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WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

TOPAZ, UTAH
June 30, 1943

MEMORANDUM TO:

J. F. Hughes
Asst. Project Director

SUBJECT:

Quarterly Summary Report
Finance Section

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- | | | | |
|----|---|------------------------------|-----|
| a. | Permanent | (Indefinite CS Appointments) | 26 |
| b. | Temporary | (Per Diem) | 1 |
| c. | Residents | (Full Time) | 251 |
| | Residents | (Part Time) | 39 |
| d. | Seasonal Leaves | | |
| | Indefinite Leaves | | |
| e. | Some shortage of resident personnel in Administrative Division. | | |

2. CURRENT WORK:

- a. Staff Housing - 15 families now occupying quarters.
- b. Cost Accounting Reports - New system is operating satisfactorily. Further improvement can be effected locally in obtaining data from divisions. May reports forwarded to Washington July 1.
- c. Cash Advances - Payrolls covering cash advances being handled promptly - majority of checks are usually distributed to payers by 25th of the following month.
- d. Clothing Allowances - Present method of handling clothing allowances (Adm. Instr. #27) does not permit prompt payment of the allowances. Payments are usually made in the second month following the month the allowances are earned. See comments under Projected Activities - Clothing Allowances covering proposed change in procedure.
- e. Inventory, March 31, 1943 - Insufficient personnel in the Property Control Unit has precluded the reconciliation of the physical inventory of March 31, 1943 with the control records. This reconciliation will probably be accomplished within the next few weeks.

- f. Inventory June 30, 1943. It was not possible to take a physical inventory June 30 (required under Instr. #70) and it is being postponed until July 31.
- g. New Finance Building -- The 3 units of the Budget & Finance Section (Audit-Accounts-Cost) moved from Administration Building "A" to new quarters (a reconstructed CGO building) on June 11.
- h. Payment of Vendors Bills -- Payment of bills now being handled on current basis.
- i. Relocation Grants -- Since the issuance of Adm. Instr. #45 Revised, March 24, 1943 grants totaling \$16,527. have been made up to June 30. Grants are now averaging \$800. daily.

3. SUPPLIES AND MATERIALS NEEDED:

- a. Furnishings for Staff Housing -- 85% of furnishings now on hand.
- b. Some difficulty being experienced in obtaining sufficient lumber for construction and maintenance work.
- c. See comments under Projected Activities -- Monthly Requisitioning Procedure.

4. PROBLEM AGENDA:

- a. Streamlining work. Even though we are able to effect certain savings in clerical effort by streamlining work, these savings are offset by new procedures. Shown below are some of the new prescribed procedures, which require considerable clerical work:
 - 1. Maintenance of retirement deduction records. (Retirement Circular #105)
 - 2. Withholding tax procedure (Public Law 68)
 - 3. Position Control Procedure (Adm. Instr. #92)
 - 4. Controlled materials Plan (CMP - 5-A)

Some procedures require definite ways in which to obtain data and maintain records, thereby precluding "short cut" methods. Since manpower is practically rationed it becomes a problem to handle the many new procedures required at the project level.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

None

6. PROJECTED ACTIVITIES:

- a. Clothing Allowances - A proposed procedure providing for the payment of clothing allowances at the same time cash advances are paid (both payments to be included in one check) was forwarded to the Washington office June 30, 1943, with request for authority to place plan in operation as of July 1, 1943.
- b. Controlled Materials Plan - Effective July 1, 1943 the project will operate under the provisions of the "Controlled Materials Plan", which authorizes the use of an AA-1 priority for maintenance and operating supplies for the hospital, sewage system, water system and other utilities. An AA-2X priority is available for maintenance and operating supplied for other activities than those indicated above.
- c. Monthly Requisitioning Procedure (Adm. Instr. #42 revised) New procedure being placed in operation July 1943. Emergency purchases to be minimized.
- d. Position Control Procedure (Adm. Instr. #92) New procedure effective July 1, 1943 provides in part that no person may be appointed to a position unless the position is shown on the Washington approved organization chart. New procedure provides for use of 5 additional records.
- e. Warehouses. Stocks in warehouses are being rearranged so as to permit better storage and distribution of supplies and equipment.

Gilbert L. Niesse, Chief
Finance Section

GLNIESSE:BB

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 6, 1943

MEMORANDUM TO: J. F. Hughes
Deputy Project Director

SUBJECT: Monthly Summary Report
Finance Section

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. Permanent (Indefinite CS Appointment) 19
- b. Temporary (Per Diem) 0
- c. Residents 200
- d. Indefinite Leaves for this period 3
Seasonal Leaves for this period 18
- e. Adequacy of present personnel - It is hoped that replacement of resident workers who have relocated can be effected soon. The early filling of existing vacant positions will permit the Finance Section to operate on a current basis and to handle the extra work load that will be attendant with the transfer program.

2. CURRENT WORK:

- a. Staff housing - 31 families now occupying quarters.
- b. Allotments for July, August, and September, 1943 totaling \$937,642. were received in July. We requested \$1,639,198. (Apparently no funds were allotted for coal purchases for this quarter. We wired Washington July 30 for an additional \$200,000. to cover these purchases.) Detailed allotment figures will be furnished the divisions.
- c. New Organization Chart. On June 28, 1943 we submitted our proposed chart to the Washington Office. Teletype was received July 27 advising us of each approved position. Several requested positions were not approved by Washington which necessitated termination of approximately 15 employees as of July 31.

- d. Allocation of Positions, Resident Workers. - The Washington Office has furnished us a list showing the number of positions allocated for the Project. Lists will be furnished the Deputy Project Director within the next few days for distribution to the divisions, showing number of positions and amount of money allocated for each unit, section and division.
 - e. Inventory, July 31. - Inventory is now being taken of all government property on the project.
 - f. New Warehouse Procedure. - The new warehousing plan has been discussed with interested personnel of the various sections and is now being placed into operation. The plan provides for overall supervision of property accounting and storehousing by the Cost Accounting & Property Control Unit, and is designed to provide better storehouse service to all sections and the proper maintenance of records.
 - g. Clothing Allowances, June 1943. We have wired the Washington Office three times requesting additional funds for use in paying the balance of clothing allowances for June, 1943. The large amount of relocation grants in June exhausted the funds in this account (Acct. 11.1 Grants).
 - h. Surplus Clothing. The Washington Office has approved the transfer of our surplus clothing to the Army. About one carload will be shipped from the Delta warehouse August 10 or 11.
 - i. Fiscal Procedure. New procedure effective July 1, 1943. Allotment of funds for 1944 fiscal year made direct from Washington W.R.A. Office to the project. It is no longer necessary for us to submit fiscal reports to the O.E.M. Office at San Francisco, California. Such reports will be forwarded direct to Washington W.R.A. Office.
3. SUPPLIES AND MATERIALS NEEDED:
- No comments.
4. PROBLEM AGENDA:
- a. Confirmation Purchases. We are still experiencing cases where project employees have effected purchases without clearing with the Procurement Unit,

which has necessitated the issuance of confirming purchase orders. A memo to administrative personnel will be prepared concerning this subject.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS;

No comments.

6. PROJECTED ACTIVITIES;

- a. Clothing Allowances. The Washington Office was requested to reconsider our proposed plan providing for the payment of cash advances and clothing allowances in one check.

Gilbert L. Niesse
Finance Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 31, 1943

MEMORANDUM TO: J. F. Hughes
Deputy Project Director

SUBJECT: Monthly Summary Report
Finance Section

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

a. Permanent (Indefinite CS Appointment)	19
b. Temporary (Per Diem)	0
c. Residents	214
d. Indefinite Leaves for this period	3
Seasonal Leaves for this period	2
e. Adequacy of present personnel -	
The following vacant positions exist in the Finance Section:	
2 Sr. Fiscal Acctg. Clerk	CAF-5
1 Sr. Storekeeper	CAF-5

2. CURRENT WORK:

- a. Clothing Allowances, July. Check covering clothing allowances for July were distributed last week of August. Checks covering clothing allowances for August for transferees will be distributed by the 10th of September; clothing allowances for other workers will be distributed by the 3rd week of September.
- b. Cash Advances. Cash advances for the month of August for transferees will be distributed by the 10th of September; cash advances for other workers will be distributed according to regular schedule.
- c. Cost Accounting Reports. Reports for the month of July were forwarded on August 28th.
- d. Surplus Army Clothing. About 50% of our surplus army clothing was shipped to the Seventh Service Command this month. The Ninth Service Command

(Fort Douglas) will probably request the balance of our surplus clothing consisting of approximately 5000 jackets, 16000 blue denim trousers, and 1600 pair of breeches. We are retaining in our stock an adequate supply of army clothing for issuance to residents upon request.

- e. Rearrangement of Warehouse Stock. Rearrangement of warehouse stock is progressing fairly well, and it is expected that all stocks will be arranged by the end of September. One of the features of the new plans calls for a daily written inspection report by each appointive storekeeper reflecting the condition of the warehouse under his immediate supervision.
- f. Budget--July, August, and September. Some of the Sections have completely exhausted by the end of August their entire allotment of funds for July, August, and September. The Assistant Directors are being requested to submit their estimates of funds required for October, November, and December. The Deputy Project Director will soon meet with the two Assistant Directors and make a comprehensive survey of the over all requirements for the Project.
- g. Transfer Program. Several meetings were held during the month of August concerning the proposed transfer to Tule Lake Center. The responsibilities of the various Units within the Finance Section which are covered in the Washington Manual and the Project Manual have been discussed with interested personnel and it is believed that each individual is fully aware of his part he is to assume in this program.

3. SUPPLIES AND MATERIALS NEEDED:

It is believed that a fairly adequate stock of materials and supplies are now on hand. Under the new warehouse plan the appointive storekeepers will present to the respective section head and once each month a list of items low in quantity; this will serve as a basis for Section Heads for determining replenishment of stock.

4. PROBLEM AGENDA:

Leave Clearance. During the past month there has been several complications involving the transmittal of resident pay checks, i.e., those persons who have applied for seasonal or group work leaves and in turn left a forwarding address with this office. Consequently, the check when received is transmitted in accordance with the address in our possession. In several cases checks have been returned to the project as unclaimed. It is further learned that the individual has never left the project.

This also has affected the Clothing Unit to the extent that various types of leaves have been applied for. However, individuals have changed their minds and have never departed from the project, and at the same time have never applied for reinstatement nor have they informed this office as to their forwarding address previously furnished. This situation is also true to the extent that notices have been received of people returning whereas no information has been received of their departure.

This condition is confirmed by the Master List of Transferees as in checking into the records of this office it is learned that people have applied for indefinite leave and other types of leave; however, they are shown on the Master List as transferees to the Tule Lake Relocation Center.

5. RECOMMENDATION OR GENERAL SUGGESTIONS:

No comments.

6. PROJECTED ACTIVITIES:

a. Relocation Grants, the Administrative Instruction 45. The new procedure outlined in Supplement 4 to Administrative Instruction 45 will be placed into effect by September 5. Briefly this new procedure provides that upon approval by the Welfare Section of a relocation grants,

1. The applicant will be given in cash the amount required for meals in route to point of relocation.

2. A Government transportation request will be given him for use in obtaining railway ticket.
3. A check will be forwarded to the relocation officer (for the area in which the individual will be located) covering the allowable subsistence grants.

GILBERT L. NIESSE
FINANCE OFFICER

Gilbert L. Niesse
Finance Officer

GLNiesse:YM

WAR RELOCATION AUTHORITY

Central Utah Project
Topaz, Utah

December 31, 1943

MEMORANDUM TO: Mr. James F. Hughes
Deputy Project Director

SUBJECT: Monthly Summary Report for December, 1943;
Finance Section

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. Permanent (Indefinite GS Appointment) 27
- b. Temporary (Per Diem) 0
- c. Residents 262
- d. Indefinite Leaves for this period 2
- e. Seasonal Leaves for this period 0
- e. Adequacy of present personnel. The following vacancies now exists in the Finance Section:

Junior Fiscal Accountant (Accts. Unit) - CAF-7
Fiscal Accounting Clerk (Accts. Unit) - CAF-5
Assistant Auditor (Audit Unit) - CAF-7
Assistant Storekeeper (Whse. Unit) - CAF-5

Mr. Wade W. Calder, Cost Accounting Clerk, CAF-5, tendered his resignation December 31, 1943, to be effective as soon as possible.

2. CURRENT WORK

- a. Resident Payrolls, November, 1943. Resident payrolls for the month of November were all completed and transmitted to the Disbursing Office by the Tenth of December. The checks were slow this month in being returned by the Disbursing Office. Indications are that their procedures are being speeded up somewhat, and we should receive these checks faster in the future.
- b. Clothing Allowances. The clothing orders for October were processed after the release of the November payroll. However, the entire group of October clothing orders were not forwarded to the Disbursing Officer

prior to closing of the books, December 26, as he could not handle the volume of checks required at that time of the month. These clothing orders are now ready and will be forwarded to the Disbursing Office, December 31. We have not, as yet, received the November clothing orders from the Welfare Section.

- c. Cost Reports, November, 1943. Completion of reports for November has been delayed due to a large amount of sickness in the Cost Unit; however, the reports will be completed and forwarded to the Washington office during the first week in January.
- d. Budget. The Third Quarter Budget Estimates were released to Washington in time to arrive there on the prescribed date. This necessitated considerable night work, both for our unit and the Personnel Section. However, it is felt that the various sections of the Project now have greater appreciation of what the budget means than they previously possessed. Considerable time has been spent in laying the ground work for the 1945 Annual Budget Estimates. The 1945 Budget Estimates will be of major responsibility for the next three weeks.
- e. Examination of Procedures and Records by Washington Office Examiners.

On December 13, two Washington Field Accountants, Messrs. Forrest and Butt, arrived on the Project for a two weeks examination of the Finance Section. We furnished them all possible information in making their examination, and furnished the stenographical and clerical help in the preparation of their report. We received pertinent suggestions from the Field Accountants and are placing these suggestions into operations.

- f. Property Control. Concurrent with the assumption by the Finance Section of all warehousing functions for all warehouses, excepting Mess Management, steps were taken to set up control records in the Property Control Office, Warehouse #101, of all expendable and semi-expendable items located in the various warehouses. The centralizing of these records will permit a better control over property.

