts at the close of June, 1932. The deficit amounts to C\$537.44 together with L.C. \$2856.20. If the Trustees are unwilling to authorize additional funds to cover this deficit it will be necessary for us to ask the Department of Journalism to cut its budget for 1932-33 to cover at least one-half of the deficit on last year's accounts. If a cut is to be made in the budget of the Department it must be done soon or commitments will have been made which will make it impossible to reduce the budget for the present fiscal year. An early reply in regard to this matter will be appreciated.

We are enclosing herewith a copy of our order No. 193 placed by the Department of Biology. The original order has been sent direct to George S. Carter.

Very sincerely yours,

*Mary Cookingham*  
Mary Cookingham,  
Associate Treasurer.

MC:W

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JAN 9 - 1933  
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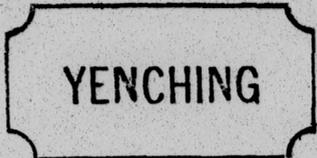
學大京燕  
YENCHING UNIVERSITY  
Peiping China

TRANSFER

Office of the Treasurer

December 9, 1952.  
No. 032-12-9-135.

ack 1-23-33 B18 #2



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

My dear Mr. Garside:

This is to acknowledge receipt of your letter dated November 1, 032-11-1-1 with which you enclosed a draft for I.C. \$4500.00 covering the second quarterly remittance on account of the Benine Funds appropriation for our Crop Improvement Station. Thank you for depositing \$892.50 in our gold account to cover certain gold expenditures of the Crop Improvement Station.

Dr. Galt has asked me to acknowledge receipt of your letter dated October 15, 032-10-15-1, which deals with the field surplus from grain on exchange. This matter has been discussed in various letters and we believe there are no further comments to add at this time.

Very sincerely yours,

*Mary Cookinham*  
Mary Cookinham,  
Associate Treasurer.

MC:W

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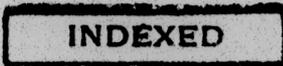
Office of the Treasurer

December 9, 1932.  
052-12-9-156.

ack 1-23-33 P. 2 #2



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



Dear Mr. Garside:

Mr. Beddow has asked us to request your office to put through the following entries:

Dr. 22b Land Improvement & General Plans	G\$200.00
Cr. 122b " " " " " "	G\$200.00

Being six months interest received from Dr. J. L. Stuart on G\$5000 at fixed rate of exchange of 4.30 (Marmon gift loaned to Lake Front Dormitory B. Construction A/C) for Campus Improvement Fund. The local currency equivalent is \$860.00.

Dr. 22b Land Improvement & General Plans	G\$8.89
Cr. 122b " " " " " "	G\$8.89

Being adjustment on Journal Entry No. 807 dated July 30, 1932 covering the difference between actual rate of exchange and fixed rate.

If you find these entries in order, we shall appreciate your sending us the journal vouchers.

Sincerely yours,

*Mary Cookingham*  
Mary Cookingham,  
Associate Treasurer.

MC:W

*See Journal # 859  
1/24/33*

0975

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JAN 9 - 1933  
OFFICE

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學大京燕  
YENCHING UNIVERSITY  
Peiping China

TRANSFER

Office of the Treasurer

December 9, 1932.  
No. 032-12-9-157.

ack. 1/9/33

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



My dear Mr. Garside:

*Paid 1/7/33*  
We wish to report to you the sale of our draft No. T1314 for U.S. \$1435.90 to the Chartered Bank of India, Australia and China, Peiping, at the rate of 4875 on account of Harvard-Yenching Institute as per your authorization No. 3228. The local currency equivalent is 7000.00.

*Paid 1/7/33*  
We wish also to report to you the sale of our draft No. T1315 for U.S. \$8000.00 to the Chartered Bank of India, Australia and China, Peiping, at the contract rate of 403.62 on account of University Current Account, No. 31. The local currency equivalent is 32289.60. Your authorization number is 3239.

Sincerely yours,

Mary Cookingham,  
Associate Treasurer.

