H5.26:6

6 of 7

1945 - 4th Quarter

67/14
C

MEMORANDUM TO: Claude H. Pratt

SUBJECT: FOURTH-QUARTER BUDGET ESTIMATES - 1945 FISCAL YEAR

Fourth-Quarter Budget Estimates for the 1945 Fiscal Year are to be prepared by divisions and sections and submitted to the Finance and Personnel Sections not later than Thursday, February 22, 1945. Sections are to submit their Estimates to their respective Assistant Director who will review and forward them to the Finance and Personnel Sections.

The Estimate should be prepared in an original and one copy on forms similar to the copies of the Third-Quarter Budget that were returned to each division.

No estimated amount allowable for the divisions and sections is being made this quarter since it is anticipated that request for materials and supplies will be negligible in view of our reduction of warehouse stocks towards prospective liquidation of the Center.

For purposes of preparation of this Budget, it is believed that an average population of 4950 may be used. Where applicable, your Estimate should consist of following classifications:

01.4	Personal Services, Temporary
02.1	Travel, Administrative
05	Rent & Utilities
07.2	Other Contractual Services
08	Supplies & Materials
09	Equipment
11.4	Project Travel, Evacuee

01.4 - Personal Services - Temporary. The positions under this account are to be listed on Forms 304, Rev. and a narrative justification included on a separate sheet.

02.1 - Travel - Administrative. Request must indicate the title of the traveler, the number of days to be in travel status, and the rate per day, together with a narrative justification of the travel.

05 - Rents and Utilities. Request must cover all miscellaneous rentals for the quarter.

07.2 - Other Contractual Services includes all contractual services not otherwise classified.

08 - Supplies and Materials must be itemized and also show amount on hand. This also must be accompanied by a narrative justification. The narrative statement should be adequate to justify both the itemization and the quantities of each item, each Division or Section to follow in general the outline used in the Third-Quarter Budget Estimate.

09.2 - Equipment must be listed item by item with the estimated cost of each to arrive at the total requested. An overall justification should be made for the equipment as well as specific justifications for unusual items of equipment.

11.4 - Project Travel - Evacuee. Include in this account estimated work travel expense of evacuees, together with a justification. (See page 206 of 1945 Budget Estimate.)

The Personnel Section has been charged with the responsibility of obtaining from Division Chiefs and Section Heads their requirements for personal services, both Appointive and Evacuee for the Fourth-Quarter Budget.

We are submitting to each Section, in duplicate, Form WRA-304, Rev. with proper job numbers and titles as approved by Washington for the positions in each section. We are also submitting the evacuee employment lists as approved by Washington for the Third-Quarter for comparative purposes. Employment is based on a quota of 1900 for the Fourth-Quarter. Each Division has been advised of the total allowable personnel for that Division which can be allocated to the various Sections within the Division. The total evacuee personnel requested by each Division and Section may not exceed the total of "Essential" and "Desirable" positions allocated to it by the Man Power Commission.

Washington gave permission to continue present incumbents in secretarial and teaching positions at $19.00, providing the incumbent teacher has held the position since September 30th, 1943 and the secretarial workers since January 1st, 1944. These individuals will be classed as a clerk-stenographers in the 901 group with a footnote to explain the discrepancy.

It is again urged that requests for supplies and materials, as well as in all other classifications, be held to the barest minimum consistent with efficient operation. Requests for materials and supplies will be closely scrutinized and checked against warehouse stocks and those items deleted which appear to be excessive.

Any further questions as to the preparation or submission of these Budgets should be directed to the Finance and Personnel Sections.

Gilbert L. Niesse

Gilbert L. Niesse
Assistant Project Director
Adm. Management Division

F-137

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 23, 1945

MEMORANDUM TO: Mr. Raymond P. Sanford
Chief of Community Management

FROM: Claud H. Pratt
Counselor

Attached is the Fourth-Quarter Budget Estimate for 1945 for the Welfare Section.

Claud H. Pratt
Counselor

WELFARE SECTION

Summary of Estimates by Objective Class
Fourth-Quarter Budget - 1945

01.1	Personal Services (Indefinite Appointed)	$ 8, 076
01.3	Personal Services (Evacuees)	1, 395
02.2	Travel - Evacuee	~~750~~ $1500.
07.2	Other Contractual Services	20
11.1	Public Assistance Grants	8, 250
11.2	Clothing Grants	43, 200
11.4	Project Travel and Transfer Grants	450
	Total	$62, 141

WELFARE SECTION

01.1 Personal Services (Indefinite Appointed). $8,076

It is requested that during the next quarter that the Welfare Section fill as many as possible of the ten positions now approved by the Washington Office. This would include Counselor, two Assistant Counselors, five Junior Counselors, one Counseling Aide and one Stenographer.