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- g. Unloading of Materials, Supplies, and Equipment at Delta Railhead. During the month of December, the Warehouse Unit assumed responsibility for the unloading of all materials, supplies (other than mess supplies), and equipment at the Delta railhead. This service was formerly rendered by the Motor Transport Section.
- h. Rearrangement of Warehouse Stock. We have completed the rearrangement of stocks in Warehouses 115, 116, 117, and 118, and we hope to have stocks completely rearranged in Warehouses #102 and #104 within the next two weeks.
- i. Audit of Annual and Sick Leave Records. The audit of annual and sick leave records of appointed personnel was completed during the month of December and has been given to the Personnel Section for appropriate action. This audit has disclosed several discrepancies, and it is apparent that there is laxity by some personnel in submitting annual and sick leave statements. A new time reporting procedure will be initiated during January, 1944, and it is expected that better records will be obtained.
- j. Salvaged Tin Cans. One carload of flattened salvaged tin cans was shipped to the Metal and Thermit Company, San Francisco, California, and approximately 800 pounds of unflattened No. 10 cans were sold to the Coca Cola Company, Richfield, Utah, during the month of December. Proceeds from these two sales go to the Treasury Department.

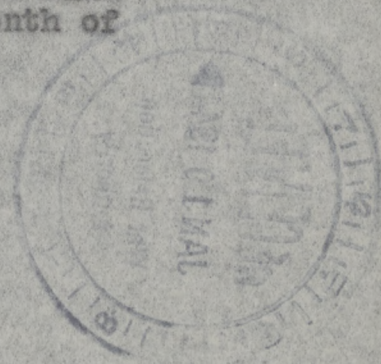
3. **SUPPLIES AND MATERIALS NEEDED:**

There does not appear to be any shortage of materials and supplies at the present.

The Operations Division has again been requested to make a review of their future construction and maintenance plans with the view of declaring surplus any property which will not be used within a reasonable period of time. There appears to be a large amount of lumber on hand -- eight (8) carloads were received during the month of November and two (2) carloads during December.

4. **PROBLEM AGENDA:**

No comments.



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EXHIBIT NO. 1

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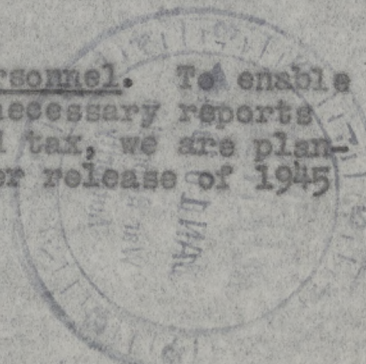


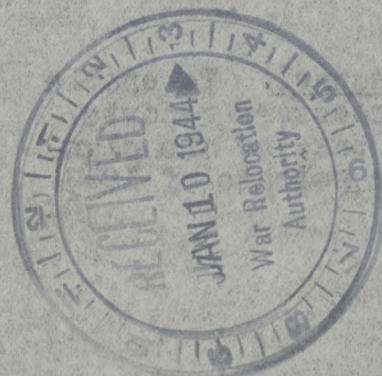
5. RECOMMENDATION OR GENERAL SUGGESTIONS:

No comments.

6. PROJECT ACTIVITIES:

- a. Inventory, January 3, 1944. The taking of the quarterly physical inventory will start January 3, 1944. All warehouses, other than Commissary, will be closed for a period not to exceed three days. A memorandum has been sent to all Division, Section, and Unit Heads; to all Appointive Staff; and the Block Managers informing them that a physical inventory is to be taken. Lists have been typed of the items stocked in the various storehouses giving description, unit, and unit price. Check lists are being mimeographed of items stocked in the blocks and in staff dwellings, also giving description of items. A list has also been prepared for each unit of the hospital giving correct catalogue description, unit, and unit price on all non-expendable items. These lists which should include around ninety percent of the items stocked will be distributed prior to January 3 and should greatly facilitate and expedite the taking of the inventory, besides giving us an inventory with the correct nomenclature.
- b. Consolidation of Property Control and Warehouse Offices. Action is being taken to consolidate the Property Control and Warehouse offices. As soon as alterations have been completed at Warehouse #101, the personnel of the Property Control office will be moved to Warehouse #101. The consolidation of these two offices will produce a more efficient working organization.
- c. Return of Empty Drums and Cylinders. A very concentrated effort is being made to handle the matter of returnable drums and cylinders in a more efficient manner, than has been done in the past. Two memoranda have been sent out giving instructions as to the numbering and handling of all returnable drums and cylinders.
- d. Retirement Records for Appointive Personnel. To enable the Personnel Section to submit the necessary reports on retirement deductions, and withhold tax, we are planning to devote considerable time after release of 1945





Budget Request to the preparation of proper records of retirement contribution. This also will permit us to verify the balances carried in the General Ledger for retirement contributions for the present and prior years. We will, also, attempt to obtain the retirement records of the individuals having previous Federal Service prior to their joining the WRA staff.

- e. Relocation Advisor. During the early part of January, a resident advisor of the Relocation Division, who has had special training in relocation work, will be assigned to the Warehouse Unit.
- f. Delta Warehouse. A fence will be erected in the near future at the Delta Warehouse area to surround the large supply of lumber which is now stored there.
- g. Storage Yards. Plans are being made for the consolidation of Yards #1 and #2, also for the establishment of a separate yard for agricultural equipment. This work will progress somewhat slow since we find it difficult to assign men to this job for a long period of time, as we must shift crews to take care of emergencies.

Gilbert L. Niesse
Finance Officer



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Mr. Greaves is teaching a course in building construction.

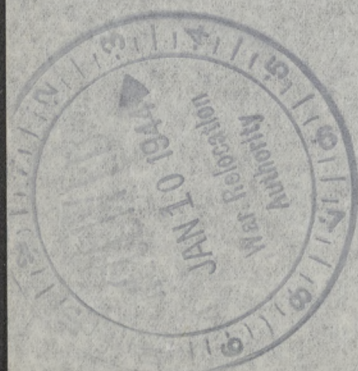
Three courses in auto mechanics are under way four evenings a week at the garage with a total enrollment of 38 students.

Mrs. Hunter has been added to the WRA staff to set up a program of an in-service secretarial training course.

The Motor Pool, Garage, Engineer, and Agricultural Sections are experimenting with in-service training programs.

* * *

Mr. Terves is teaching a course in building construction.
These courses in auto mechanics are given every four weeks
and the students are given a practical examination of 50 questions.
Mrs. Hunter has been asked to give a staff to give a
program of an intensive secretarial training course.
The Motor Pool, Garage, and Artistic sections
are operating with an increase in service to the public.



WAR RELOCATION AUTHORITY

Central Utah Project
Topaz, Utah

February 29, 1944

MEMORANDUM TO: Mr. Roy Potter
Acting Deputy Project Director

SUBJECT: Monthly Report of Activities

I am submitting below report of activities of the Finance Section for the month of February, 1944.

1. Principal Activities

- a. Budget Estimate - Fourth Quarter. Estimate of funds required for the Fourth Quarter amounted to \$763,611 (average cost per evacuee day \$1.17 - exclusive of relocation grants). The estimate was prepared along the lines of the 1945 Fiscal Year Budget and was transmitted to the Washington office February 26, 1944.

The various sections of the Project co-operated very well in submitting the budget request this time. There has been no adverse comment to my knowledge of our procedure of establishing the maximum amount to be used in computing the amount of their budget for the quarter. This procedure saved a lot of time and argument that would have occurred if these maximum amounts had not been established. The Personnel Section did a good job in having the Forms WRA-304 completed with supporting data.

- b. Inventory, January, 1944. Reconciliation work, in respect to quarterly inventory, has gone forward during the month of February with considerable success. A recheck, as to accuracy, has been made of all inventories submitted, both by Property Control and by Cost Unit. Recaps have been made of a number of more important items and comparisons made between number reported on all inventories and number recorded on Property Control Records.

In addition to the above, we have also had some interesting contacts with members of the appointive

personnel in reconciling their inventories as submitted and Property Control Records.

- c. Rearrangement of Warehouse Stocks and Yards. The rearrangement of stock in the various warehouses and yards continues. There has been a marked improvement in warehousing from all angles - storage, records, service, etc.; during this month, mainly attributable to the consolidation of the Warehouse and Property Control offices in one building and the weekly unit meetings being held currently.
- d. Property Records. An intensive campaign to correct the records of this office as regards non-expendable property charged to various divisions, sections, and units has been undertaken in connection with the reconciliation of inventories. This has been quite successful, but a great deal of work still must be done to bring this phase of our operation to a current basis.
- e. Property Control and Warehousing Procedure. Regular routine work continues with improvements being effected wherever necessary. The lack of a property and warehousing handbook has definitely delayed progress in this unit as we hesitate to institute procedures at this time which might be changed when and if a handbook is issued.

2. New and Unusual Functions

- a. Freight Bills. During the month of February three representatives of the Union Pacific Railroad Co. visited Topaz in an attempt to assist us in clearing a number of outstanding freight bills. Since their visit we have issued eleven Government Bills of Lading to cover freight bills which have been outstanding prior to July 1, 1943, and have given them information which will clear seven more.

We have cleared twenty-six freight bills for Salt Lake-Delta Freight Line which were also outstanding prior to July 1, 1943. These were cleared without the issuance of Government Bills of Lading.

- b. Delivery of Coal to Blocks. Since the cancellation of the coal contracts, the Warehouse in co-operation with the Motor Pool and Engineering Sections has

been distributing coal throughout the Project. It is expected that a month's supply will have been placed in the blocks by the end of the current week.

- c. Audit of Sick Leave Records. The Examination sub-unit is making a further audit of sick leave records of appointed personnel to bring the record current to January 1, 1944.
- d. Retirement Records. The Examination sub-unit is auditing the Retirement Records (Form 2806) for appointed personnel.
- e. New Appropriation Symbols. We have just received the new appropriation symbols and titles and the FDS symbols covering the transfer of our funds and functions to the Department of Interior. The Disbursing Officer was contacted on February 25, and these new symbols were verified with information that he has received. Journal Vouchers will be prepared from Form 50 as of February 25 to close our present allotment ledger and establish new allotment ledger under the new symbol and title. No changes will be made in the general ledger as none of the accounts therein are affected by this transfer.

3. Transactions Handled

- a. Resident Payrolls. Time records for resident employees for the month of January, 1944, were completed by February 2 and payrolls were released to the Disbursing Office by February 5.
- b. Appointed Personnel Payrolls. Salary. Checks for appointed personnel were released as usual on the 1st and 16th of the month.
- c. Clothing Allowances. Clothing Allowance Vouchers for December, 1943, were processed through the Disbursing Office during the week, February 21 to 25.
- d. Accounting Reports. Accounting reports for the Budget and Accounts Unit for the month of February were processed within the prescribed time limits.
- e. Cost Accounting Reports. Cost Reports for the month of January were transmitted to the Washington office on February 18, 1944.

- d. Accounting Reports. Accounting reports for the Budget and Accounts Unit were processed during the month within the prescribed time limits.
- e. Cost Accounting Reports. Cost reports for the month of February were transmitted to the Washington office on March 17, within the prescribed time limit.
- f. Miscellaneous Transactions.

1. Lump Coal delivered	1,837.55 Tons
2. Slack Coal delivered	212.10 Tons
3. Tally-in reports prepared	299
4. Tally-out reports prepared	48
5. Property transfers made	369
6. Survey reports issued	6
7. Gov't. Bills of Lading issued	43
8. Memo. Receipts WRA-16 issued	87
9. Receiving Reports prepared	106
10. Purchase Orders accomplished as to receipt	157
11. Shipping Tickets accomplished	43
12. Form WRA-110, Advice of Class "A" Equipment Received, Transferred or Disposed Of transmitted to Washington	7
13. Vouchers processed (approx.)	700
14. Material Issuance Tickets	2,250

4. Problems and Suggestions

- a. Relocatees' Freight. We have had several letters from railroad companies inquiring as to what disposition should be made of household effects of evacuees which have been unclaimed for various reasons. We also have two cases in which Government Bills of Lading have been forwarded to a given address but returned because of the fact that the evacuee could not be found at the address given. These difficulties cause considerable confusion which we think might be eliminated at least in part, if it were possible for us to send Government Bills of Lading c/o the Relocation Officer. This would apply only to cases in which there is a relocation officer in the same city to which the bills of lading are to be sent.

A letter concerning this subject is being forwarded to the Washington office.

5. Projected Activities

- a. Training. Several resident employees in the Finance Section are taking one or both of the courses sponsored by the Vocational Training Unit.

The Budget and Accounts Unit is conducting an accounting course in order to give the employees a better understanding of the functions of the unit.

6. Relationship with Other Divisions and Sections

- a. We appear to be enjoying good relations with other Divisions and Sections.

Complete co-operation was extended the Finance Section in the preparation of the 1944 Fourth Quarter Budget Estimate.

7. General Comments

- a. Vacant Positions. The following appointive vacant positions now exists in the Finance Section:

Jr. Fiscal Accountant	(Accts. Unit)	CAP-7
Fiscal Accounting Clerk	(Accts. Unit)	CAP-5

Gilbert L. Niess
Finance Officer

MLN.

WAR RELOCATION AUTHORITY

Central Utah Project
Topaz, Utah

March 31, 1944

MEMORANDUM TO: Mr. Walter W. Honderick
Acting Deputy Project Director

SUBJECT: Monthly Report of Activities

I am submitting below report of activities of the Finance Section for the month of March, 1944.

1. Principal Activities

- a. Fourth Quarter Allotment of Funds. Allotment of funds for April, May, and June, 1944, were received today and were made for the exact amounts which we requested with the exceptions shown below:

<u>Account</u>		<u>Requested</u>	<u>Allotted</u>	<u>Reduction</u>
08 Supplies & Materials	Engr. Sec.	\$23,511	\$23,061	\$ 450
09 Equipment	Engr. Sec.	3,500	--	3,500
09 Equipment	Agri. Sec.	6,580	580	6,000

Funds for "Personal Services - Evacuees" amount to \$141,159 and were allotted by Divisions. The Personnel Management Section in collaboration with the Assistant Directors will determine the breakdown by Sections and the Washington office will be advised (per their request) as to the breakdown.

The Assistant Directors are being advised today regarding the allotments.