W

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JAN 9 - 1933  
JOINT OFFICE

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YENCHING

TRANSFER

INDEXED

December 10, 1932.  
G 32-12-10-1

*ack 1/24/33*

Miss Mary Cookingham  
Yenching University  
Peiping, China

My dear Miss Cookingham:

Let me acknowledge receipt of your letters No.C32-11-5-119, and No.C32-11-5-120.

Letter C32-11-5-119. This deals with Dr. T. T. Lew's residence, House No.51. We note the information that the cost for the alterations on House No.51 amounted to L.C.\$977.77 or G. \$267.00. We are at this time putting through a journal voucher transferring this charge, and a corresponding amount of residence funds, to our completed Residence Account. This will show the total cost of Residence No. 51 as G.\$10,344.11.

Thus far we have not received Mrs. Blair's final remittance of G.\$500 on account of her appropriation, but I trust that this will soon be coming in. I am passing on the information you give to our Yenching Promotional Office, so that if they consider it desirable, they can follow up this pledge.

Letter C32-11-5-120. This acknowledges a number of letters, many of which require no further comment.

In connection with the August 31st financial statements, you raise two questions:-

1. The item of G. \$3.56 on account of delivery charges on Dr. Gee's trunks, does not belong permanently in Account 31. It was placed there before we had established any other procedure for handling Dr.Gee's expenses while in America, and through an oversight was not transferred elsewhere later. We will see that the item is credited back to Account 31 on our December 31st statements. Sorry the item was overlooked.
2. The 70¢ variation between the July and August totals for Account 31 was explained in Mr. Evans' letter of August 30th, in which he says:-

"G. E. Stechert & Company have sent us seventy cents in payment for invoices dated March 18th and April 11th at G. \$.35 each. This total of seventy cents has been credited to Account No. 31 as the remittance was in the form of postage stamps. Undoubtedly you will understand what these charges are for."

We should have sent you a copy of the journal voucher giving the

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Miss Mary Cookingham

-2-

December 10, 1932.

details of this entry. We enclose a copy herewith.

I trust this clears up matters dealt with in this letter.

Very cordially yours,

BAG:PW

Enc.

CC: Promotional Office  
Accounting Office

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YENCHING

TRANSFER

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Yenching University

December 12, 1932  
E32-12-12-1

Miss Mary Cookingham  
Yenching University  
Peiping, China

ack 1/24/33

My dear Miss Cookingham

Permit me to acknowledge your letter of November 6, No. 118. This deals principally with the appropriation for the Woman's College. I have spent no little time myself in endeavoring to locate the gold figure upon which we based our calculations as set forth in my letter October 3, No. 2. Rather than waste any more time upon a solution of the difficulty I am restudying the situation charging my previous letter up to a period of mental aberration.

I find the budget as approved by the Trustees on April 14 includes the following figures representing income for the Woman's College:-

Endowment Income	\$2,892.82	
Less Home Admin. & Promo.	<u>1,530.00</u>	\$1,362.82
Mission Boards Cash Grants		4,000.00
Wellesley College		4,000.00
Special Gifts		700.00
From Surplus		<u>1,906.39</u>
		\$11,969.21
Various Expenditures outside of Budget		\$1,081.75
Authorisations		1,500.00
Central Hanover Deposit		<u>1,000.00</u>
		\$ 3,581.75
Gold Appropriation		\$5,667.00
Drawn		<u>1,000.00</u>
		\$ 4,667.00
		<u>\$ 3,720.46</u>

In the above tabulation we have assumed that the \$1,000.00 recently deposited with the Central Hanover Bank and Trust Company is to be applied on the gold appropriation, which, you will see, reduces this amount to \$4,667.00. As a result there is a balance of \$3,720.46 available for authorization. We are giving the following authorisations leaving a balance of \$220.46 for adjustment during May:-

Authorisation #3301:- On or after January 1, 1933 you are authorized to draw \$1,000.00 to apply on the Woman's College Budget.

Authorisation #3302:- On or after February 1, 1933 you are authorized to draw \$1,000.00 to apply on the Woman's College Budget.

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Miss Mary Cockinghan

-2-

December 12, 1933

Authorisation #3303:- On or after March 1, 1933 you are authorized to draw \$500.00 to apply on the Woman's College Budget.