Since the Welfare Section is given the responsibility for the relocation of dependent and handicapped persons in the Center, a considerable amount of work will be involved and it is necessary to keep these positions filled throughout the next quarter.

WELFARE SECTION

01.3 Personal Services (Evacuees) $1,395

We are requesting that 27 evacuee persons be approved for the fourth quarter. This represents the number that has previously been approved for the Section.

It is necessary with the extra burden of work which has been placed upon Welfare in connection with the responsibility for the relocation of dependent and handicapped persons, that this number of persons be maintained in the Section.

This will include eleven in the $19 positions and 16 in the $16 positions.

WELFARE SECTION

02.1 Travel - Administrative $80.00

We request that $80.00 be budgeted for travel for the Head Counselor and Assistant Counselor to Salt Lake City and other points within this state to transact any necessary project business with State and County Public Welfare Agencies or with private social work agencies. This will allow for ten days travel at $8.00 per day.

10 x 8 - $80

WELFARE SECTION

$ 1500.

02.2 Travel - Evacuees . . . . . $ 750

It is estimated that approximately thirty persons will be transferred from this center during the next three months period. This may include persons who will be segregated to Tule Lake Center.

It is estimated that the average cost to transfer each individual will be ~~$25~~ 50. or a total for the quarter of ~~$750.00~~ $1500.

Incl in Comm. Mgmt

07.2 Other Contractual Services . . . . . $ 20

It may be necessary to rebuild and repair typewriter equipment during the next three months which will amount to approximately $20.

40

4

120

135
12
270
270
1620
1660

12.60

WELFARE SECTION

11. Public Assistance Grants . . . . . .$8,250.

During the past three months, including November and December, 1944, and January, 1945, the number of cases receiving public assistance has varied from 229 to 220 per month or an average of 224 per month. It is not expected that there will be much reduction in the number of public assistance cases during the next three months, even though the center's population may decline sharply. This is due to the fact that few of the public assistance recipients will be apt to leave the center during the next three months period, and as relocation is accelerated many families will be left in the center temporarily in need of public assistance.

Our public assistance grants have averaged $12.50 per case during the past year. If we assume that the average number of public assistance cases during the next three months to be approximately that of the January case load of 220, with an average grant of $12.50 per month, our estimated expenditures for this program will be about $2750.00 per month or $8,250.00 for the fourth quarter.

WELFARE SECTION

43150 ✓

11.2 Clothing Grants . . . . . ~~$43,200.~~

Each evacuee who is employed here is receiving wages or illness compensation and in addition to his wages or compensation, is entitled to a clothing allowance for himself and dependents. During the past twelve months period, clothing allowances have been paid to an average of 5490 persons per month or to approximately 82.5 percent of the center population. For January, 1945, 4988 persons received clothing allowances which represented 83 percent of the total center population of 6015.

It is estimated that during the next three months approximately 83 per cent of the center population will receive clothing allowances. If we consider 83 percent of 4950, the total estimated center population during the next three months, approximately 4108 persons will receive clothing allowances. If we use as an average for the monthly grant to each person the sum of $3.50 which is the average during the past twelve months, our monthly expenditure for clothing allowances will be $14,378~~.50~~ or a total for the three months period of ~~$43,139.25~~ or in round figures, ~~$43,200.00~~

43134. 43150.

WELFARE SECTION

11.4 Project Travel and Transfer Grants . . . . . .$ 450.

In connection with the transfer of evacuees to Tule Lake Center, it is necessary to provide an escort for such travel. Per diem for such escort, meals and lodging, are payable from this account. Also per diem for meals and lodgings and expenses for evacuees transferred to other centers is payable from this account. It is estimated that approximately 30 persons at an average cost per individual of $15 or a total of $450 will be transferred during the next quarter.

10 persons @ $5.00 x 3 mo -- $150.

160
3
480.00

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

File
Mr. Pratt

April 13, 1945

No. 476

MEMORANDUM TO: All Section Heads
Community Management Division

FROM: Raymond P. Sanford, Chief
Community Management Division

SUBJECT: Allocated Positions for 4th
Quarter - 1945 Fiscal Year

For your information, attached you will find list of positions allocated for your Section for the 4th Quarter- 1945 Fiscal Year.