- b. Property Accountability Records. Due to the increased interest in accountability records, manifested by appointive personnel, and to the numerous changes in appointive personnel during the last month, a large number of property transfers of this nature have been effected by the Property Control Unit this month. Great improvement has consequently resulted as a number of errors of long standing have been corrected.

c. Quarterly Physical Inventory. Check lists and instruction sheets pertaining to the March 30 quarterly inventory have been mailed to Division, Section and Unit Heads; also to block managers and residents of staff dwelling. These have been forwarded as aids in the taking of the quarterly inventory.

d. Salvaging of Tin Cans and Paper. Two days were spent this month by the Warehouse Unit in salvaging tin cans and paper. Great improvement is noted in the appearance of the salvage yard west of the project. It is expected that another carload of flattened tin cans will be made this month. One truckload of No. 10 cans was sold to the Coca-Cola Company, and 13,720 pounds of salvaged paper were shipped to Salt Lake City together with 1800 pounds of paper collected by the schools the proceeds of which will be donated to the Boy Scouts (for the 1800 pounds of paper).

e. Coal Deliveries. Responsibility for the delivery of coal from the stock pile to the blocks was transferred this month from the Finance Section to the Engineering Section.

f. Warehousing. Much has been done this month in improving various phases of warehousing, and it is believed that all warehouses are in better condition at the present time than at any time since the inception of the project.

2. New and Unusual Functions

a. Freight Bills. All outstanding railroad freight bills prior to July 1, 1943, have been cleared with the exception of three, also all freight bills covering shipment of evacuee property issued prior to January 1, 1944, with the exception of two. It is expected these items will be cleared within the next week or two.

b. Annual and Sick Leave Records. Annual and sick leave records for appointed personnel have been audited up to January 1, 1944, and starting next week the audit will be brought up to current date.

c. Work Clothing. On February 9, 1944, we submitted our comments to the Washington office in response to

Administrative Notice No. 9 concerning a review of the policy of issuing work clothing to resident workers. We recommended changes in present policy (Sec. 50.5.10 of Manual) which would authorize the issuance of work clothing to additional classes of workers. It was our understanding from Mr. Myer (during his recent visit) that the entire subject of work clothing is being studied by the Washington office. We are following up our letter of February 9.

d. Examination Report of Field Accountants. An examination of the records of the Finance Section was made by Field Accountants from the Washington office the latter part of December, 1943. We submitted our comments to Washington January 25, 1944, and made inquiry as to clarification of certain cost accounting instructions. As yet we have not received a reply and we are again writing the Washington office for further information.

e. Leave Assistance Grants. The new section of the Manual (60.13) concerning Leave Assistance Grants was received March 27. Representatives of the Relocation Division and the Finance Section discussed the new provision March 30.

3. Transactions Handled

- a. Resident Payrolls. Time records for resident employees for the month of February, 1944, were completed by March 2, and the submission of all payrolls to the Disbursing Office was completed by March 8.
- b. Appointed Personnel Payrolls. Checks for appointed personnel were released as usual on the first and sixteenth of the month.
- c. Clothing Allowances. Clothing allowances for the month of January have been processed; and through arrangements made with the Welfare Section, we are now auditing clothing vouchers for the month of February. During the past few months, clothing allowance orders have not been audited until the first of the next succeeding month. This procedure has necessarily placed an undue burden on this office as well as the Disbursing Office.

- d. Accounting Reports. Accounting reports for the Budget and Accounts Unit were processed during the month within the prescribed time limits.
- e. Cost Accounting Reports. Cost reports for the month of February were transmitted to the Washington office on March 17, within the prescribed time limit.
- f. Miscellaneous Transactions.

1. Lump Coal delivered	1,837.55 Tons
2. Slack Coal delivered	212.10 Tons
3. Tally-in reports prepared	299
4. Tally-out reports prepared	48
5. Property transfers made	369
6. Survey reports issued	6
7. Gov't. Bills of Lading issued	43
8. Memo. Receipts WRA-16 issued	87
9. Receiving Reports prepared	106
10. Purchase Orders accomplished as to receipt	157
11. Shipping Tickets accomplished	43
12. Form WRA-110, Advice of Class "A" Equipment Received, Transferred or Disposed Of transmitted to Washington	7
13. Vouchers processed (approx.)	700
14. Material Issuance Tickets	2,250

4. Problems and Suggestions

- a. Relocates' Freight. We have had several letters from railroad companies inquiring as to what disposition should be made of household effects of evacuees which have been unclaimed for various reasons. We also have two cases in which Government Bills of Lading have been forwarded to a given address but returned because of the fact that the evacuee could not be found at the address given. These difficulties cause considerable confusion which we think might be eliminated at least in part, if it were possible for us to send Government Bills of Lading c/o the Relocation Officer. This would apply only to cases in which there is a relocation officer in the same city to which the bills of lading are to be sent.

A letter concerning this subject is being forwarded to the Washington office.

- b. Undelivered Checks - Due Relocates. Considerable difficulty is being experienced in effecting delivery of checks for clothing allowances and cash advances to residents who have relocated. When such checks are received from the Disbursing Office, Salt Lake City, they are forwarded by the Finance Section to the address indicated by the resident at the time he leaves the center for relocation. An average of thirty checks per month are being returned by the Post Office Department for such reasons as, "not known at this address," "moved--left no forwarding address," "unclaimed," etc.

A meeting was held with representatives of the Relocation Division and this subject was discussed thoroughly. Individual counseling at time of relocation will help to correct the situation--the relocatee will be advised to fill out the Post Office "Change of Address" Card each time he moves, also to advise the Center of change of address so that any checks due him can be forwarded to the correct location.

- c. Adherence to Prescribed Working Schedule. We continue to experience difficulty in obtaining correct time reporting of hours worked by resident employees. It has been noted that some work crews and office workers leave work sites and office buildings from thirty to sixty minutes before the prescribed time. It is also noted that some appointed supervisors have knowledge of the early leaving.

This problem cannot be solved entirely by the time-keeping unit--it will require the wholehearted cooperation of appointed and resident personnel to effectuate accurate time reporting. It is recommended that this subject continue to be discussed at Cabinet, Division, and Section meetings.

5. Projected Activities

- a. Weekly Meetings - Finance Section. We are reviving our weekly meetings of all appointed personnel of all units of the Finance Section. Next meeting will be held Saturday afternoon, April 1, and the agenda will include:
- (1) Manual and Finance Handbook
 - (2) Efficiency Ratings

- (3) U. S. Employees' Compensation Benefits
- (4) Hold-Out Files - Follow up on correspondence
- (5) Review of Reports
- (6) Property Classifications

6. Relationship with Other Divisions and Sections

It is believed that we are continuing to experience good relations with other divisions and sections.

7. General Comments

- a. Mr. Dillon S. Myer inspected several warehouses on Sunday, March 26, and expressed his satisfaction of the arrangement of stocks and the cleanliness of the warehouses.
- b. Vacant Positions. The following vacant positions now exist in the Finance Section:

Property Clerk	CAF-5
Jr. Fiscal Accountant (Accts. Unit)	CAF-7
Cost Accounting Clerk	CAF-5

Actions have been taken to effect the reclassification of Mr. Mervin A. Bosh, from Audit Clerk, CAF-5, to Jr. Fiscal Accountant, CAF-7, and the indefinite appointment of Mrs. M. Finlinson as Property Clerk, CAF-5.

c. High School Graduates

The Budget and Accounts Unit has two trainees from the high school who are working two-hours a day, five days a week as part of their high school duties. These employees are performing satisfactorily, and we hope to utilize them upon their graduation.

ORIGINAL SIGNED BY
GILBERT L. NIESSE

Gilbert L. Niesse
Finance Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

April 29, 1944

MEMORANDUM TO: Mr. Gilbert L. Niese
Acting Asst. Project Director

SUBJECT: Monthly Report of Activities

A. Principal Activities:

Inventories as of March 31, 1944 were completed this month. More interest was shown in the taking of this quarterly inventory and this interest is reflected by the completeness and accuracy of the inventory.

The storage yards are being rearranged and it is hoped this job can be completed during the month of May.

With the cooperation of the Engineering Section the salvage yard has been cleaned and unsalvaged materials buried.

Time cards for March, 1944 were submitted to the Budget & Accounts Unit by the Cost Unit on April 3, 1944 and the resident payrolls were typed and submitted to the Disbursing Office by April 7, from the Budget & Accounts Unit.

Resident payroll checks for March were delivered to Sections and Units with the exception of Engineering, Education, and Internal Security. These sections have expressed the opinion that it is more convenient to call at the pay station for their checks. Engineering crews are widely scattered and do not report to a central place. It is therefore impossible to notify them to assemble at designated places. Education and Internal Security are in the immediate neighborhood of the pay station.

During the last week of the month we processed approximately half of the clothing orders for the month of March. The remainder of the clothing orders have now been completed and will be released for payment May 1. The Welfare Section has cooperated very well in seeing that these clothing orders are prepared as soon as possible. Formerly we were one to two months behind in releasing clothing orders but now as you can see we are practically current.

The accounting reports for the month of March were processed within the described time limits. Cost reports for March were released April 20.

B. New and Unusual Functions:

The Project Warehouse in conjunction with the Maintenance Unit of Engineering have salvaged another carload of tin cans shipment of which will be made the early part of May. A truckload of No. 10 cans is also ready for "pick-up" by the contractor.

The Budget & Accounts Unit started an audit of the annual and sick leave records in the Personnel Section for the first quarter of 1944. However, due to the turnover of personnel and the conversion of the leave records from a daily to an hourly base, these records were not in proper shape to perform an audit and the Personnel Section is re-checking these records and bringing them up to date before we perform the audit. The Budget & Accounts Unit is also maintaining a very close check on unobligated balances in the allotments, and as the balances become low the interested section is advised immediately.

We were advised by teletype on April 24, that the Position Control reports and forms 250, 251, and 252 have been discontinued pending issuance of revised position control procedure.

As provided in Handbook Release No. 89, we have instituted an invoice register in the Examination sub-unit to control the various invoices as they are processed through the office.

C. Transactions Handled:

Property Control and Warehousing:

1. Lump Coal dispatched	2055.05 tons
2. Slack Coal dispatched	198.15
3. Tally-in reports prepared	495
4. Tally-out reports prepared	56
5. Property Transfers made	488
6. Survey reports issued	6
7. Gov't Bills of Lading issued	36
8. Memo Receipts WRA-16 issued	235
9. Receiving reports prepared	193
10. Purchase orders accomplished as to receipt	240

Cost Unit:

1. Material Transactions:

Material Issuance	2350
Memo. Receipts	450
Property Transfers	400

2. Labor Transactions:

Time Reports	9200
Activity Control shts.	700
Time Cards	2800
WRA - 195	125

3. Overhead Transactions:

Vouchers	800
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The number of documents processed in the Budget & Accounts Unit has not slackened. Payments amounting to \$296,000. were processed through the Disbursing Office.

D. Problems of Suggestions:

Up to the present time practically all the fire extinguishers on the project have been charged to the Fire Chief on memorandum receipts. Since the release of the instructions in Handbook Section 40.4.23 of the Fire Protection Handbook the Fire Chief has asked to be relieved of the accountability for the fire extinguishers. If the Fire Chief is relieved of this accountability the question arises as to whom the extinguishers should be charged that are in public buildings such as community auditorium, administrative recreation hall, etc.

During the month the Finance Officer was assigned as Acting Asst. Project Director and the present head of the Budget & Accounts Unit was assigned as Acting Finance Officer. We have received approval for the lift of the Jerome freeze for the appointment of one Cost Accounting Clerk GAF-5 and one Asst. Storekeeper CAF-5. However, we are still lacking one Junior Cost Accountant, one Junior Fiscal Accountant, and one Property Clerk. We are recruiting a temporary employee to fill this position pending advice as to the availability of Jerome personnel. We also have two Asst. Storekeeper who are pending transfer to another section which will cause additional vacancies.

The shortage of resident personnel is becoming more acute. This shortage is felt hardest in the Cost Accounting Unit as it requires skilled individuals to serve as Division Cost Accountants and Senior Cost Clerks.

This problem was discussed with Mr. J. E. Nichols during his visit to Topaz in the early part of April. We stated to him then that we felt our present accounting system is very complete and fairly well polished but due to relocation we are unable to obtain and retain sufficient trained personnel to operate the system as outlined. We feel that the shortage of trained personnel will continue to be our main handicap and that our operating procedures should be reanalyzed with this in mind in an effort to streamline them.

The U. S. Employees Compensation Commission records and reports are still being maintained in the Budget & Accounts Unit since nothing in the WRA Manual specifies who shall maintain these reports. We feel that the question should be raised in Washington and a position assigned to handle the work for whatever section is instructed to assume accountability for this function.

The bulk of the Personnel Section is situated quite a distance from the Finance Section and because of the great deal of contact necessary between the two sections, it is recommended that if possible they be moved closer together. This will facilitate the control necessary under the new leave regulation for resident personnel.

E. Projected Activities:

There are approximately 15 employees of the Finance Section taking Vocational Training classes. In addition we have two high school trainees working in the Budget & Accounts Unit who are proving very satisfactory and whom we are planning to employ on a full-time basis after they complete school. We are endeavoring to locate additional people in this category for use in the Cost Accounting Unit.

We also had several discussions in regard to Handbook Release No. 90 on Evacuee Leave Regulations and are preparing to set up records and control as outlined in this Handbook Section.

F. Relationship with other Divisions or Sections:

Over the past months there has been a continual appreciation and a broader understanding between our section and the sections of this project. This has been reflected by the better appearance of the budget and our inventory.

G. General Remarks:

The allotments for the fourth quarter were received in advance at the beginning of the quarter, and we also received during this month a letter of explanation in regard to the adjustments made. The comment was made by Mr. Barrows that our requests for funds were in good shape and were in general well-supported by justifications.

We had some detailed and informative discussions with Mr. Nichols of the Washington Office during the early part of April. These discussions are very helpful and in this particular case a number of questions were answered by him and number of suggestions were given to him for discussions in the Washington Office. We appreciate the comments and suggestions he gave us.

Doren B. Boyce
Acting Finance Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

May 30, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Acting Asst. Project Director

SUBJECT: Monthly Report of Activities (Finance)

A. Principal Activities:

Inventories taken as of March 31, have been completed and recapitulation prepared and released. Reconciliation in various units has been completed.

The rearrangement of the storage yards continues. All lumber has been removed from Yard #1 and placed in Yard #3 and the portable buildings moved to Yard #1 from Yard #3. This is in conformance with our plan submitted several months ago to make Yard #2 and #3 strictly warehouse storage yards and Yard #1 a work yard for the Engineering Section.