Authorisation #3304:- On or after April 1, 1933 you are authorized to draw \$500.00 to apply on the Woman's College Budget.

Authorisation #3305:- On or after May 1, 1933 you are authorized to draw \$500.00 to apply on the Woman's College Budget.

Will you not kindly let us know if this arrangement is satisfactory, as it will be quite possible for us to make changes in the authorizations to fit the need of the field.

We note that it is possible that you will need more gold than that set forth in the budget. In that case you will kindly adjust your drawings so as not exceed the total appropriation.

With sincerest regards and thanking you for writing I remain

Very truly yours

Assistant Treasurer

CAE:MS  
CC: Accounting Office

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YENCHING

TRANSFER

INDEXED

December 14, 1932.  
G 32-12-14-1

2018 1/24/33

Miss Mary Cockingham  
Yenching University  
Peiping, China

My dear Miss Cockingham:

Let me acknowledge receipt of your letters No. C32-11-11-122 and C32-11-11-123.

Letter C32-11-11-122. This acknowledges receipt of our cablegram of November 5th regarding the Journalism budget, and comments on several Journalism items. I believe that no further discussion on any of these points is necessary at this time.

Letter C32-11-11-123. The first question you raise in this letter is that of the repayment to the 1932-33 budget account of the G. \$1,000 advanced to Dr. Faucett for travel a year ago. In addition to the credit of \$310.85 made on our August statement, two additional credits have now been made, so that the total refund to the budget account to date is G.\$752.73 as follows:-

Refund from Steamship Company	-	G.\$310.85
" " Railroad Company	-	164.08
Credited on Dr. Faucett's Medical account (taken from Trustees' surplus 1931-32)		<u>257.80</u>
Total refunded		\$752.73
Still to be refunded by Dr. Faucett		<u>267.27</u>
		G\$1,000.00

We have had a number of consultations with Dr. Faucett on this matter, and he has promised to take care of this balance before the end of this fiscal year. We will see that the proper adjustment is made to clear this off the field budget account entirely before the fiscal year is closed next June.

Your letter also mentions that you are sending us fifty copies of the report of income and expenditures for 1931-32. As yet this material has not arrived. As soon as it comes to hand, we will be glad to distribute it as you suggest.

Very cordially yours,

BAG:PW

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學大京燕  
YENCHING UNIVERSITY  
Peiping China

TRANSFER

Office of the Treasurer

December 15, 1932.  
No. C32-12-15-138.

acc 1-23-33 #2

YENCHING

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

INDEXED

My dear Mr. Garside:

We have in our files a letter from Mr. Dwight Edwards to Dr. Galt dated May 24, 1930 which, in the paragraph quoted below, gives us authorization to buy furniture for Dr. and Mrs. Duncan.

"I understand that Dr. and Mrs. Duncan shall have a furnished house, according to the arrangements made with them. If it is not possible to provide a furnished residence, then the Princeton Committee authorizes an expenditure not to exceed Gold 300 on their furniture account, with the understanding that at the end of their stay this equipment reverts to the Princeton-Yenching Foundation. This letter comes as authorization for you to advance this money to Dr. and Mrs. Duncan in case it is needed and to collect from our Home Office."

The first year Dr. and Mrs. Duncan were at Yenching, they lived with President Stuart and no furniture was required for them. The second year they lived in Dr. and Mrs. Porter's house and used the Porter's furniture. No furnished house was available for the Duncans this year and it has been necessary to purchase some things for them.

When Mr. Free and Mr. Taylor were here L.C. \$900.00 was spent for Princeton-Yenching Foundation furniture as per your authorization P-3101 in your letter C31-2-2-2. Dr. and Mrs. Duncan are now using this furniture. Some additional furniture was required and bills for this have been presented which amount to a total of L.C. \$195.50.

At your convenience will you please give us authorization to draw L.C. \$195.50 to cover these purchases from Princeton-Yenching Foundation funds? It is our understanding that all of the furniture belongs to the Princeton-Yenching Foundation and will be available for Princeton representatives whenever required.

Sincerely yours,

*Mary Cookingham*  
Mary Cookingham,  
Associate Treasurer.