Raymond P. Sanford

Raymond P. Sanford

h
Attach.

COMMUNITY MANAGEMENT DIVISION

Welfare Section

Position Title	Grade	Salary	Number of Approved Positions
Counselor	P-4	3800.	1
Assistant Counselor	P-3	3200.	2
Junior Counselor	P-2	2600.	4
Counseling Aide	SP-6	2000.	2
Clerk Stenographer	CAF-4	1800.	1
Clerk Typist	CAF-3	1620.	1

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

File
Mr. Pratt

April 16, 1945

No. 479

MEMORANDUM TO: All Section Heads
Community Management Division

FROM: Raymond P. Sanford, Chief
Community Management Division

SUBJECT: Resident Personnel Allocations
4th Quarter-1945 Fiscal Year

Attached you will find a statement of the evacuee personnel allotted to your section for the above period.

This for your information.

Original Signed by
R. P. SANFORD

Raymond P. Sanford, Chief
Community Management Div.

h

War Relocation Authority

Evacuee Personal Services Estimates

Central Utah Relocation Center
Topaz, Utah
(Location)

4th 1945
(Quarter)

WELFARE SECTION

Code Number	Title of Position	Rate	Date Allocated	Previously Approved	Requested	Changes Recommended
2-d-900	Clerk Typist	$16	1-1-44	5	5 —	13
2-d-901	Clerk Stenographer	16	1-1-44	4	4 —	
2-d-902	Clerk	16	1-1-44	4	4 —	
2-d-501	Senior Counseling Aide	19	7-1-44	8	8	
2-d-502	Counseling Aide	16	7-1-44	0	0	
2-d-506	Housing Supervisor	19	7-1-43	1	1	
2-d-509	Senior Clothing Clerk	19	7-1-43	1	1	
2-d-514	Housekeeping Aide	16	1-1-44	3	3	
$ 1338 (Allotment Requested)				26 Total	26 Total	26 Total

REMARKS:

22 1/2

C-1547-p29-nobu

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Mr. Pratt

Betty file

April 13, 1945

No. 478

MEMORANDUM TO: Section Heads
Community Management Division

FROM: Raymond P. Sanford, Chief
Community Management Division

SUBJECT: Allotment of Funds for
4th Quarter - 1945 Fiscal Year

For your information, you will find attached copy of the above subject matter, dated March 27, 1945.

Original Signed by
R. P. SANFORD

Raymond P. Sanford, Chief
Community Management Div.

h

Attach.

HAS YOUR SECTION GONE OVER THE TOP IN THE SEVENTH WAR FUND DRIVE ?

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

WASHINGTON

C
O
P
Y

March 27, 1945

AIR MAIL

Mr. Luther T. Hoffman
Project Director
Central Utah Relocation Center
Topaz, Utah

Dear Mr. Hoffman:

We are transmitting herewith Advices of Allotment of funds for the operation of your center for the Fourth Quarter - Fiscal Year 1945, which total $665.073. This is a net increase of $7,565 over the amount requested and, summarized by objective classification is as follows:

OC	Requested	Allotted	Difference
01.1	$124,825	$127,488	$ + 2,663
01.3	100,368	92,950	- 7,418
02.1	1,594	1,432	- 162
02.2	55,800	67,500	+ 11,700
03	52,275	52,275	-0-
04	3,315	3,315	-0-
05	17,275	17,275	-0-
07	6,074	6,074	-0-
08	203,834	196,661	- 7,173
09.2	818	133	- 685
11.1	10,410	9,750	- 660
11.2	43,150	43,150	-0-
11.3	37,200	46,500	+ 9,300
11.4	570	570	-0-
Totals	$657,508	$665,073	$ + 7,565

Details of the corrections made in your estimate follow:

01.1 - Personal Services - Indefinite Appointed

Increased from $124,825 to $127,488 or $2,663 in accordance with your Personal Service Estimate sheets which have been corrected and returned to you by our Personnel Section.

01.3 - Personal Services - Evacuee

Decreased from $100,368 to $92,950 representing 1859 positions, at an average of $50 for the quarter in accordance with details which have been forwarded to you by ourPersonnel Section.