Time cards for April, 1944 were submitted to the Budget & Accounts Unit by the Cost Accounting Unit on May 3 and the resident payrolls were typed and transmitted to the Disbursing Office by May 8 from the Budget & Accounts Unit. Resident payroll checks for April were delivered to the sections and units with the exception of Engineering, Agriculture, Education, and Internal Security. The distribution of checks for mess workers worked out quite satisfactorily by notifying the mess halls at the approximate time of arrival at their blocks. The mess workers then assemble to receive their checks. It took about 20-minutes per mess hall to make this distribution.

Clothing orders for the month of April are now being prepared and will be transmitted to the Disbursing Office shortly after June 1.

The Accounting reports for the month of April were processed within the prescribed time limits.

Cost reports for April were released May 20.

O.K.

B. New or Unusual Functions:

Various items declared surplus to the Treasury Department have been sold by that agency this month, namely:- 1800 Sacks of cement; 1200 lbs. of shoe leather, 6665 pairs of shoe soles and other miscellaneous shoe repair items.

4500 lbs. of waste paper collected by the Topaz Boy Scouts was shipped and the proceeds given to the Boy Scouts. This paper was shipped in conjunction with the West Millard County paper drive.

1260 lbs. of #10 Tin Cans were also delivered to the Coca Cola Co. at Richfield, Utah.

Compensatory time records have been reanalyzed and set up to conform with the new procedure. These records will be ready for operation June 1.

The budget request for the first quarter of the 1945 fiscal year was completed and mailed to Washington May 30. Due to the misunderstanding the section request were not received by the Finance Section as soon as required. However, the information received from them were in pretty good shape and the budget was assembled without too much delay. We feel this budget request is in good shape and the amount requested are fairly well justified. We are planning to mimeograph some of the forms used in this budget in order to standardize and simplify future budget submissions.

C. Transactions Handled:

Lump coal dispatched	730.3 tons
Slack coal dispatched	183.15 "
Kindling dispatched	26.35 "
Tally-In reports prepared	329
Tally- Out reports prepared	70
Property Transfers made	320
Survey reports issued	7
Gov't Bills of Lading issued	54
Memo Receipts, WRA-16, issued	215
Receiving reports prepared	139
Purchase orders accomplished	
to receipt	120
Shipping documents accomplished	20

Material Transactions:

Material Issuance	2600
Memo. Receipts	200

Labor Transactions:

Time Reports	9200
Time Controls	700
Time Cards	2700
WRA-195	125

Overhead Transactions:

Vouchers	500
Advise of Charge	500

Funds disbursed \$290,331.23.

D. Problems or Suggestions:

In the reconciliation of the various inventories we find that the Section Unit head are overlooking some of the obvious pieces of equipment such as oil heaters. For example, we have 260 preway oil heaters on our records and yet on the March 31 inventory only 6 of these oil heaters were reported by the sections. As another example, 17 typewriters were not reported on the March 31 inventory yet none of these have been reported as lost or missing. The Property Clerks are making a re-check on some of these items personally to try and identify them.

The Property Control Unit with an allocation of personnel of 21 has been operating with a total of 14. The warehouse with an allocation of 63 had as of May 25 - 43 employees. No appreciable loss of efficiency has been observed, however, due to the fact that our operations have been streamlined to some extent, viz: Whse 120S has been closed and is being handled by the Storekeeper from Whse 116: - Whse 121-S has been closed and issuances are being handled by the Storekeeper from Whse #118. A complete recommendation regarding further changes in warehousing will be forthcoming immediately upon completion of a study of operations now underway.

The lack of appointed assistant storekeepers has held up this work to some extent. There are at present three vacancies and another is pending, inasmuch as Mr. Barlows' transfer to Mess Operations has been approved.

The shortage of personnel indicated in the Property Control Unit is typical of the situation throughout the sections with the greatest shortage being reflected at the Cost Accounting Unit. We have obtained 6 or 7 part time trainee from the high school and plan to use them full time upon the close of school. They are quite young and will require considerable training and detailed supervision. This appears to be the

only solution to the manpower shortage of skilled accounting personnel. If this solution does not work the only alternative will be the elimination of certain functions.

E. Projected Activities:

The new Property Control Handbook was received May 29 and it appears that most of the procedure outlined therein are already in effect on this Project. We have been operating the central warehouse system as recommended for approximately 9-months and we should encounter no difficulty in converting our records to the new forms outlined. As a result of our recent inventory we are circularizing a list to the sections of stock from the Delta Warehouse and also stocks on the project that have not moved during the last three months. If the sections do not indicate immediate need for this property we plan to declare it surplus in order to decrease our inventory on hand. We would like to recommend that if operating supplies that have been ordered and reserved for a particular section are not used by them within a three-months period that the items be declared unreserved stocks subject to requisition by whatever section may require those items. Without a provision of this sort it is quite likely that sections will attempt to hoard supplies for anticipated needs far in the future.

F. Relationship with other Divisions or Sections:

Our relationship with other activities on this project still seems to be satisfactory. We have been receiving excellent cooperation in the request we have made for information and reports such as the budget and inventory.

Doren B. Boyce
Acting Finance Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

June 30 , 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Asst. Project Director

SUBJECT: Monthly Report of Activities

A. Principal Activities:

Extra activity has been experienced in the Property Control Unit this month in the preparation of surplus reports. This is due to the fact that in attempting to close down the Delta warehouse to a part-time bases, section and unit heads were asked to transfer some of their reserve stock to the project, and in doing so became conscious of the fact that surpluses existed.

Instructions and check lists pertaining to the taking of the June 30 inventory have been sent out from Property Control. The warehouse personnel have been taking inventory of the respective warehouses during the current week.

Due to the rapid rate of turnover in our labor crew the rearrangement of the warehouse yards has not been completed however, it is expected that this project will continue after the inventory is completed.

Time cards for May, 1944 were submitted to Budget starting June 1st and ending June 5th. Monthly Cost Reports for May, 1944 were submitted for mailing to Washington On June 17, 1944.

All resident pay rolls were typed and transmitted to the Disbursing Office by May 10. We are now typing Clothing Vouchers for the month of May. These will be in Salt Lake City for payment by July 3.

We are still paying our bills on a current basis and a number of unpaid accounts on which invoices have been received for which payments has not been paid are limited to those received within the last 72-hours. We ^{are} endeavoring to pay all the accounts within three-days after completion of transactions.

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B. New or Unusual Functions:

Preparations are under way to place the procedures outlined in the New Property Control Handbook into effect July 1, 1944.

The sale of egg cases which has been pending for some time has finally been made by the Treasury Department Procurement Section. We have delivered about 680 cases to the Utah Poultry Assn.

Leave procedures for resident employees were placed in effect June 1 and the timekeepers have been instructed to assist in seeing that the leave forms are cleared promptly.

The allotments for the first quarter of 1945 were received by teletype June 29. From the cut as made by the Washington Office it appears that they based their estimates on the lower population figure than that used by the project. We are closing the books for the fiscal year and it appears that our expenditures are in line with our project budget estimates. We will not be carrying any large open balances.

C. Transactions Handled:

Lump Coal dispatched	545 Tons
Black Coal dispatched	85 "
Kindling wood dispatched	600 lbs.
Tally-in reports prepared	433
Tally-out reports prepared	65
Property Transfers made	415
Survey reports issued	6
Gov't Bills of Lading issued	38
Receiving Reports prepared	220
Purchase orders accomplished as to receipt	126
Shipping documents accomplished	26
Form WRA-110 submitted to Washington	73

Material Transactions:

Material Issuance	2350
Memo. Receipts	150
Property Transfers	50

Labor Transactions:

Time Reports	9000
Time Controls	700
Time Cards	2700
WRA-195	125

Overhead Transaction s:

Vouchers	650
Advise of Charge	650

We are processing approximately 750 vouchers for payment per month. Each voucher contains from one to 300 names. Invoice Register is in operation and is working very satisfactory.

Funds Disbursed \$295,000.00

Cash Collection ending June
25, 1944:

Gate Receipts \$884.30
Admin. Mess 225.60

Total Collection . . . \$ 1,109.90

D. Problems of Suggestions

A recommendation was made to Washington for a procedure for handling minor equipment. This procedure is in variance with that outlined in the New Property Control Handbook. This procedure has been suggested to relieve the sections of the necessity of maintaining records of minor equipment charged out to individuals and retaining this control in the Property Warehouse.

We are still performing all the clerical work and individual contacts necessary to complete the U. S. Compensation Commission reports on accidents. The Safety Committee are now reviewing these reports and making necessary comments and suggestions. However this has not relieve the Finance Section of any burden in processing the necessary documents.

E. Projected Activities:

A inservice training class is being conducted daily in the Property Control and Warehousing Unit to acquaint the personnel with the New Property Control Handbook. These procedures have reviewed and going into affect July 1st. A office letter outlining current points for the various sections has been prepared and is being released for distribution today.

Two new members joined our staff this month. One as Assistant Storekeeper and the other a Junior Cost Accountant. The Junior Cost Accountant will complete our valuation reserve ledger as his first assignment.

Arrangements have been worked out to process a payment of compensatory time for January, February, and March for resident employees. These figures will be computed and audited at the same time we complete our regular payroll procedure.

Justifications are being requested from the Section Heads as to why this time was not compensated by time-off. On the basis of the justification from the sections, payments will be released to the individual workers.

An audit will be made of the Gate Receipts and Stamp Records as of the first of July. This is our regular quarterly audit of these accounts.

F. Relationship with other Divisions or Sections:

Our relationship with other divisions or sections are still satisfactory and we are receiving good cooperation.

G. General Remarks:

We are still experiencing considerable difficulty in recruiting resident personnel. There is practically no trained accountants left in our resident staff and none available on the project.

We have recruited a considerable number of high school students and they are working out very well on the most routing job, but it is almost impossible to use them as division Cost Accountants or as Senior Accounts Clerk. If the present rate of relocation continues and if all those who indicated desire going out on seasonal leave we will have to definitely eliminate certain functions in order to maintain the minimum accounts required for the project.

Doren B. Boyce
Acting Finance Officer

DBBoyce:hk

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

July 31, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

SUBJECT: Monthly Report of *Finance*
Activities

A. Principal Activities:

The physical inventory of the warehouse as of June 30 has been completed and is being checked by Property Control. The inventories from the various other activities have been coming in slowly.

A carload of evacuee property was received from San Francisco and has been checked and delivered to the owners or stored as requested. The warehouse crew handled this shipment in a very creditable manner.

We are now cleaning the weeds around the warehouse as a fire protection measure and to improve the appearance.

The procedure as outlined in the new Property Control Handbook have been installed this month. These procedures have required various changes to be made in our organization. We submitted several suggestions on these procedures to Washington seeking exceptions on one or two items. The reply has not yet been received and we are presently operating as suggested in our exception as to the use of a WRA-96 for a requisitioning document. We are also attempting to correlate our procedure with those outlined in the Supply handbook just recently received.

Time cards for the month of June were submitted to the Budget and Accounts unit by July 7 by the Cost Accounting unit. These cards were two days late in preparation due to the inexperience of our present crew. Monthly Cost Reports for June were transmitted to Washington July 24, seven days late. This delay was due to a shortage of division cost accountants and cost clerks.

It is anticipated that our payrolls and reports for July will also be delayed for the same reasons. We are finding it impossible to recruit people for the cost accounting jobs.

All resident payrolls for the month of June were transmitted to the Disbursing office by July 13. Clothing orders for June are in process of audit for preparation of vouchers and will be transmitted for payment before August 1. Voucher payments are current and all transmittal to the Disbursing office were cleared on the 27th of the month. War Savings Bonds for June have been delivered as of July 26 and schedules for July bonds are being prepared.

Distribution of May clothing allowance checks is approximately 90% complete. Cash advance checks for the month of June are approximately 50% cleared.

Preliminary Trial Balance was forwarded to the Washington office on July 14, 1944 and the End of the Fiscal Year Trial Balance was submitted on July 22, 1944. These reports were delayed due to various changes of personnel and correction of a number of minor errors.

B. New or Unusual Functions:

As specified in the new Property Control handbook a consolidated WRA-111, Daily Inventory Balance, for all warehouses is being prepared daily in the Property Control unit for transmittal to the Cost Accounting unit. Previously these WRA-111 were prepared and submitted by the individual warehouses.

We have now delivered a total of 2,297 egg cases to the Utah Poultry Association. This completes our contract for this surplus item.

The first carload of property from the Jerome center have arrived and consisted of miscellaneous items from typewriters to beds to hand tools. The property in this car was packed quite well, was received in good condition and is checking out fairly close to the transfer documents.

The Cost Accounting unit has established a new set of controls for the distribution of current cost to the various division cost accountant. This will enable us to balance the cost records with the general ledger in a better fashion.

C. Transactions Handled:

Tally-in reports on incoming shipments	379
Tally-out reports on outgoing shipments	74
Lump coal delivered	338 tons
Slack coal delivered	177 tons
Kindling wood received	21 cord

Survey Reports Issued	13
Government Bills of Lading Issued	47
Receiving Reports made	318
Material Delivery Tickets	
WRA-96 revised	1,117
Material Transactions:	
Material Issuance	2,250
Memo. Receipts	50
Property Transfers	50
Labor Transaction:	
Time Reports	8,000
Time Controls	700
Time Cards	2,600
WRA-195	125
Overhead Transactions:	
Vouchers	500
Advise of Charge	500
Vouchers processed for payment	533
Cash Disbursed - 1130500	1,000.14
" " 1441710	168,669.50
" " 1451710	36,005.32

D. Problems or Suggestion:

We are badly in need of warehouse space for storage of evacuee property. In most cases as residents leave the center they are requesting that their property be stored. For some-time this has resulted in a concentration of evacuee property in the project warehouse. A survey is being made of two of the buildings that may be secured from the Military Police to see if they can be utilized for storage purposes. If so we will request that these buildings be made available for our use.

E. Projected Activities:

As the June 30 inventory of nonexpendable property is completed, it will be checked against our WRA-209, "Valuation Reserve Ledger" and also with the corresponding general ledger accounts.

There has been a large turnover of the employed staff in this section during the past month and as result of these personnel changes various minor changes in procedure are being effected to permit the greatest utilization of personnel. With the appointment of Mr. Mathew as Assistant Cost Accountant and Mr. Herndon as Cost Account Clerk, we now have a complete appointive staff for the Cost Accounting unit for the first time in almost a year.