MC:W

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

Office of the Treasurer

December 15, 1932.  
No. C32-12-15-159.

*ack. 1/9*

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 C\$1000.00 in the account of Yenching  
Women's College and C\$5000.00 in the account of Yenching  
University at the Central Hanover Bank and Trust Co.?  
Thank you.

*Deposited  
1/9/32*

Very sincerely yours,

*OK case*

*Mary Cookingham*

Mary Cookingham,  
Associate Treasurer.

MC:W

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學大京燕  
YENCHING UNIVERSITY  
Peiping China

TRANSFER

Office of the Treasurer



December 15, 1932.  
No. 032-12-15-140.

*ack 1/9/33  
RC*

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

My dear Mr. Evans:

This will acknowledge receipt of four letters addressed to Dr. Galt and me.

October 24, 1932: With this letter you enclosed a copy of a letter to Mr. Ju-chi Ching in regard to the authorization of additional fellowship funds amounting to C\$170.00. We shall be glad to hear from you again as soon as you receive word from Mr. Ching.

E32-11-11-1: Thank you for the information you have sent us in connection with Princeton-Yenching Foundation appropriation for Sociology Department from the Sailer fund. We shall be glad to receive an authorization to draw this money as soon as the amount available has been determined.

E32-11-11-2: No comments.

E32-11-11-3: We received with this letter trial balances, cash statements, budget analyses and journal vouchers as of October 31, 1932 for Yenching University and Yenching Women's College.

Sincerely yours,

*Mary Cookingham*  
Mary Cookingham,  
Associate Treasurer.

MC:W

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YENCHING

TRANSFER

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Yenching University

December 15, 1932  
E32-12-15-1

Dr. Howard S. Galt  
Yenching University  
Peiping, China

10/24/33

My dear Doctor Galt

I am enclosing herewith copies of the circulation vote regarding the acceptance of the trust to be known as Educational Fund for Foreign Children. The first remittance amounted to \$689.81 and is being considered by the Investment Committee at the present time. Such other funds as may be received will be added from time to time and given the same consideration by the Investment Committee.

Very truly yours

Assistant Treasurer

CAE:MS  
Enc.  
CC: Dr. Stuart

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YENCHING

TRANSFER

INDEXED

Yenching University

December 15, 1932  
B32-12-15-2

Miss Mary Cookingham  
Yenching University  
Peiping, China

My dear Miss Cookingham

This will acknowledge your letter of September 24, No. 104, enclosing Construction Department balance sheets and an order which was properly taken care of.

I am also acknowledging your letter of October 21, No. 112, enclosing Balance Sheet as of September 30 as well as copies of several orders. One of these orders, No. 185, for the Wholesale Radio Service Company must be cared for from our office as they refuse to make shipment abroad unless paid for in advance. As time does not permit us to communicate with the field in this respect, we are assuming the responsibility for the shipment and will charge to your account.

Your letter of November 11, No. 125, enclosed several checks which were mailed as requested.

Letter No. 124 dated November 11 included several orders and Construction Department Balance Sheet of October 31. All of these balance sheets have been reconciled with our books, and I am writing two or three questions which I trust you will find convenient to answer at an early date.

The gold credit of \$844.08 in L.F.25 represents the equivalent of L.C.\$1,942.08. This Local Currency figure has been the same for a long period, but some time back the gold amount was changed. Can you give us the reason for this change?

Mr. Garside has written to you regarding the residence accounts and more particularly the balance in the Nash Residence, and no further comment is required other than that your balance reconciles with that as set forth in the audit account received from the field. Transfers have not been made on our books.

Under Campus Improvement 93A the balance on our books of September 30 amounted to \$14,255.58.

Under 112, Appropriation for Heating Pipe Insulation, there is an additional credit of \$2,975.69. Undoubtedly this will be reported to us at a later date.

Very sincerely yours

CAR:MR

Assistant Treasurer

0990

YENCHING

TRANSFER

INDEXED

December 19, 1932.