02.1 - Travel - Administrative

Operations - Reduced from $304 to $192 or $112 as follows:

Ass't. Project Director	1 day	$ 8
Sr. Engineer	3 days	24
Ass't. Construction Supt.	4 days	32
Farm Supt.	6 days	48
		$112

Community Management - Reduced from $432 to $382 or $50 in Education Section as travel for recruiting purposes will not be necessary.

02.2 - Travel - Evacuee

Project Management - Increased from $54,000 to $67,500 or $13,500 to provide travel funds for an additional 300 or a total of 1500 residents it is anticipated you will relocate in this quarter.

Community Management - Request for $1,800 is not approved as apparently these funds are not required. We have alloted a total of $1,100 for the current fiscal year, none of which has been used as at February 28.

07 - Other Contractual Services

Project Management - The amount requested has been allotted to Administrative Management Division as their Supply Section should handle all repair services.

Administrative Management - Increased from $200 to $455 or $255 covering $200 requested for Project Management and $55 for Community Management. We are allotting the total requested but in the future please comply with Manual procedure as to details.

Community Management - Reduced from $4,109 to $4,054 or $55 for repair services which has been allotted to Administrative Management Division as their Supply Section should handle all such services.

08 -Supplies and Materials

Project Management - We are allotting the amount requested but in the future please comply with Manual procedure as to details.

Engineering - Reduced from $18,717 to $14,982 or $3,735 in accordance with details in statement attached.

Agriculture - Reduced from $6,990 to $6,290 or $700 in accordance with details in statement attached.

Motor Transport and Maintenance - Reduced from $9,150 to $8,907 or $243 in accordance with details in statement attached.

Education - Request of $195 for purchase of the items listed not approved as there is a possibility that many of them may be available for transfer from other centers. The item of $25 for textbooks should have been detailed.

Health - Reduced from $2,800 to $500 to cover emergency purchases only, in accordance with teletype message from Mr. M. E. Pitts to you on March 21.

09.2 - Equipment - All Other

Education - The request for $685 for the purchase of equipment as detailed is not approved as there is a possibility that the items may be available for transfer from centers which have discontinued the auto mechanics courses.

11.1 - Public Assistance Grants

Project Management - Reduced from $2,160 to $1,500 or $660 as your estimate is the same as it was for the third quarter and your expenditures have been approximately $500 per month.

11.3 - Relocation Grants

Project Management - Increased from $37,200 to $46,500 or $9,300 to provide for an additional 300 or a total of 1500 residents it is anticipated you will relocate in this quarter.

Very truly yours,

/s/

J. W. Clear
Finance & Supply Officer

Attachment

FOURTH QUARTER BUDGET - CENTRAL UTAH

Prepared by
Engineering Section, Washington Office

March 24, 1945

The following is a brief summary of the fourth quarter budget and recommend that funds be allotted as follows:

1. 32-45 MISCELLANEOUS CONSTRUCTION

Approval withheld pending receipt of plans, justification and WPB-617 application. No funds should be allotted.

2. 37-45 CRATING EVACUEE AND GOVERNMENT PROPERTY

This project should be set up under a new project number and not under 18-45 for Maintenance. New number to be 37-45. Total estimated cost $5100.00 of which $2600.00 is for materials all of which are on hand. Evacuee labor $2500.00. Funds to be allotted in the amount of $2500.00 for objective class 01.3.

3. 19-45 UTILITY OPERATIONS

Total estimated cost $1013.00; materials cost $463.00 of which $100.00 is on hand, and transferred from other centers. Evacuee labor $550.00. Funds should be allotted $163.00 for 08 and $550.00 for objective class 01.3.

4. 18-45 MAINTENANCE

Total estimated cost $10,000.00; 01.3 $2,000.00 08 total $8,000.00 of which $5,000.00 is on hand. Estimate shown in breakdown for maintenance supplies indicates that $507.00 are needed for 08 and 01.3 $2,000.00. 08 constitutes electric and plumbing supplies, balance transferred from other centers. Funds for work clothes should be requested as a special allotment, stating nature of these clothes and where used. Allot funds in the amount of $2000.00 for 01.3 and $507.00 for 08.

5. 20-45 JANITORIAL

Total estimated cost $12,354.00; 01.3 $6,000.00 08 $6,354.00 of which $5,850.00 is on hand. Allot funds in the amount of $5728.00 for 01.3 of which $228.00 is for repair of furniture and maintenance, and $512.00 for 08.