F. Relationship with other Divisions or Sections:

Our relationship with the other activities are continually improving. This is due in part perhaps to better appreciation of us of their problems and to better appreciation by them of our requirements and function.

G. General Remarks:

We have in the Finance Section approximately ten high school students who have been working since the first of June. These people have responded well and are developing into good employees, however, they are to return to school the first week in September and unless we attempt replacement from individuals returning from short-term leave, it will be difficult for us to compensate for their loss.

We have one problem that continually arises in regard to our budgetary allotments. This problem is caused by the fact that the Mess Operations unit submits its requisitions to the Quarter Masters 50 days in advance of the month in which the supplies are required. This means that the mess requisitions for the first month or two of a quarter are being prepared and submitted prior to the preparation of the budget request for that quarter and over a month in advance of receipt of funds for that quarter. The Finance section has been stamping these requisitions "Sufficient Funds" on the strength of the allotment to be received so the quartermaster will process these requisitions for purchase. It sometimes develops that when the quarterly allotments are received, the mess requisitions are in excess of the actual allotment due to cuts by Washington. These cuts may be caused by a decrease by them in our estimated population or by an increase in the estimate by agriculture of project produced goods to be furnished to the Mess Operation unit. It has been our experience lately that we do not receive the entire amount requested so that even though our accounts may indicate that mess has overobligated their allotment, the actual result when all requisitions have been liquidated may be a substantial saving in these allotments. This problem is being studied by the Budget and Accounts unit as it is felt that possibly the same situation may develop from the quarterly requesting procedure for other activities as outlined by the Supply handbook. As soon as we arrive at a definite conclusion on this problem we will submit it to Washington for their consideration.

Doren B. Boyce
Acting Finance Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

August 31, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

SUBJECT: Monthly Report of Activities

A. Principal Activities:

Special emphasis is being placed this month on the typing of Form WRA-345, Major Equipment Record Cards, in order that copies may be forwarded to the Washington Property and Claims Unit, as requested in Property Control Handbook 20.4.5A. A separate property card is being made for every piece of major equipment on the project.

Three carloads of supplies and equipment were received this month from Jerome Center. Tally-in on the first car has been completed. The Tally-in on the other two cars have been made and is being rechecked before a Receiving Report is completed.

Deliveries of coal on the new contract commenced on August 8, 1944. The disposition of coal to the blocks is being handled the same as last year. The Central block manager submits the requests for block deliveries. Coal is being piled 20 feet from latrine and laundry room, but less than 20 feet at dining hall due to lack of space.

Time cards for July were submitted to the Budget and Accounts Unit by the Cost Accounting Unit by the 8th of August. These cards were delayed three days due to shortage of experienced help in the Cost Accounting Unit. The payrolls were processed and released to the disbursing office by the 15th of the month. Compensatory overtime for January, February and March was paid in cash during the last two weeks in August. There are still a few of these payments to be made, some of which are to be mailed to residents who have relocated since first establishing the list. Clothing vouchers are being audited and will be cleared to the Disbursing Officer by September 3.

Our Cost Accounting reports for the month of July were submitted August 26. These reports were nine days late due to the loss by relocation of our Division Cost Accountants. We are now

short four Division Cost Accountants and unless replacements can be secured our reports for August will be delayed longer than the July Reports.

War Savings Bonds for July were delivered by August 16. Our monthly accounting reports were submitted within the prescribed time limits.

B. New or Unusual Functions:

Twenty-nine drums of salvage grease have been sold this month to the Colorado Animal By-product Company aggregating a net weight of 10,350 pounds.

Thirty-seven automotive vehicles have been declared surplus to the Treasury Department on Form No. 812. Ten have been sold by Mr. Justesen, Field Property Officer for the Treasury Department.

The Second Quarter Budget Request has been prepared and forwarded to the Washington office within the prescribed time limit. The budget estimates submitted by the various sections indicated an increasing appreciation on their part of the value and importance of the budget. Manual Release #110 provided several changes in budget preparation that have proved very advantageous in presenting our estimates.

C. Transactions Handled:

Lump Coal Received	381.91 tons
Lump Coal Delivered	456.35 tons
Slack Coal Received	94.16 tons
Slack Coal Delivered	94.16 tons
Tally-in Reports Prepared	386
Tally-out of Shipments Outgoing	71
Kindling Wood Received	64.620 cords
Strained Grease Sold to Colo. Animal By-Product Company	10,350 lbs.

Survey Reports Issued	9
Government Bills of Lading Issued	54
Receiving Reports Made	260
Material Delivery Tickets Issued	1491
Form WRA-345 forwarded to Washington	47

Material Transactions:

Material Issuance	1132
Memo. Receipts	340
Property Transfers	6

Labor Transactions:

Time Reports	7000
Time Cards	2941
WRA - 195	30

Overhead Transactions:

Advice of Charge	350
Vouchers	550

670 vouchers were forwarded for payment during the month. Each had from 1 to 300 names and attachments. A number of delayed accounts have been audited and put in line for payment.

D. Problems or Suggestions:

We are still in need of additional warehouse space due to the storing of evacuee property in the project warehouse.

We still have our chronic complaint of a lack of personnel in the Cost Accounting Unit. This is the one activity in our section where we are unable to train resident employees quick enough to assume the responsibilities of Division Cost Accountants. These jobs require a certain background that can not be imparted without considerable formal training. At the present time various members of the appointive staff are performing part of the duties of four of the Division Cost Accountants, however, it may be necessary in the future to request an additional Cost Accounting Clerk position if we are still unable to recruit suitable resident personnel.

E. Projected Activities:

We are continuing with the reconciliation of the Forms WRA-345, Major Equipment Record Cards, with the WRA-209, Valuation Reserve Ledger.

F. Relationship with other Divisions or Sections:

Our relationships with other sections continue to be very satisfactory.

G. General Remarks:

No Comments.

Doren B. Boyce
Acting Finance Officer

MEMORANDUM TO: Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

SEP 29 1944

FROM: Doren B. Boyce
Acting Finance Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent Employees (civil service) 9
- B. Temporary Employees (civil service) 0
- C. Evacuee Employees 48 full-time - 16 part-time
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 2
 - b. Seasonal leave 1
- E. Evacuee vacancies on staff 10
- F. Narrative statement of Personnel Problems:

We are still without the services of an Assistant Fiscal Accountant and an Audit Clerk in Budget & Accounts. We have been lacking a Cost Accountant since the middle of August and we are now lacking a Jr. Cost Accountant as well. In regard to our resident help, we are encountering difficulty in keeping the positions filled that require accounting training, such as Division Cost Accountants. We have a number of part-time workers from the High School who are doing very good on the more routine jobs. We also have a definite lack of stenographic help.

2. Main Activities during month:

Auditing invoices and procurement documents, processing payment vouchers, maintaining current accounts, scheduling bonds and delivering them, reporting injuries to the Compensation Commission, preparing monthly financial reports.

Vouchers are current; 490 were scheduled for disbursement this month. Resident payrolls for August have been processed and the Administrative payroll for September 16 - 30 has been forwarded to the Disbursing Office.

Time cards for August were submitted to Budget by the 4th of September with the exception of the Hospital Pay Roll. This was not submitted until the 11th due to a question of overtime.

Monthly Cost Reports for August have not been submitted for mailing to Washington due to lack of Forms 217 and shortage of help in preparing the reports.

3. Supplies & Materials:

Due to the change in sources of supply, we are short of some of the WRA and Standard Forms that are used in fairly large quantities.

4. Problems considered:

We are currently planning a complete revision of our timekeeping procedure to effect a saving in timekeeping personnel and eliminate clerical detail to relieve the burden on the remaining cost clerks. This will also involve reporting procedures for compensatory time.

5. Plans for next month:

The problem considered above is a big part of our plans for October.

We also plan to clear as many as possible of the 1943 and 1944 unpaid accounts from our records and to complete a post audit of the ledgers.

6. Recommendations and Suggestions:

Our cost reports are prepared monthly and submitted to the Washington office, and apparently, that is the end of them. It is felt that these cost reports should be more actively used by the heads of the various sections as an aid to management in the operation of the various sections. If the reports are

not being used for this report, most of their value is being lost and they become purely historical statistics. Emphasis should be placed, both in Washington and the Field of the value of the cost reports as an aid in guiding project operations. The same applies to our monthly status of funds report. There is, however, more interest shown in the latter report as it directly effects current purchasing plans.

Doren B. Boyce
Acting Finance Officer

DBBoyce:lh
9/29/44

MEMORANDUM TO: Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

OCT 31 1944

FROM: Doren B. Boyce
Acting Finance Officer

SUBJECT: Monthly Narrative Report - October, 1944

1. Personnel Status:

- A. Permanent employees (civil service) 11
- B. Temporary employees (civil service) 0
- C. Evacuee employees 48 full-time - 12 part-time
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 1
 - b. Seasonal leave 2
- E. Evacuee vacancies on staff 10
- F. Narrative statement of Personnel Problems:

We filled two key appointive positions this month; namely, Cost Accountant & Assistant Fiscal Accountant. This is the most nearly complete staff we have had for over nine months. In regard to our resident staff, we are still lacking stenographic help. We are not meeting very much success in converting our surplus of timekeepers into time and cost clerks. Division cost clerk positions are the hardest to fill as they require initiative and the acceptance of responsibility as well as some knowledge of accounting.

2. Main Activities during month:

Time cards for September were completed by the Cost Unit and submitted to Budget & Accounts by October 15. Budget & Accounts completed the payrolls and submitted them to the Disbursing Office. Due to the delay in the Disbursing Office, the payrolls were not cleared there until October 31, 1944 and paychecks will be received on the Project, November 1, 1944.

Overtime payrolls for April, May, & June were also processed during October and the checks will be released during the first week of November, 1944.

Cost Accounting reports for September were delayed due to lack of personnel. Fiscal Accounting reports were submitted within the prescribed time limits. The 1943 accounts were closed prior to October 21 as requested, and preparations are complete for disbursing the balance of these funds through the Washington CAS office.

The volume of business transacted through the office has remained nearly constant during the past several months. Relocation has not caused any appreciable decrease in the volume of transactions.

3. Supplies and Materials needed:

We have encountered some difficulty in securing certain WRA and Standard Forms that are used in fairly large quantities; otherwise, we are obtaining necessary office supplies without difficulty.

4. Problems considered:

No particular problems beyond the usual routine.

5. Plans for next month:

Unliquidated obligations for 1943 and 1944 fiscal years are being reviewed and an effort made to clear all open accounts.

A post audit of the ledgers is in process and we plan to complete this audit this month.

In order to permit more efficient utilization of personnel, we are making several changes in our present timekeeping procedure. These procedures are being installed by individual sections and will be analyzed closely during the month to see what savings are being effected.

All overtime payrolls will be completed during the month of November.

6. Recommendations & Suggestions:

No comments.

10/31/44

Doren B. Boyce
Acting Finance Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

November 1, 1944

MEMORANDUM TO: Mr. G. L. Niesse
Chief, Administrative Management Division

FROM: Office Services Section

SUBJECT: Monthly Narrative Report.

1. Personnel Status

- A. Permanent Employees (C.S.) - 6
- B. Temporary Employees (C.S.) - 0
- C. Evacuee Employees - 12
- D. Progress of Staff Relocation
 - a. Indefinite Leave during month - 0
 - b. Seasonal Leave - 0
- E. Evacuee Vacancies on Staff - 0
- F. Narrative Statement of Personnel Problem

The past month has been one of the pleasantest from a personnel standpoint. Returning seasonal workers have flocked in for jobs - two were employed, one of whom is being used in the Mail & Files and Mimeograph units as the need for her services arises. One termination in Mail & Files made during this month was definitely to our advantage. The unit is functioning satisfactorily with no replacement for her since the two full time workers and one part time worker are very efficient and speedy.

2. Main Activities during month.

A. A careful check of our own Handbook and Manual Releases has been made already and we are waiting for other divisions and sections to submit a list of their missing releases so that we may order them all at once from Washington.

According to Manual Release 126 (Index) several Handbooks and Manuals listed as issued have never been supplied to this center. Naturally, until we had something to check against (M.R. 126) we were under the impression that they had never been issued, especially since Handbooks and Manuals are not always received in consecutive order.

B. This month a concentrated "clean up" was made of old file material. One box full of outdated and obsolete pamphlets, etc., was sent for storage at the Warehouse. Another of 1943 official incoming teletypes and telegrams were removed from the files and boxed, but kept in this office for ready reference "just in case".

3. Supplies and Materials Needed.

A new dial stamp and a numbering machine have been requisitioned to replace the ones now in use which are ready for survey, having been broken in use.

4. Problems considered.

The new method of requisitioning mimeographed forms directly from the Mimeograph Unit rather than from the Warehouse will undoubtedly save much time. It is urged, however, that whenever possible, Sections ordering the forms call for them at the Mimeograph Office since delivery of same is impossible.

5. Plans for next month.

None - other than usual activities.

6. Recommendations.

Due to the change in hours may we suggest that the personal mail-box be closed at 5:30 (regular closing hour). Heretofore, one clerk was on duty for 15 minutes past quitting time to accommodate those who cannot pick up their personal mail during regular hours. We have noticed very few who come past the previous closing time (5:15) since most of the rush comes in at noon and around 5 o'clock. The extra fifteen minutes given for this service constitutes a time handicap to those clerks who must stay to serve the last comers, usually not more than one or two.

Original Signed by:

E. V. Gonzales
Office Services

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 30, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 12 (7 of which are P.T.)
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 1
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 12
- F. Narrative Statement of Personnel Problem:

The personnel problem of the Section has been more acute during the month than at any time previously. Miss Fujiko Takahashi went on Indefinite Leave which decreases another full-time employee. Our Personnel Placement has not been able to replace her or fill vacancies that previously existed. The Section will lose Mrs. Kodama to Indefinite Leave on the first of November. Mrs. Kodama has been with Central Statistics from the beginning of evacuation. Her services have been invaluable as an Assistant Statistician. Her loss will add greatly to the acuteness of the personnel problem.

The project has developed ceilings on personnel for each Section. The ceiling for the Statistics Section is most favorable. It allows 20 essential full-time employees and 4 desirable. The Section is hopeful that Personnel Placement will be able to channel employees toward Statistics now that ceilings have been developed.

The work load per individual in the Section has been great. The employees have responded magnificently to the work required to keep the Section from going too far behind. It is believed that the large amount of work which has been expected of the Section's employees has been a deterring factor in recruiting new members. It has been said that individuals seeking employment stay clear of Central Statistics "because of the amount of work expected".