G 52-12-19-1

ack 1/24/33

Miss Mary Cookingham  
Yenching University  
Peiping, China

My dear Miss Cookingham:

I am enclosing herewith a copy of the letter I am sending today to Dean Chase. This letter is written in reply to a telegram from Dean Chase this morning reading as follows:-

"SICKMAN CABLED MONEY MISSING STOP PLEASE LET ME KNOW IF HIS SCHOLARSHIP FUNDS HAVE NOT BEEN FORWARDED"

This is quite mysterious because on October 21st you wrote (No. 032-10-21-111) that you have paid Mr. Bodde and Mr. Sickman their fellowship funds for the second quarter. In this same letter you ask us to deposit the G. \$750 to your account in the Central Hanover Bank and Trust Company. There was some delay in sending this money from the Harvard Bursar, but it finally reached us on November 26th, and was deposited on the same date. The receipt of this \$750 is shown on the November 30th financial statement, and appeared also on your monthly statements from the Central Hanover Bank and Trust Company. Though, as a matter of fact, you have probably not received these statements as yet. I note that we did not send you a special letter acknowledging receipt of your letter of October 21st, and stating that this deposit was being made, as we probably should have done.

This seems to be another case where one of the people in Yenching receiving funds from the Harvard-Yenching Institute has messed things up a bit by sending a cablegram to Cambridge, when they should have consulted with your office instead. Even if some slip-up had occurred, either in your office or ours on the one hand, or in Cambridge on the other, it would have been far simpler to handle this matter through our regular Yenching channels, rather than through having hasty cablegrams sent direct to Cambridge. I know that the Field Treasurer's Office is struggling to keep people from doing things of this sort. It may strengthen your hands a bit to have definite information to pass along as to just how badly relationships are upset here by having cables and letters of this kind going to Cambridge. Will you please let me know just what caused Mr. Sickman's cable?

There are two other items in your letter of October 21st to which a definite acknowledgment should have been sent:-

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Miss Mary Cookingham

-2-

December 19, 1952.

1. The deposit of G. \$5,000 was placed in the Central Hanover Bank and Trust Company on November 22nd, as requested.
2. You mention that you "have not yet heard from Mr. Robert K. Reischauer and have paid no money to him." I am not sure where Mr. Reischauer is, or through what channels he is receiving the fellowship appropriated to him this year, so I am asking for information from Miss Bayley, the Secretary of the Institute Trustees.

Very cordially yours,

BAG:PW  
Enc.

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YENCHING

TRANSFER

INDEXED

Yenching University

December 19, 1932

G 32-12-19-~~2~~

Miss Mary Cookingham  
Yenching University  
Peiping, China

My dear Miss Cookingham:

The fifty copies of the "Yenching University Income and Expenditure Account, 1931-32" has now been received. I have gone over it with quite a bit of interest. We are distributing it to our Yenching Trustees, and I am sure they will be glad to have this concrete summary of Yenching finances.

One or two points occur to me as I go over this material:-

1. While I can see that from the field standpoint there would probably be no necessity of setting forth in detail the item "Remittances through Board of Trustees and Other Sources Abroad" near the bottom of page 4, for American consumption it would, of course, be quite valuable to have this item set forth in somewhat fuller detail, so as to show at least four items:-

1. Mission contribution in cash
2. Mission contribution in personnel
3. Endowment income
4. Special income

Also, I am very curious to know what is included under the very large item of "Sundry Income". The amount shown here is LC\$210,000. or about 28% of the entire local currency budget. Anyone studying the source of Yenching's income would immediately ask whence this substantial part of the University's funds is secured.

2. In making a comparison between the Harvard-Yenching Institute accounts on page 5 with the audited statements of Thompson and Company for the year ending June 30, 1932, I find one or two differences which seem to deserve a little study. The most important of these is the item of bank interest, 1930-31. This is shown on your printed statement as LC\$304.89. As I have gone back over the 1930-31 accounts, I cannot find where this \$304.89 was ever reported by the field, and dealt with by the Trustees

0993

Miss Mary Cookingham

-2-

December 19, 1932

of the Institute as they have done with bank interest for other years. You will remember that for 1929-30, we had an item of G\$66.08 or LC\$165.14, which caused quite a bit of trouble but was finally closed out in the fiscal year 1931-32. This item is a part of the figure of LC\$361.85 shown on the 1931-32 account. But nowhere can I find any record of the \$304.89 for 1930-31. Possibly this was combined with some other item in preparing the reports for last year. We must, however, be quite certain that the item was properly accounted for.