FUEL

This item includes lump coal, slack coal, kindling wood and fuel oil. Total estimated cost $17,080.00 of which $3,330.00 is on hand. Allot funds for $13,750.00.

SUMMARY

		01.3	08
32-45	Miscellaneous Construction	--	--
37-45	Crating Govt. and Evacuee Property	2500.00	
19-45	Utility Operations	550.00	163.00
18-45	Maintenance	2000.00	507.00
20-45	Janitorial	5728.00	512.00
	Evacuee Labor Engineering Section Overhead	669.00	
	Fuel		13750.00
	Total	$11447.00	14932.00

TOTALS BY OBJECTIVE CLASS

01.3	Evacuee Labor	$11447.00
02.2	Travel	64.00
08	Miscellaneous Engineering Supplies	50.00
08	Fuel	13750.00
08	Utility Operations	163.00
08	Maintenance	507.00
08	Janitorial	512.00
	Total Allotment Engineering	$26,493.00

REPORT ON FOURTH QUARTER BUDGET 1945 - CENTRAL UTAH

Agriculture

08 Materials and Supplies

Amount requested	$6,990
Amount approved	6,290
Amount not approved	700

The amount not approved was for the purchase of 35 Tons of hay. Surplus alfalfa hay is available at Minidoka. We have requested that Central Utah inform us as to the minimum amount of hay which they will need to complete their feeding operations. We will then arrange for transfer of this hay from Minidoka to Central Utah.

Budget Estimate Revision
Central Utah Relocation Center
Delta, Utah

Motor Transport and Maintenance Section

4th Quarter Fiscal Year 1945

02.1 Travel, Administrative, approved

07 Regrinding crankshafts approved

08 Supplies and Materials reduced $243

Gasoline reduced $243.00. Reason: Proper precision adjustment and tuning of motors of your fleet should make possible an average of 9 miles per gallon of gasoline. Based on the mileage used the previous quarter and the reduction in use of heavy equipment, this amount is deemed adequate, since it should provide a maximum of 75,000 miles per month for cars and trucks and extra gas for the few tractors.

L. E. Fiero

ELEMENTARY SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

BUDGET TOTAL SUMMARY

08.	Supplies and Materials	None
09.	Equipment	None

Since the enrollment of the Nursery School and Elementary School is likely to decrease during the next three months, it is estimated that the supplies and equipment now on hand will be sufficient.

02.	Travel	$50.00	6 Days @ $8.00 per day	$48.00

This sum may be needed for trips for the elementary school principal in connection with school problems which will effect the children because of center closing.

ELEMENTARY SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

BUDGET TOTAL SUMMARY

08.	Supplies and Materials	None
09.	Equipment	None

Since the enrollment of the Nursery School and Elementary School is likely to decrease during the next three months, it is estimated that the supplies and equipment now on hand will be sufficient.

02.	Travel	$50.00	6 Days @ $8.00 per day	$48.00

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ELEMENTARY SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

BUDGET TOTAL SUMMARY

08.	Supplies and Materials	None
09.	Equipment	None

Since the enrollment of the Nursery School and Elementary School is likely to decrease during the next three months, it is estimated that the supplies and equipment now on hand will be sufficient.

02.	Travel	$50.00	6 Days @ $8.00 per day	$48.00

This sum may be needed for trips for the elementary school principal in connection with school problems which will effect the children because of center closing.

ELEMENTARY SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

BUDGET TOTAL SUMMARY

08.	Supplies and Materials	None
09.	Equipment	None

Since the enrollment of the Nursery School and Elementary School is likely to decrease during the next three months, it is estimated that the supplies and equipment now on hand will be sufficient.

02.	Travel	$50.00	6 Days @ $8.00 per day	$48.00

This sum may be needed for trips for the elementary school principal in connection with school problems which will effect the children because of center closing.

EDUCATION SECTION

Office of Superintendent

Fourth Quarter
1945

02.1 Administrative Travel $96.00

Traveler	No. of Days	Per Day	Total
Superintendent of Education	12	$8.00	$96

This travel will be used in procuring teachers, attending state and district conventions and assisting in the War effort as authorized by the WRA, also working in furtherance of a better public relations program between Topaz and the educational institutions of the State of Utah.