Special plea has been made of the Personnel Placement to show the need for channelling employees toward the Statistics Section. It is felt that the problem of recruiting personnel has shown that Central Statistics is in need of revising its allotment for technical and supervisory personnel. The Center has employees in the \$19.00 class who are capable of fitting into the technical work of the Section. It is not possible to secure transfers of these individuals due to the limited number of technical positions allotted. The Section is required to accept individuals of limited experience and train them to carry work of a technical nature. The plan under which the Section has been operating should be revised to use \$19.00 personnel that becomes available for transfer from other positions.

The work recently set up by the Washington Office for bringing the Summary of Quarterly Census Rosters up to date from the beginning of the Center and furnishing a roster of all residents who have been in the Center up to December 31, 1944 justifies the addition of additional supervisory and technical personnel.

2. Main Activities During Months:

The main activities consisted of processing Departure and Admission Advices and operation of the Gate Procedure, the taking of the Quarterly Census, preparation of a list of Japanese Nationals residing in the Center and working on Relocation Prospects Summaries. The Summary of Quarterly Census Roster for September 30 is in the final stage of completion. It will be typed and forwarded to Washington by the close of the month. The list of Japanese Nationals residing in Central Utah Relocation Center is in the final stage of completion. It is being proof-read for forwarding to Washington by the close of the month. The list contains the names of approximately 72 Nationals showing next of kin residing in Japan. This information was obtained from the Application of Leave file of each National (Form 126-Revised). The committee of Nationals rejected the Administration request for securing information on next of kin residing in Japan. A complete report on this matter was forwarded by letter to the Washington Office, October 18, 1944.

The Section is very much behind in their work of tabulating data from the face sheets of family interviews on Relocation Prospects.

Tables 1 through 5 will be forwarded to Washington for interviews made up to June 30, 1944 by the end of the month. This will leave the Section in arrears for the months of July, August and September.

3. Supplies and Materials Needed:

The Section should be equipped with a calculating machine. This need will be more acute when the E - Z Sort Card System now in the process of setting up becomes usable. The Section plans on making a strong plea for this equipment for inclusion in its next quarter's budget.

4. Problems Considered:

The E - Z Sort Card System was completed in design and codes developed during the month. Orders for blank cards and multi-graph plates were placed. The forms will be run-off on the multi-graph machine as soon as these supplies arrive in the Center.

5. Plans For Next Month:

- a. Main activities of processing Admission and Departure Advices.
- b. Working up of Summaries of Quarterly Census Roster for all quarters from the inception of the Center. This will require six summaries for the Central Utah Project.
- c. Developing Relocation Prospects summaries from family interviews for the months of July and August.
- d. The typing of family data on E - Z Sort Cards.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

Additional allotment of technical positions (\$19.00 class) to the Section. See remarks under Narrative Statement of Personnel Problem.

Grant R. Bowen
Grant R. Bowen
Statistician

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Supply

November 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Adm. Management Division

SUBJECT: Monthly Narrative Report *Supply Section*

1. Personnel Status:

- A. Permanent employees (Civil Service) 14
- B. Temporary employees (Civil Service) 0
- C. Evacuee employees 38 Full Time, 24 Part Time
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 0
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 8

2. Main Activities During Month: The principal activity of the Supply Section for the month was to start the reorganization of the warehouses and the taking of a new physical inventory.

This has been done to check the Stores Record Cards, determine what items are surplus to the needs of the project, and rearrange the stocks to save space and facilitate issuance.

Because of the lack of experienced evacuee helpers, the Engineering, Office Supplies, Education and Agriculture Warehouses have been closed part time and withdrawals are scheduled so that all issues and receipts can be personally checked by the Appointed Assistant Storekeepers. It is hoped in this way to save labor as well as to provide a more adequate control.

Consolidated quarterly purchasing has now been accomplished for office supplies, educational supplies and hardware. All other sections and units have still found it necessary to submit many additional requisitions. Progress is being made however, and before January 15th all sections will probably be able to submit quarterly requisitions for everything.

In connection with Fire Prevention Week, all warehouses were checked for fire hazards and untidiness. Weeds around the Delta Warehouse were harvested and burned.

3.

4. Problems considered: Three major problems were considered this month -

- (1) How to effect more accurate property control.
- (2) How to meet the manpower problem by reducing the evacuee staff in the warehouses.
- (3) To determine what items are surplus to the needs of the project.

5. Plans for Next Month:

- (1) Complete the new physical inventory and rearrangement of the warehouses.
- (2) Reduce the present evacuee staff in the warehouses from 56 to 29.
- (3) Consolidate the food in the Mess Management Warehouses so that Warehouse 107 can be used for Evacuee Property, and so that the balance of Warehouse 112 can be used for Vocational Training.

6. The Safety Committee met once during the month. There were no pending accident reports.

Two safety hazards were reported; first, a deep pond in the golf course area caused by the over-

flow from the blow-off valve in the pipeline is used by the children to float rafts, etc. The Committee recommended that a manproof fence be put around this area immediately since the water is about 10 feet deep and the banks are steep.

Second, there are still numerous reports that young people riding the trucks climb on top of the side boards where it would be easy for them to lose their balance and fall out. They seemingly do not realize what a sudden stop or jolt might do. This problem has been tackled from all angles but there is still much educational work to be done. All drivers have been warned to watch their passengers as closely as possible and to warn them in advance against this practice.

The Motor Pool reported that all cars have been re-checked and now have Accident Report forms in the glove compartment.

Walter Honderich
Acting Supply Officer

WH:MK

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

November 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service) 4

B. Temporary employees (civil service) None

C. Evacuee employees 930

D. Progress of Staff Relocation:

a. Indefinite leave during the month 20

b. Seasonal leave 6

E. Evacuee vacancies on staff None

F. Narrative statement of Personnel Problem:

a. The Manpower Commission and the project allotments as compounded by the Project Director is handling all personnel quotas for Mess Operations.

2. Main Activities During Month:

A. Pickling houses have been established at Blocks #9, #10, #11, #12, #13, #14, #29, #30, #31, #33, #34, #35, #16, #19, #20, #23, and #36. There will be two more pickling houses as requested by the Chefs' Committee to Blocks #26 and #27. The balance of the mess halls will have to wait until more houses are available.

- B. The Diet Kitchen has started at Block #2 under the supervision of the hospital and I understand approximately 20 people are being given proper diabetic, ulcer, salt-free and other diets.

3. Supplies and Materials Needed:

- A. Supplies other than foodstuffs are ample for the second quarter and 5,700 compartment plates have been ordered from the Treasury Department through the Washington WRA office. Foodstuffs on the whole are coming in very well, excepting hams and bacon and processed lunch meats.

4. Problems Considered:

- A. None.

5. Plans For Next Month:

- A. Reallocation of workers based on block strength will be initiated.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

- A. No remarks.

Mr. Frank Harding, chief of Mess Operations from Washington, has been in residence in Topaz since Monday, October 30th, and will remain until Saturday, November 4th. Mr. Harding is assisting us in working out the mess hall allowances and observation of inventories.

Brandon E. Watson
Chief Project Steward

DEC 1 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: Doren B. Boyce
Finance Officer

SUBJECT: Monthly Narrative Report - November 1944

1. Personnel Status:

- A. Permanent employees (civil service) 10
- B. Temporary employees (civil service) 0
- C. Evacuee employees 46 full-time 15 part-time
- D. Progress of Staff Relocation:
- a. Indefinite leave during month 5
- b. Seasonal leave 0
- E. Evacuee vacancies on staff 7
- F. Narrative statement of Personnel Problem:

Due to an adjustment in timekeeping, we have been able to decrease our staff of timekeepers. It was anticipated that the personnel made available through this adjustment could be used to fill vacancies in our cost clerk and senior cost clerk positions. Most of the timekeepers are not qualified or are not desirous of accepting detailed clerical positions, and we still are carrying vacancies in key positions.

Our Assistant Cost Accountant resigned due to ill health; and as the Cost Accountant has only been with the organization about a month, we have been considerably handicapped in preparation of October Cost reports. The Cost Accountant and Jr. Cost Accountant are doing a good job and will soon have adequate control of the cost reports.

Our Assistant Auditor has been on detail to the Procurement Unit, but a temporary adjustment has been made within the Section to carry on the responsibilities of his position.

2. Main Activities During Month:

Routine Fiscal matters. 550 vouchers were scheduled for disbursement during the month of November. Administrative payroll for the second period of November has been forwarded to the Disbursing Office. All resident payrolls for October has been processed. All resident overtime payrolls have been processed for payment and most of the checks have been received. It is expected that all checks will be available for distribution during the first week of December, as planned. Pay Station will be open all day Saturday, December 2, for the distribution of these checks.

Monthly cost reports for October were delayed. This delay was due in part to resignation of Assistant Cost Accountant and in part to emergency absences of two division cost accounting clerks. The time cards for October were prepared on time by the Cost Accounting Unit and resident payrolls were processed through the disbursing office on time.

An examination of the project accounting records was made by two General Accounting Office investigators during the week ending November 25. The examination was very helpful, and we received several valuable suggestions from the examiners. Our accounts were declared to be in good condition. A detailed report of this examination is being submitted separately.

The Third Quarter Budget was prepared and submitted during this month. All sections cooperated in reducing their requests to the minimum. From the requests received, it appears that the sections are becoming more "budget-minded", and the Finance Section is receiving greater cooperation from them.

A weekly time sheet has been placed into effect during the month and appears to be working satisfactorily. At the same time, our timekeepers are being eliminated and the responsibility for seeing the workers are accounted for is being placed on the supervisors.

3. Supplies and Materials Needed:

Adequate at this time.

4. Problems Considered:

A reanalysis is being made of all our operations to develop more simplified procedures.

The quarterly budget estimates submitted by the project are prepared by objective class and by activity in the order set up in the Finance Handbook for budgetary accounts. However, the resident personnel sheets are set up by Washington in a different order and creates some confusion. It is recommended that these personnel lists be rearranged to agree with the order in which the accounts are maintained; i.e. - 10-Project Management, 20-Administrative Management, 30-Operations, and 40-Community Management.

5. Plans for Next Month:

The major job during December will be the preparation and submission of the 1946 Fiscal Year Budget Estimates.

6. Recommendations:

None.

Doren B. Boyce
Finance Officer

DBBoyce
12/2/44

JAN 1 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: Doren B. Boyce
Finance Officer

SUBJECT: Monthly Narrative Report - December 1944

1. Personnel Status:

- A. Permanent employees (civil service) 10
- B. Temporary employees (civil service) 0
- C. Evacuee employees 39 full-time 9 part-time
- D. Progress of Staff Relocation:
- a. Indefinite leave during month 1
- b. Seasonal leave 0
- E. Evacuee vacancies on staff 8
- F. Narrative statement of Personnel Problem:

One member of appointive staff is on temporary detail to the Procurement Unit of the Supply Section and we still lack an Assistant Cost Accountant. We are unable to recruit qualified residents to staff our cost crew in the Motor Transport & Maintenance Section.

2. Main Activities During Month:

Routine Fiscal matters. 460 vouchers were scheduled for payment during the month of December. All resident payrolls for November have been processed and all checks have been returned and are in process of distribution. All fiscal reports for the month of November were transmitted on the due date. Preparation of summaries of expenditures for personnel, both evacuee and appointive, are in process of preparation for transmittal to the Washington office in lieu of the 1946 Budget Estimate.

Routine recording of cost data. Monthly Statement of Current Costs delayed by lack of cost personnel in Motor Transportation & Maintenance Section.

All time cards were completed and submitted to Budget & Accounts Unit for payroll purposes by December 6th.

In the absence of the Project Attorney, we took over the responsibility of working with the U. S. Engineers Real Estate Division in Salt Lake City, Utah in regard to the claims of former stockholders in the Deseret Irrigation Company for repayment of the 1943 water stock assessments. Dudley Crafts, attorney for the claimants, is now having the claim vouchers prepared.

3. Supplies and Materials Needed:

No difficulties are being experienced at present in regard to needed supplies for this section.

4. Problems Considered:

Some difficulty has been encountered in making suitable arrangements with the Salt Lake Delta Freight Lines on payment of passenger fares.

We are attempting to have them issue script books to be used for necessary round trip travel between Delta, Utah and the Project on official business.

5. Plans for Next Month:

Steps are being taken to place our records on as current a basis as possible to enable us to make whatever adjustments are necessary during the liquidation period.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

None.

Doren B. Boyce
Finance Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Finance

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Div.

FROM: Doren B. Boyce
Finance Officer

SUBJECT: Monthly Narrative Report - February 1945

1. Personnel Status

A. Permanent employees (Civil Service)	10
B. Temporary employees (Civil Service)	0
C. Evacuee employees	35 full-time, 9 part-time
D. Progress of Staff Relocation:	
a. Indefinite leave during month	1
b. Seasonal leave	0
E. Evacuee vacancies on staff	10
F. Narrative statement of Personnel Problems:	

With the resignation of our Auditor pending, we now have four critical vacancies in the Finance Section in addition to the clerical positions that were recently authorized.

2. Main Activities During Month:

Routine fiscal matters. 560 vouchers were processed during the month. Resident payrolls for January were processed within the time limit. Clothing orders for January are in preparation. Considerable time was devoted to clearing out old accounts, auditing leave records, and re-balancing individual War Bond Authorization cards.

We completed the re-arranging and surveying of old files and released considerable non-record material.

The new Expenditure Analysis Ledgers were installed and are functioning fairly well. Our cost reports for December and January figures requested have all been submitted.

The Fourth Quarter Budget was prepared and submitted by February 23th. The materials, supplies, and equipment on this budget were in most cases held down to an absolute minimum. The majority of the sections have cooperated wholeheartedly in our efforts to curtail obligation funds during the liquidation period.

During the month the Finance Officer devoted considerable time to property activities in conjunction with the visit of Mr. Harold L. Byrd and Mr. Sol L. Zimmet between February 6th and 23rd.

3. Supplies and Materials Needed: None.

4. Problems Considered:

Looking forward to the relocation of our resident staff, considerable thought is being given to streamline and simplify our procedures to get the job done with the smallest number of people.

5. Plans for Next Month:

A complete post audit of our allotment ledgers are being completed and a review of our unliquidated obligations is being made to effect cancellations of open balances.