The total shown in the printed statement of the <sup>Institute</sup> Interest-accounts is LC\$259,527.17. In Thompson & Company's audited report, this total is given as LC\$257,730.17, a difference of LC\$1,797.00. This is somewhere in the figure "Remittances from New York LC\$200,956.35", for which the corresponding figure in your Auditor's report is LC\$199,159.35.

I will not send copies of the report to the Harvard-Yenching Institute Trustees at present, for I would like to have explanations to give them of these differences before any points are raised.

On the whole, this printed report is a very useful document, and we are glad to have it available for use here in the West.

Very cordially yours,

BAG:RC

0994

YENCHING

TRANSFER

INDEXED

December 20, 1932.

G 32-12-20-1

ack 1/30/33

Dr. Howard S. Galt ✓  
Miss Mary Cookingham  
Yenching University  
Peiping, China

My dear Dr. Galt and Miss Cookingham:

Let me acknowledge receipt of your letter of November 24th. This deals with various matters related to the 1932-33 budget, particularly income for Natural Science.

I believe that in general the conclusions at which you arrived in this summary, are in accordance with our understanding here in New York. There are, however, a few points on which we should comment.

To begin with, we must distinguish between the tentative forecast as to income available for 1932-33 which was adopted by the Finance Committee on December 30, 1931, and the official action by the Board of Trustees on April 14, 1932 (Action T-3040). It is the Trustees' action of April 14th that is the basis from which we must always work. The action of December 30, 1931 (F-3016) was nothing more than a preliminary attempt to forecast roughly the amount that would be available for 1932-33, so that the field might have a reasonably sound basis on which to prepare your budget estimates. We tried to make this plain both in the action itself, and in the covering letter which Mr. Evans wrote on January 4, 1932. In a number of places on pages 2 and 3 of his letter of January 4th, Mr. Evans indicates clearly that these estimates of the Finance Committee are of a tentative nature, and are subject to modification by the Trustees in April.

I am attaching hereto a tabulation showing the amounts shown as available in this forecast by the Finance Committee on December 30, 1931, compared with the action of the Trustees (T-3040), and as compared with the figures as they now stand after a few subsequent modifications have been made. You will note that in every case the figures eventually adopted by the Trustees were larger than the amounts forecast by the Finance Committee on December 30th, with the single exception of the funds coming from the Harvard-Yenching Institute Restricted Account for the support of the College of Arts and Letters. While it is quite true that Action T-3016 gives G. \$150,000 as the amount estimated as available from all sources of income handled by the Board of Trustees, the action goes on to state that this is conditional upon our continuing to receive G. \$12,500 from the Rockefeller Foundation on account of their first appropriation to Natural Science. Mr. Evans' letter emphasizes the fact that this \$12,500 is contingent, and that "if this is not secured, the total fund will be decreased by

0995

Dr. Howard S. Galt  
Miss Mary Cookingham

-2-

December 20, 1932.

just that much". As you know, within a very short time after this action was taken, the Rockefeller Foundation declined to continue its appropriation of \$12,500, and therefore, this amount never entered into our later budget estimates.

The field was informed of this refusal by the Foundation as promptly as possible, so I do not think it could rightly be said that the Trustees ever held out any false hopes, or gave any assurance that this \$12,500 would be forthcoming. Even after the Rockefeller Foundation agreed that as of June 30, 1932 we had met the conditions of their first gift, and that therefore, they would pay over the principal of that gift as we reported collections, it was clearly understood here that we could not count on any very large additional income during this fiscal year, both because of the difficulty of investing funds wisely at the present time, and also because of the decreased income from endowment funds already invested. I know that Mr. McBrier discussed this matter frequently with Dr. Stuart while he was here, and after Dr. Stuart's return to the field wrote him more than once urging the grave necessity of keeping expenditures within the amounts authorized by the Board of Trustees, and avoiding the temptations to increase the expenditures in the hope of greater income.