EDUCATION SECTION
FOURTH QUARTER BUDGET ESTIMATES
1945 FISCAL YEAR

01.1	Personal Services (Indefinite Appointed).....	$ in Mr. Campbell's possession
01.3	Personal Services (Evacuee) in Mr. Campbell's possession.	
02.1	Administrative Travel.....	178.00
07.2	Contracted Services.....	64.00
08	Supplies and Materials.....	220.25
09	Equipment.....	724.50
	TOTAL	$1186.75

EDUCATION SECTION

Office of Superintendent

Fourth Quarter
1945

02.1 Administrative Travel $96.00

Traveler	No. of Days	Per Day	Total
Superintendent of Education	12	$8.00	$96

This travel will be used in procuring teachers, attending state and district conventions and assisting in the War effort as authorized by the WRA, also working in furtherance of a better public relations program between Topaz and the educational institutions of the State of Utah.

ELEMENTARY SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

02.1	Travel	$50.00	6 Days @ $8.00 per day	$48.00

This sum may be needed for trips for the elementary school principal in con ection with school problems which will effect the children because of center closing.

BUDGET TOTAL SUMMARY

08.	Supplies and Materials	None
09.	Equipment	None
		"

HIGH SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

BUDGET TOTAL SUMMARY

02.	Administrative Travel	None
08.	Supplies and Materials	None
09.	Equipment	None

ADULT AND VOCATIONAL EDUCATION
4rth Quarter, 1945
(Fiscal Year)

02.	TRAVEL	$ 32.00
07.2	CONTRACTUAL SERVICE	64.00
08.2	SUPPLIES AND MATERIALS	220.25
09.2	EQUIPMENT	724.50
		$ 1040.75

ADULT AND VOCATIONAL EDUCATION
4rth Quarter, 1945
(Fiscal Year)

02 TRAVEL $32.00

Traveler	No. of Days	Per Day	Total
Adult And Vocational Education Supervisor	4	$8.00	$32.00

This amount is needed for any trips which may become necessary for the Adult And Vocational Education Supervisor to make.

ADULT & VOCATIONAL EDUCATION
4rth Quarter, 1945
Fiscal Year

07.2 CONTRACTUAL SERVICE $64.00

Sharpening of 24 sets of drafting instruments @ $1.00 $24.00

The service requested above is essential to conduct the Drafting Vocational Class.

Piano Tuner @ $10.00 $30.00

Repairs (mimeograph machine, iron, etc.) $10.00

ADULT & VOCATIONAL EDUCATION
4rth Quarter, 1945
(Fiscal Year)

08.2 SUPPLIES AND MATERIALS . . . . . $ 220.25

Item No.	Item, Description	Quantity	Unit	Price Unit	Amount
1.	Creepers	4	ea.	$4.50	$18.00
2.	12" Crescent Wrench	1	ea.	1.50	1.50
3.	16" Crescent Wrench	1	ea.	1.75	1.75
4.	6" Crescent Wrench	2	ea.	.50	1.00
5.	Large Monkey Wrench	1	ea.	2.25	2.25
6.	Stud Removers	2	ea.	2.25	4.50
7.	Pair Off Set Combination Pliers (Slip Joint)	3	ea.	1.50	4.50
8.	Vise - Grip Pliers	2	ea.	2.25	4.50
9.	Drag Link Sockets	2	ea.	1.00	2.00
10.	6" Screw Drivers	6	ea.	.85	5.10
11.	25 ft. Air Hose with Couplers	4	ea.	5.00	20.00
12.	C Clamp Valve Lifter	1	ea.	6.00	6.00
13.	Ford Valve Guide Driver	1	ea.	1.25	1.25
14.	2 lb. Amber Hammers	2	ea.	2.00	4.00
15.	Tow Chain	1	ea.	2.00	2.00
16.	Battery Pliers	2	ea.	1.25	2.50
17.	Cross Rim Wrench	2	ea.	1.75	3.50
18.	Ford Connecting Rod Sockets	2	ea.	1.00	2.00

Each of the above items are essential to our auto mechanics shop according to WRA Handbook on Educational Equipment Supplies - Supplements Manual Section 30.3.5, August 16, 1943 and are not now a part of the ato shop equipment at this center.

19.	Acetylene Weld Lighters	6	ea.	.50	3.00
20.	Cutting Tip For Oxweld Acetylene Torch Size O	1	ea.	2.50	2.50
21.	Cutting Tip For Oxweld Acetylene Torch Size OO	1	ea.	2.50	2.50

Item No.	Item, Description	Quantity	Unit	Unit Price	Amount
22.	Cutting Tip For Oxweld Acetylene Torch Size 1	1	ea.	$2.50	$ 2.50
23.	Soldering Iron	1	ea.	1.40	1.40
24.	Long Nose Pliers	2	ea.	1.60	3.20
25.	Snips	2	ea.	1.60	3.20
26.	Screw Drivers, Smallest Possible	3	ea.	.20	.60

The above items are essential to vocational training classes.