As soon as the revised accounting forms are received, our balances will be transferred to the new forms and will then be complying, in practically all respects, with the instructions outlined in the new Finance Handbook.

6. Recommendations and Suggestions to the Project Director:

None.

Doren E. Boyce
Finance Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 3, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: Doren B. Boyce
Finance Officer

SUBJECT: Monthly Narrative Report - March 1945

1. Personnel Status

A. Permanent employees (Civil Service)	<u>8</u>
B. Temporary employees (Civil Service)	<u>0</u>
C. Evacuee employees	<u>40 full-time, 2 part-time</u>
D. Progress of Staff Relocation:	
a. Indefinite leave during month	<u>2</u>
b. Seasonal leave	<u>0</u>
E. Evacuee vacancies on staff	<u>15</u>
F. Narrative statement of Personnel Problems:	

The operation of the Finance Section is handicapped by the lack of stenographic help. We are also having difficulty in recruiting a CAF-5, Cost Accounting Clerk for the Expenditure Analysis Unit. We have been operating with several vacancies in Examination and Accounts. However, as of the close of the month we have prospects for filling our two CAF-7 vacancies.

2. Main Activities During Month:

As of the close of February the evacuee leave records were transferred from the Personnel Section to the Finance Section as recommended at the Denver Meeting. During the first two weeks of March, these records were completely audited and brought up to date. The maintenance of these leave records in conjunction with the time records will facilitate payroll preparation.

Time cards for the month of February were completed by the Expenditure Analysis Unit by March 5 and the payrolls were prepared and checks ready for distribution by March 15.

During the month of March, we put into use the revised Allotment ledger forms and the control accounting forms prescribed by the Washington Office. We have also taken action to establish the requisition and encumbrance procedure set up at the Denver Meeting.

Statement of expenditure analysis report for the month of February has not been submitted due to the non-receipt of the revised report form from Washington. If revised forms are not received during the following week, we will prepare these reports to the best of our ability on the old forms.

A special effort is being made to balance the War Bond Special Deposit Account, and it is expected that reconciliation will be completed during the early part of April.

Our vouchers are fairly current. We are submitting 620 vouchers for payment during the month of March. Considerable time has been devoted to the liquidation of outstanding obligations and during the month of March, our unliquidated obligations under appropriation 14517100 decreased over \$100,000.

The Finance Officer under duties delegated to him for responsibility for Property Control and Warehousing Unit participated in the discussions held by Mr. Utz of the Washington Office, and set up procedures to prepare the supply requirement estimate sheets on the form brought from Washington by Mr. Utz. These procedures have been discussed with the various divisions and it is planned that our requirement sheets will be submitted to Washington by April 15.

3. Supplies and Materials Needed:

Supplies are adequate with the exception of the new revised Expenditure Analysis report forms.

4. Problems Considered:

A discussion was held between representatives of the Personnel and Finance Sections to work out problems in regard to the standard timekeeping system prescribed for all federal employees.

5. Plans for Next Month:

The Assistant Fiscal Accountant will continue to devote a considerable part of his time to analysis of unliquidated obligations in all appropriations. Considerable number of letters have been written to vendors and other offices in an effort to clear out some of the older items. This work will be continued unabated during the current month.

The Treasury Department is planning a sale on April 14 of surplus agricultural equipment here, and the personnel of the Property Control and Warehousing Unit will render all assistance possible on this program.

6. Recommendations and Suggestions:

During the last 60 days we have received requests from the Washington Office for different compilations of information in regard to surplus supplies together with our over-all project inventories. It appears that not all these requisitions are being channeled through one source from the Washington Office and some of the requests are in conflict. It is recommended that regardless of the activity involved, uniform reporting procedure should be established so that all sections of the projects can work together in furnishing the information desired by Washington.

Doren B. Boyce
Finance Officer

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Apr. 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*
Assistant Project Director
Administrative Management Division

FROM: Vincent R. Gonzales
Assistant Finance Officer
Finance Section

SUBJECT: Monthly Narrative Report - April 1945

1. Personnel Status:

- A. Permanent employees (civil service) 11
- B. Temporary employees (civil service) 0
- C. Evacuee employees 34 full-time 3 part-time
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 4
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 16
- F. Narrative statement of Personnel Problem:

Four new civil service employees have entered on duty relieving somewhat the shortage of personnel in this Section. However, we do not yet have sufficient stenographic help.

2. Main Activities during month:

Expenditure
Routine analysis, examination and fiscal accounting processes continue currently. The February expenditures analysis report is in process of preparation and will be submitted the first week in May. The report was delayed pending receipt of revised forms outlined in the new finance manual.

Time cards for the month of March were submitted to the Examination Unit and payrolls were completed and checks ready for distribution on schedule.

The accumulation of taxes withheld were transmitted to the Collector of Internal Revenue after the account was balanced. The tax account is now being balanced quarterly.

507 vouchers were forwarded to the Disbursing Officer for payment during the month.

A great deal of stress has been placed on liquidation of outstanding obligations and it will be noted that considerable progress has been made to date.

3. Supplies and Materials Needed:

None.

4. Problems Considered:

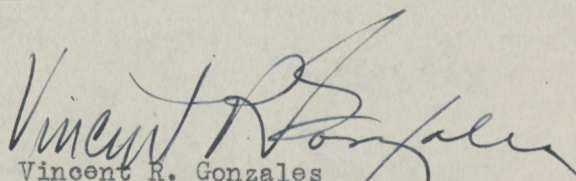
Routine Finance matters only. With the revising of the Gate Procedure, some small problems have arisen which have been satisfactorily settled. The partition between the Examination and Expenditure Analysis Unit in the Finance Building has been removed. It is felt that this will have a psychological effect in coordinating the activities of the three units of the Finance Section, consequently, tending to increase the efficiency of the section as a whole.

5. Plans for Next Month:

Our campaign to close out unliquidated obligations continues. It is hoped that the bulk of the work in this connection will be finished next month, that is, as regards old obligations. It is anticipated that intensive work in this line will be continued on current work in the future.

6. Recommendations & Suggestions:

None.


Vincent R. Gonzales
Assistant Finance Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Div.

YZN

SUBJECT: Monthly Narrative Report - May 1945

1. Personnel Status

A. Permanent employees (Civil Service)	<u>1</u>
B. Temporary employees (Civil Service)	<u>None</u>
C. Evacuee employees	<u>1</u>
D. Progress of Staff Relocation:	
Indefinite leave during month	<u>0</u>
E. Evacuee vacancies on staff	<u>0</u>
F. Narrative statement of Personnel Problems:	

During the month of May and particularly since May 21, when the surrounding high schools closed for the semester, we have recruited a number of clerk typists and clerk stenographers in the CAF-3 grade classification. From observing their work in the past week to ten days, it is felt that these employees will require some intensive training in office practice as well as an intensive training in Governmental procedures and operations before they can contribute to any considerable extent towards the operation of the project.

Most of the clerical positions in the Finance Section were filled at this time. However, two or three of them are on detail to other units to take care of emergency shortages of clerical personnel.

2. Main Activities During Month:

During the month of May, the Finance Officer has devoted a

considerable portion of his time to matters of Property Control, Supply and Personnel as well as Finance activities and for this reason this report covers the operations of his own office with just a summary of the finance activities, and the report of the Assistant Finance Officer is being submitted as the narrative report for the Finance Section for May.

The second Assistant Finance Officer, who was formerly the Cost Accountant, has been relieved of his responsibilities for Expenditure Analysis and has been working under the direct supervision of the Finance Officer in preparing a reconciliation of the retirement records of the project. In this connection he has had the part-time assistance of the Personnel Clerk and the Acting Personnel Transactions Officer. He is also being detailed to the Personnel Section effective June 1.

The First Quarter Budget for 1946 has been completed and is in process of transmittal to the Washington Office. With the exception of the problems involved in the detailing of Education personnel and the consolidation of the Welfare Section and the Relocation Division, there has been no particular problems in the preparation of this budget.

There has been several discussions with members of other divisions in regard to property accountability and the proper handling of surplus property. In this respect the Operations Division have rendered wholehearted support, and steps are being taken to clear up several of our storage yards and to segregate the property between that to be declared surplus and that which shall be disposed of as salvage.

The arrangements for the liquidation of the Education Section have been worked out in considerable detail and the operation of these plans were started May 30 with the closing out of the Mechanical Arts Shop.

Members of the project staff are much more property conscious and are cooperating much closer with the Property Control Officer in an effort to clear their own accounts.

Through arrangements with the Regional Disbursing Office, we were able to release our April War Bonds with our May 1 to 15 pay checks that were distributed on the regular pay date, May 28. We hope that this arrangement for the disbursing of bonds

can be continued in the future as it is the most convenient method and elicited favorable comments from the staff.

3. Supplies and Materials Needed:

During the past quarter there have been several instances on our project where items of a minor nature were required to complete a particular project operation. It so happened that in most cases these needs were ~~almost~~ in an activity where we had budgeted none or very little funds during the quarter. At the time these instances occurred we did not have the authority to effect transfers between activities to cover these minor needs. In our First Quarter Budget for 1946, we are requesting a small allotment to cover such future occurrences. This will tend to relieve considerable irritation and will eliminate the necessity of additional expense of wiring the Washington Office for approval for two and three dollar purchases.

We are still handicapped in the preparation of our Expenditure Analysis Reports through the lack of revised report forms as approved at the January Denver Meeting. A supply of forms were received in the latter part of May. However these forms turned out to be the old forms and not the new revised forms that are needed under our revised procedures.

4. Problems Considered:

There are no serious problems existing in the Finance Section at present.

In regard to the Property Control and Warehousing Unit, the main problem is to facilitate the disposal of surplus property. We have had considerable success in the past in the movement of this property, but find that the majority of large items that were disposed of were moved during the spot sale in April. We are not entirely satisfied with the time involved in the handling of surplus property that is disposed of by sealed bids. At the present time we are not advised of results of these invitations until a bidder is ready to accept custody of his property. We are attempting to arrange with the Commerce Department that we be notified of the results of their invitations to bid so that we can have a better idea of the anticipated disposition of the property.

The revised SPB forms are placing an additional burden upon the project personnel in the disposition of surplus property.

Mr. Gilbert L. Niesse - 4

In this connection, we are preparing and submitting a separate report to Mr. Malcolm Pitts as to our past and present experience with surplus property.

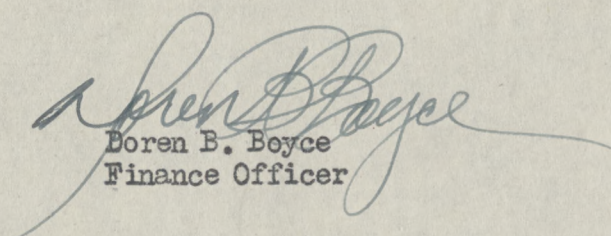
5. Plans for Next Month:

Contacts will be made during this month with the Commerce Department and the State Salvage committee to work out the best method of disposing items of nominal value that have no commercial sales value other than within the local surrounding area where there will be no transportation involved.

We hesitate to salvage and destroy some items that have an utility value for residents of the surrounding area but yet are not feasible for commercial disposal elsewhere. An example of this category of items would be the elementary school furniture that was secured in kits from the Tule Lake Furniture Factory.

The Finance Officer plans to devote approximately two-thirds of his time during the coming month in analyzing and working out certain finance procedures in conjunction with his assistants so that we will be in a position to maintain our accounts as current as possible.

6. Recommendations and Suggestions: No comments.


Doren B. Boyce
Finance Officer

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah
May 30, 1945

*Noted
MZN*

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: Vincent R. Gonzales
Assistant Finance Officer
Finance Section

SUBJECT: Monthly Narrative Report--May 1945

1. Personnel Status:

- A. Permanent employees (civil service) 10
- B. Temporary employees (civil service) 4
- C. Evacuee Employees 33 full time 3 part time
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 0
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 17
- F. Narrative statement of Personnel Problems:

With the added staff which has entered on duty during the month of May, the personnel problem has been relieved somewhat, and as the new employees gain experience we feel that problems arising due to relocation will not affect the operation of the section.

2. Main Activities during month:

- A. Routine recording of expenditure analysis data.
- B. Time cards covering evacuee services for the month of April were submitted to the examination unit May 5, and all checks were distributed prior to May 20.

C. Routine auditing of invoices and vouchers and regular examination activities. Vouchers are current 658 having been forwarded for payment during the month. This figure has not been exceeded any month since the inception of the center and reflects the satisfactory results of intensive work on liquidation of unliquidated obligations.

D. All fiscal reports were transmitted on due date. Budget for the 1st quarter of fiscal year 1946, has been completed and will be mailed to Washington today, May 30, 1945.

3. Supplies and Materials Needed:

Regular office supplies are being requisitioned as needed.

4. Problems Considered:

Routine Finance problems only.

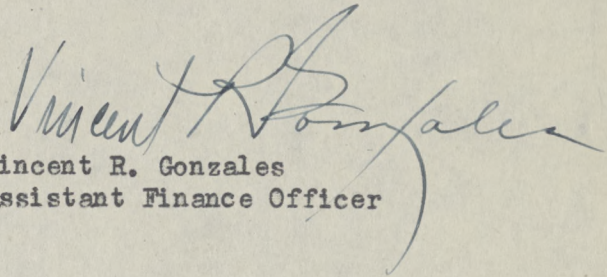
5. Plans for Next Month:

It is planned to continue the review of unliquidated balances of obligations in order that the '43, '44, and '45 appropriations may be closed with the least possible delay. The '43, and '44 appropriations are now in good shape and it is expected that all unliquidated obligations will be cleared by June 30 with the possible exception of a few items in objective class O3. It is hoped that we will be able to close all unliquidated obligations on the '45 appropriation by September 30 with the exception again of objective classification O3.

6. Recommendations and Suggestions for the Project Director:

It is suggested that handling of injury and compensation cases routed through the examination unit be transferred to the personnel management section, inasmuch as all instructions of this nature and of safety work or included in the personnel management handbook, which leads us to assume that that section is handling the work at the Washington level. A review of the narrative submitted by this office since the month of September strengthens the observation which we made in our September report, which we quote:

"In this connection, your attention is directed to the fact that some units, such as this one, whose work is strictly routine will usually have a repetition month by month of their activities. The suggestion is made that narrative reports be submitted quarterly in the interest of efficiency, except of course, in those units requiring reports to Washington monthly. Streamlining and cutting out of reports could begin with the elimination of this monthly report."