Vote T-3040(b) does not refer to the sum of G. \$1,601.58 which you arrive at by comparing the preliminary figures given in Mr. Evans' letter of January 4th with the actual figures adopted by the Trustees of April 14th. The meaning of this action is apparent when we go back to the Minutes of the meeting of the Budget Committee held on April 7th. I believe we supplied the field with a copy of these Minutes - we should have certainly done so.

You will note that Action B-3022, which is referred to in the preamble of Action T-3040 is really the original from which T-3040 is copied, with only one or two minor modifications, which were made necessary by information reaching us after April 7th, and before the Annual Meeting on April 14th. Action B-3022(b) and also T-3040(b) refers to the balance of undesignated general income which appears in the analysis of the Yenching Budget for 1932-33, prepared by our New York Office on the basis of budget estimates received from the field. In order to be sure that you have this material available, I am enclosing herewith another copy of the Minutes of the April 7th meeting of the Budget Committee with this analysis attached. Making the corrections in this analysis as was done in the light of the information that reached us before April 14th, we find that the balance of General University income, after taking care of the cost of general administration and operation, and the deficits of the Graduate Division, and the College of Arts and Letters, amounted to L. C. \$18,442.95, or G. \$5,269.58. This is indicated as follows:-

	<u>Balance</u>		<u>Deficit</u>	
	<u>L.C.\$</u>	<u>Gold \$</u>	<u>L.C.\$</u>	<u>Gold \$</u>
I. General University Income after meeting expenses of Administration and Operation	48,266.65	15,790.47		
II. Graduate Division			1,000.00	285.71
III. Undergraduate Colleges				
1. Arts and Letters (revised income G. \$18,421.08)			28,825.72	8,255.38
Balance to apply to Natural Science deficit of G. \$14,042.26, L.C. \$49,147.92)			18,442.95	5,269.58
	48,266.65	15,790.47	48,266.65	18,790.47

0996

Dr. Howard S. Galt  
Miss Mary Cookingham

-3-

December 20, 1932.

On the basis of the above figures, it is apparent that the College of Natural Science would have available for the 1932-33 budget G.\$34,502.26 as follows:-

Designated Income through Trustees	G.\$25,487.88
Surplus on Field from 1931-32	3,745.00
Balance of General University Income	<u>5,269.38</u>
	G.\$34,502.26

Inasmuch as the 1931-32 income for Natural Science was G. \$37,500, and they closed that year with a surplus of G. \$3,745.00, obviously their expenditures for 1931-32 were around G. \$33,755. The income thus made available for 1932-33 seems to have been slightly above that for the preceding year.

The only change in the above figures is the one made by the shift of G. \$6,912.12 of endowment income from undesignated income to income on Natural Science, as explained in my letter of September 26, 1932. This shift gave Natural Science a clear title to the G. \$5,269.38 of undesignated income which the Trustees suggested be allocated to Natural Science, together with an additional G. \$1,642.74 which Natural Science could presumably claim if they so desire.

The budget analysis given on the middle of page 3 of your letter totalling G. \$124,408.02 is in accord with the above discussion, except that G. \$6,912.12 should be added to the item for Natural Sciences and deducted from General University Funds. With this correction, this summary is in accordance with the first page of our monthly budget analysis as sent out with our financial statements.

Apparently the only serious difference between your estimates on the field and ours here in New York, is that the field seems to have ignored the fact that G. \$12,500 of the estimated income reported to you on January 4, 1932 was clearly labelled as contingent, and never actually materialized. While we recognize that the field quite properly included this G. \$12,500 in the preliminary budget estimates you made last winter, I do not believe that any of the correspondence which went to you after the Rockefeller Foundation refused on March 28, 1932 to continue this appropriation of G. \$12,500 could properly be construed as a basis for continuing this item in your 1932-33 budget. In all of our correspondence we try to keep the field fully informed of income we hope to secure as well as income that is assured. But we try always to make it quite clear when some item is merely hoped for. Budgets can be built only on income that is assured. The best we can do with unassured possibilities of income, is to prepare some list of supplementary items that may be included if and when, but only if and when, such hoped for income becomes real.