27.	Textbooks	25.00
28.	Class Room and Office Supplies (Paste, notebooks, paper, pencils, ink, chalk, clips, etc.)	25.00
29.	Phonograph records (approx. 30). . . . . (community and school songs and recitation records to help students on correct pronunciation)	15.00
30.	Art and Sewing Supplies . . . . . (tailoring shears, square rulers, brushes, water color sets, shellac, turpentine, etc.)	50.00

This estimate for general supplies is based on an anticipated enrollment of 1800 students. We have estimated the per capita cost at ten cents per person.

Total $ 220.25

ADULT & VOCATIONAL EDUCATION
4rth Quarter, 1945
Fiscal Year

09.2 EQUIPMENT $724.50

Item No.	Item, Description	Quantity	Unit	Unit Price	Amount
1.	Lincoln Arc Welder, 150 or 200 or 250 Amperes, D.C. Current only	1	ea.	$150.00	$150.00
2.	Oxweld Acetylene Torches with Combination Welding and Cutting Attachments	2	ea.	110.00	220.00

These items are essential equipment for the welding vocational classes according to WRA Handbook on Educational Equipment Supplies - Supplements Manual Section 30.3.5, August 16, 1943 and are not now a part of the welding shop equipment at this center.

3.	Valve Seat Grinder High Speed	1	ea.	135.00	135.00
4.	Drill Press	1	ea.	35.00	35.00
5.	Ridge Reamer	1	ea.	25.00	25.00
6.	Set of Deep Socket Wrenches ½" to 1"	1	ea.	25.00	25.00
7.	Tap and Die Set ¼" to 3/4"	1	ea.	20.00	20.00
8.	½ Ton Chain Hoist (differential)	1	ea.	15.00	15.00
9.	Toe-In Bar (bear)	1	ea.	10.00	10.00

The above equipment are essential items for the vocational training auto mechanics shop according to WRA Handbook on Educational Equipment Supplies - Supplements Manual Section 30.3.5, August 16, 1943 and are not now a part of the auto shop equipment at this center.

Item No.	Item, Description	Quantity	Unit	Unit Price	Amount
10.	VICTROLA, portable, electric	1	ea.		$40.00
11.	IRON, steam electric or electric	3	ea.	$16.50	49.50

The portable victrola is essential to the teaching of the English language to the Adult Education classes. The records to be used will include songs, reading, etc., which are excellent examples of correct pronounciation of English words and are essential for teachers who as yet to speak English without marked accent.

The three irons are needed for the three sewing schools which are located over one-half mile apart.

Total $724.50

EDUCATION SECTION
FOURTH QUARTER BUDGET ESTIMATES
1945 FISCAL YEAR

01.1	Personal Services (Indefinite Appointed).....	$ in Mr. Campbell's possession
01.3	Personal Services (Evacuee) in Mr. Campbell's possession.	
02.1	Administrative Travel.....	178.00
07.2	Contracted Services.....	64.00
08	Supplies and Materials.....	220.25
09	Equipment.....	724.50
	TOTAL	$1186.75

EDUCATION SECTION

Office of Superintendent

Fourth Quarter
1945

02.1 Administrative Travel $96.00

Traveler	No. of Days	Per Day	Total
Superintendent of Education	12	$8.00	$96

This travel will be used in procuring teachers, attending state and district conventions and assisting in the War effort as authorized by the WRA, also working in furtherance of a better public relations program between Topaz and the educational institutions of the State of Utah.

ELEMENTARY SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

02.1 Travel $50.00 6 Days @ $8.00 per day $48.00

This sum may be needed for trips for the elementary school principal in con ection with school problems which will effect the children because of center closing.

BUDGET TOTAL SUMMARY

08.	Supplies and Materials	None
09.	Equipment	None

HIGH SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

BUDGET TOTAL SUMMARY

02.	Administrative Travel	None
08.	Supplies and Materials	None
09.	Equipment	None

ADULT AND VOCATIONAL EDUCATION
4rth Quarter, 1945
(Fiscal Year)

02.	TRAVEL	$ 32.00
07.2	CONTRACTUAL SERVICE	64.00
08.2	SUPPLIES AND MATERIALS	220.25
09.2	EQUIPMENT	724.50
		$ 1040.75

ADULT AND VOCATIONAL EDUCATION
4rth Quarter, 1945
(Fiscal Year)

02 TRAVEL $32.00

Traveler	No. of Days	Per Day	Total
Adult And Vocational Education Supervisor	4	$8.00	$32.00

This amount is needed for any trips which may become necessary for the Adult And Vocational Education Supervisor to make.

ADULT & VOCATIONAL EDUCATION
4rth Quarter, 1945
Fiscal Year

07.2 CONTRACTUAL SERVICE		$64.00
Sharpening of 24 sets of drafting instruments @ $1.00		$24.00
The service requested above is essential to conduct the Drafting Vocational Class.		
Piano Tuner	@ $10.00	$30.00
Repairs (mimeograph machine, iron, etc.)		$10.00

ADULT & VOCATIONAL EDUCATION
4rth Quarter, 1945
(Fiscal Year)

08.2 SUPPLIES AND MATERIALS . . . . . $ 220.25

Item No.	Item, Description	Quantity	Unit	Price Unit	Amount
1.	Creepers	4	ea.	$4.50	$18.00
2.	12" Crescent Wrench	1	ea.	1.50	1.50
3.	16" Crescent Wrench	1	ea.	1.75	1.75
4.	6" Crescent Wrench	2	ea.	.50	1.00
5.	Large Monkey Wrench	1	ea.	2.25	2.25
6.	Stud Removers	2	ea.	2.25	4.50
7.	Pair Off Set Combination Pliers (Slip Joint)	3	ea.	1.50	4.50
8.	Vise - Grip Pliers	2	ea.	2.25	4.50
9.	Drag Link Sockets	2	ea.	1.00	2.00
10.	6" Screw Drivers	6	ea.	.85	5.10
11.	25 ft. Air Hose with Couplers	4	ea.	5.00	20.00
12.	C Clamp Valve Lifter	1	ea.	6.00	6.00
13.	Ford Valve Guide Driver	1	ea.	1.25	1.25
14.	2 lb. Amber Hammers	2	ea.	2.00	4.00
15.	Tow Chain	1	ea.	2.00	2.00
16.	Battery Pliers	2	ea.	1.25	2.50
17.	Cross Rim Wrench	2	ea.	1.75	3.50
18.	Ford Connecting Rod Sockets	2	ea.	1.00	2.00

Each of the above items are essential to our auto mechanics shop according to WRA Handbook on Educational Equipment Supplies - Supplements Manual Section 30.3.5, August 16, 1943 and are not now a part of the ato shop equipment at this center.

19.	Acetylene Weld Lighters	6	ea.	.50	3.00
20.	Cutting Tip For Oxweld Acetylene Torch Size O	1	ea.	2.50	2.50
21.	Cutting Tip For Oxweld Acetylene Torch Size OO	1	ea.	2.50	2.50

Item No.	Item, Description	Quantity	Unit	Unit Price	Amount
22.	Cutting Tip For Oxweld Acetylene Torch Size 1	1	ea.	$2.50	$ 2.50
23.	Soldering Iron	1	ea.	1.40	1.40
24.	Long Nose Pliers	2	ea.	1.60	3.20
25.	Snips	2	ea.	1.60	3.20
26.	Screw Drivers, Smallest Possible	3	ea.	.20	.60

The above items are essential to vocational training classes.

27.	Textbooks	25.00
28.	Class Room and Office Supplies (Paste, notebooks, paper, pencils, ink, chalk, clips, etc.)	25.00
29.	Phonograph records (approx. 30). . . . . (community and school songs and recitation records to help students on correct pronunciation)	15.00
30.	Art and Sewing Supplies . . . . . (tailoring shears, square rulers, brushes, water color sets, shellac, turpentine, etc.)	50.00

This estimate for general supplies is based on an anticipated enrollment of 1800 students. We have estimated the per capita cost at ten cents per person.

Total $ 220.25

ADULT & VOCATIONAL EDUCATION
4rth Quarter, 1945
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BUDGET TOTAL SUMMARY

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09.	Equipment	None

HIGH SCHOOL BUDGET
4th Quarter, 1945
April, May, June 1945

BUDGET TOTAL SUMMARY

02.	Administrative Travel	None
08.	Supplies and Materials	None
09.	Equipment	None