Within the next fortnight we will have a meeting of the Finance Committee to prepare tentative estimates as to figures on which the field can build its 1933-34 budget.

Very cordially yours,

BAG:PW  
Enc. 2

0997

<u>ITEM</u>	<u>Tentative Forecast Dec. 30, 1931</u>	<u>Official Action of Trustees (T-3040) April 14, 1932</u>	<u>Figures after all modifications to Dec. 20, 1932</u>	<u>Remarks</u>
1. From Mission Boards	7,500.00	8,717.37	8,717.37	
2. From General Endowment, Less Home Adm. and Promotion, 18,900.00	31,100.00	35,063.10	28,150.98	) See preamble to Action BPF- 3111 and action itself
3. Natural Science, Assured Contingent	25,000.00 12,500.00	25,487.88	32,400.00	
4. Social Sciences	30,000.00	30,000.00	27,900.00	Reduction of \$3,000.00 in P.Y.F. apprn.
5. School of Religion	8,000.00	9,718.61	9,718.61	
6. College of Arts and Letters	22,000.00	18,421.06	18,421.06	
7. Department of Journalism	6,500.00	(not included)	10,635.71	Includes L.C. \$ 17,660 and G. \$5,650.
8. College for Women, Less Home Adm. and Promotion, \$1,530.	7,400.00	11,969.21	11,969.21	
Totals Assured	\$157,500.00	\$139,577.25	\$147,072.94	
Contingent	\$ 12,500.00			

學大京燕  
YENCHING UNIVERSITY  
Peiping China

" TRANSFER

Office of the Treasurer

December 23, 1932.  
No. C32-12-23-141.

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

YENCHING

ack. 1/16/33

INDEXED

My dear Mr. Evans:

We wish to acknowledge receipt of your letter E32-11-12-1 with which you enclosed Dr. Duncan's salary check for December.

A few days ago Dr. Duncan inquired about the amount available for his return travel next June. He wishes to make reservations in the near future and will probably have to pay ten percent down on the tickets. Dr. Duncan wrote to Mr. Wannamaker in September and has written again recently (this time to Mr. Gee, I believe) in regard to his travel allowance but has not yet had any reply. We suppose the Princeton-Yenching Foundation is entirely responsible for his travel. Besides fares for himself and Mrs. Duncan some allowance should be made for the baby. We shall be glad to pass on to Dr. Duncan any information you wish to send through this office.

Mr. Tsai Liu Sheng does not understand why there is a charge of \$1.10 for payment to Morris W. Ehnes covering charges on two boxes. This item appears on your September 1932 Cash Statement. Will you please give us more details about this charge?

We are enclosing a copy of our Construction Department Balance Sheet as of November 30, 1932.

Here is also a copy of Order No. 195, the original of which has been sent direct to Central Scientific Co.

Sincerely yours,

*Mary Cookingham*  
Mary Cookingham,  
Associate Treasurer.

MC:W

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學大京燕  
YENCHING UNIVERSITY  
Peiping China

TRANSFER

Office of the Treasurer

December 23, 1932.  
No. C32-12-23-142.

ack. 1-27-33 BOS

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

YENCHING

My dear Mr. Garside:

INDEXED

Mr. Beddow has asked us to request you to  
put the following journal entries through your books:

Dr. 22a1 Land General	G\$4848.22	L\$21400.00
Cr. 122a1 Land Funds	G\$4848.22	L\$21400.00

Being cost of land known as the Wei Hsiu  
Yuan at average rate of exchange 44140

Dr. 26j Practice School	G\$4775.24	L\$21077.91
Cr. 126j Model School Practice House	G\$4775.24	L\$21077.91

Being transfer of expenditures on Practice  
School at average rate of exchange 44140.

If you find these entries in order will you  
please send us the journal vouchers?

Sincerely yours,

*Mary Cookingham*  
Mary Cookingham,  
Associate Treasurer.

MC:W

*See Journal Voucher # 862*

1/31/33

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UNIVERSITIES  
JAN 16 1933  
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