Vincent R. Gonzales
Assistant Finance Officer

VRGonzales:dch
5/30/45

May 29, 1945

MEMORANDUM TO: Vincent R. Gonzales
Assistant Finance Officer

FROM : B. B. Baca

SUBJECT : Monthly Narrative Report for May 1945.

1. Personnel Status:

A. Permanent employees (civil service)	<u>4</u>
B. Temporary employees (civil service)	<u>1</u>
C. Evacuee employees 8 full-time 1 part-time	
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>None</u>
b. Seasonal leave	<u>None</u>
E. Evacuee vacancies on staff	<u>None</u>
F. Narrative statement of Personnel Problem:	
Beginning to look good.	

2. Main Activities During Month:

Following reports were transmitted:

WRA 79	Status of Funds Allotted
WRA 81	Trial Balance
OEM 607	Transactions Sheet
SF 1095	Summary Statement of Disbursements and Collections
SF 1045	Summary Statement of Collections

Budgets prepared for first quarter of fiscal year.

Other routine matters.

3. Supplies and Materials needed: None

4. Problems Considered: Routine fiscal and personnel problems, and liquidation of 1943 fiscal year obligations preparatory to returning unexpended balances to surplus fund of the Treasury. Ledger reconciliation.

5. Plans for Next Month: Clearance of unliquidated obligations and review of open encumbrances. Continued effort to clear 1943 fiscal year appropriation unliquidated obligations (only 2 remain open). Ledger reconciliation.

6. Recommendations or Suggestions for the Project director: None.

B. B. Baca
Fiscal Accountant

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

MEMORANDUM TO: Mr. Vincent R. Gonzales

FROM: Examination Unit

SUBJECT: Monthly Narrative Report - May 1945

1. Personnel Status:

A. Permanent employees (civil service) 3

B. Temporary employees (civil service) 1

C. Evacuee employees 8 full-time 2 part-time

D. Progress of Staff Relocation:

a. Indefinite leave during month 0

b. Seasonal leave 0

E. Evacuee vacancies on staff 3

F. Narrative statement of Personnel Problem:

None.

2. Main Activities during month:

Auditing invoices, preparing and auditing payment vouchers for supplies and materials, payrolls (Administrative and Resident), travel, freight & express, clothing, public assistant, issuing bond schedules, delivering bonds, checks, maintaining accounts, records and files, reporting injuries to the Compensation Commission, processing and clearing old accounts, auditing leave records.

Vouchers are current; 658 vouchers were forwarded for payment during the month. Resident payrolls for April have been processed. Transmittal of vouchers to the Disbursing Officer was closed on May 25, 1945.

3. Supplies and Materials Needed:

None.

4. Problems Considered:

Keeping work current, liquidating old obligations, training new employees, reassignment of duties, and leave audit.

5. Plans for Next Month:

Continued efforts to get rid of outstanding obligations, employee training, and plans as to how best to meet problem of anticipated rapid turnover in personnel.

6. Recommendations & Suggestions to the Project Director on needed changes in policy or procedures:

None.

M. A. Bosh
M. A. Bosh
Auditor

CENTRAL UTAH PROJECT
Topaz, Utah

May 29, 1945

MEMORANDUM TO: Gilbert L. Niesee
Assistant Project Director
Administrative Management Division

FROM: E. E. Herndon
Activity Expenditure Unit
Finance Section

SUBJECT: Monthly Narrative Report -May, 1945

1. Personnel Status:

A. Number of employees (Civil Service)	32
B. Temporary employees (Civil Service)	01
C. Number of employees (Evacuee)	17
D. Progress of Staff Relocation	
a. Indefinite Leave during month	0
b. Seasonal leave during month	0
E. Evacuee vacancies on staff	14
F. Narrative statement of Personnel Problems	None

2. Main Activities:

A. Routine recording of expenditure analysis data. Statement of expenditures for the months of March and April not submitted to date, as a supply of revised report forms has not been received. These reports are not in preparation and will be submitted within a few days.

B. Time cards covering evacuee services for the month of April were submitted to the Payroll unit on May 5, 1945.

3. Supplies Materials Needed:

All regular office supplies are being requisitioned as needed.

4. Problems Considered:

Routine accounting problems only.

Re: Monthly Narrative Report

5. Plans for Next Month:
Routine accounting functions
6. Recommendations and suggestions for the Project
Director on needed changes in policy and
procedure:
None.

E. E. Herndon

E. E. Herndon
Cost Accountant

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: Vincent R. Gonzales
Assistant Finance Officer
Finance Section

SUBJECT: Monthly Narrative Report - June 1945.

1. Personnel Status:

- A. Permanent employees (civil service) 10
- B. Temporary employees (civil service) 2
- C. Evacuee employees 37 full time 1 part time
- D. Progress of Staff Relocation:
- a. Indefinite leave during month 5
- b. Seasonal leave 0
- E. Evacuee vacancies on staff 11
- F. Narrative statement of personnel problem:

The Activity Expenditure Unit is sorely in need of a CAF-5 appointive position as that unit has been unable to fill evacuee vacancies. The Accounts Control and Examination Unit personnel problem has improved somewhat. However, it is felt that the CAF-5 in the Examination as well as one additional clerk-typist should be placed in that unit for training prior to departure of the experienced staffs' relocation.

2. Main Activities During Month:

- A. Routine recording of analysis data.
- B. Reports for the months of February, March and April were submitted on improvised forms June 30, 1945. All checks covering evacuee services for the month of May were distributed prior to June 23, 1945.

C. Routine Examination Activities.

Vouchers are current; 834 having been forwarded for payment during the month and again sets a record of accounts cleared during any one month. Individual Earning Record Cards for resident workers have been typed and are ready for use in the 1946 Fiscal Year.

D. All fiscal reports were transmitted on due date.

E. Special attention has been placed this month in the reconciliation of various general ledger accounts. This project will continue for some time until all general ledger accounts reflect accurate and reconcilable balance.

3. Supplies & Materials Needed:

None. Requisition of regular office supplies being made as needed.

4. Problems Considered:

Routine Finance problems only.

5. Plans for Next Month:

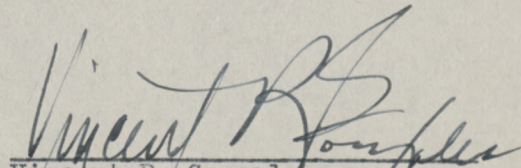
A. Completion of cost records on all construction projects made to date.

B. Setting up new records for the 1946 Fiscal Year.

Very good progress has been made in the clearing of unliquidated balances of obligations on the 1943 and 1944 appropriations. It is planned to continue the review on the above appropriations and to begin an audit of the 1945 appropriation immediately.

6. Recommendations and Suggestions for the Project Director:

No comment. Please refer to the Narrative Report for the Month of May on which apparently no action has been taken.


Vincent R. Gonzales
Assistant Finance Officer

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MEMORANDUM TO: Mr. Vincent R. Gonzales
FROM: Examination Unit
SUBJECT: Monthly Narrative Report - June 1945

1. Personnel Status:

A. Permanent employees (civil service) 3
B. Temporary employees (civil service) 0
C. Evacuee employees 10 full-time
D. Progress of Staff Relocation:
 a. Indefinite leave during month 2
 b. Seasonal leave 0
E. Evacuee vacancies on staff 0
F. Narrative statement of Personnel Problem:

None.

2. Main Activities during month:

Auditing invoices, preparing and auditing payment vouchers for supplies and materials, payrolls (Administrative and Resident), travel, freight & express, clothing, public assistant, issuing bond schedules, delivering bonds, checks, maintaining accounts, records and files, reporting injuries to the Compensation Commission, auditing leave records.

Clearing old accounts before the end of the fiscal year has been one of the main activities during this month. 834 vouchers were forwarded to the Disbursing Office for payment; the highest number processed in any one month during the 1945 Fiscal Year. 3,000 Individual Earning Record Cards for resident workers have been prepared and are typed for use in the 1946 Fiscal Year (July 1, 1945).

3. Plans for Next Month:

Setting up new record cards for the 1946 FY beginning 7/1/45.

M. A. Bosh
M. A. Bosh

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MEMORANDUM TO: Mr. Vincent R. Gonzales
FROM: Examination Unit
SUBJECT: Monthly Narrative Report - June 1945

1. Personnel Status:

A. Permanent employees (civil service) 3
B. Temporary employees (civil service) 0
C. Evacuee employees 10 full-time
D. Progress of Staff Relocation:
 a. Indefinite leave during month 2
 b. Seasonal leave 0
E. Evacuee vacancies on staff 0
F. Narrative statement of Personnel Problem:

None.

2. Main Activities during month:

Auditing invoices, preparing and auditing payment vouchers for supplies and materials, payrolls (Administrative and Resident), travel, freight & express, clothing, public assistant, issuing bond schedules, delivering bonds, checks, maintaining accounts, records and files, reporting injuries to the Compensation Commission, auditing leave records.

Clearing old accounts before the end of the fiscal year has been one of the main activities during this month. 834 vouchers were forwarded to the Disbursing Office for payment; the highest number processed in any one month during the 1945 Fiscal Year. 3,000 Individual Earning Record Cards for resident workers have been prepared and are typed for use in the 1946 Fiscal Year (July 1, 1945).

3. Plans for Next Month:

Setting up new record cards for the 1946 FY beginning 7/1/45.

M. A. Bosh
M. A. Bosh

CENTRAL UTAH PROJECT
Topaz, Utah

June 30, 1945

MEMORANDUM TO: Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: E. E. Herndon
Activity Expenditure Unit
Finance Section

SUBJECT: Monthly Narrative Report - June 30, 1945

1. Personnel Status:

A. Number of Employees (Civil Service)	2
B. Temporary Employees (Civil Service)	0
C. Number of Employees (Evacuees)	20
D. Progress of Staff Relocation	
a. Indefinite Leave during month	1
b. Seasonal Leaves during month	0
E. Evacuee vacancies on the staff	10
F. Narrative statement of Personnel Problems	
The Unit is understaffed in both Civil Service and Evacuee Employees.	

2. Main Activities:

A. Routine recording of expenditure analysis data. Statement of expenditures for the months of February, March and April submitted in typewritten form, as a supply of the revised report forms has not been recieved to date. The statement for May is almost completed and will be submitted within two or three days.

B. Time cards covering evacuee services for the month of April were submitted to the Payroll unit on June 5, 1945.

3. Supplies Materials Needed:

All regular office supplies are being requisitioned as needed.

A supply of forms for the statement of expenditures is expected to be received within a few days.

Re: Monthly Narrative Report

4. Problems Considered:
Routine accounting problems and completing
and reconciling construction project cost
from the opening of the Center to date.
5. Plans for Next Month:
Routine accounting functions and the
completion of cost records of all con-
struction project completed to date.
6. Recommendations and suggestions for the
Project Director on needed changes in
policy and procedure:

None

E. E. Herndon
E. E. Herndon
Cost Accountant

6/28/45

MEMORANDUM TO: Vincent R. Gonzales
Assistant Finance Officer

FROM : B. B. Baca

SUBJECT : Monthly Narrative Report for June, 1945

1. Personnel Status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 1
- C. Evacuee employees 7 full-time 1 part-time
- D. Progress of Staff Relocation
 - a. Indefinite leave during month 2
 - b. Seasonal leave None
- E. Evacuee vacancies on staff 1
- F. Narrative statement of Personnel Problems:
Beginning to look good.

2. Main Activities During Month:

Following reports were transmitted:

WRA 79 Status of Funds Allotted

WRA 81 Trial Balance

O.M. 607 Transactions Sheet

SR 1095 Summary Statement of Disbursements and
Collections

SF 1045 Summary Statement of Collections

Ledger Reconciliation

Other routine matters.

3. Supplies and Materials needed: None

4. Problems Considered: Routine fiscal and personnel problems,
and liquidation of 1943 fiscal year
obligations preparatory to returning
unexpended balances to surplus fund
of the Treasury. Ledger reconciliation.

5. Plans for Next Month: Clearance of unliquidated obligations
and review of open encumbrances.
Continued effort to clear 1944 & 1945
fiscal year appropriation unliquidated
obligations (~~only 2 remain open~~).
Ledger reconciliation.

6. Recommendations or Suggestions for the Project Director: None

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

JUN 30 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*
Assistant Project Director
Administrative Management Div.

SUBJECT: Monthly Narrative Report - June 1945

1. Personnel Status

a. Permanent employees (Civil Service)	1
b. Temporary employees (Civil Service)	0
c. Evacuee employees	1
d. Progress of Staff Relocation	0
e. Evacuee vacancies on staff	0
f. Narrative Statement of Personnel Problems:	

The Finance Section is fairly well staffed. However as Mr. Gonzales pointed out in his report, we do need to fill the CAF-5 Cost Clerk position in the Expenditure Analysis Unit. The Fiscal Accountant has taken considerable sick leave this month and may require an extended period of sick leave in order to recover his health. A vacancy is about to arise also in our Assistant Auditor's position so that while our Personnel status as of June 30 is good, yet these two circumstances can place our personnel situation in a critical state.

Mr. Kimball who was carried on the payroll as an Assistant Finance Officer is on detail as Acting Personnel Officer. In view of the upsets that are about to occur in the Finance Section, it is my recommendation that we transfer Mr. Kimball to the Personnel Section and recruit an additional Assistant Finance Officer who can fill in these critical spots.

In regard to Property Control and Warehousing Unit, we have a definite immediate need for the filling of the CAF-5 Property Clerk positions. These positions are needed now to assist in the reconciliation of our June 30 inventory and to bring our record of charges against individuals to a current date.

On the basis of our anticipated increase in relocation, we will need a complete realignment of our personnel in the Property Control and Warehousing Unit as long as we are still responsible for the physical movement and the preparation of shipping documents on evacuee property.

2. Main Activities During Month:

A report is being submitted by Mr. Gonzales and Mr. Robins which covers the main activities in the Finance Section, ⁴Property Control and Warehousing Unit, ~~and~~ Supply Section for the month of June completely.

There were not very many surplus declarations submitted during June due to the additional detail required under our present operating procedures. However considerable progress has been made towards obtaining the detailed information required. Also the Engineering Section has physically moved to another surplus yard ~~and~~ a considerable amount of cast iron and clay pipes, bricks and other items are now being inventoried for surplus declarations.

A movement of the Educational property back to the warehouses was handled very nicely and we feel that the cooperation between the Property Control and Warehousing Unit and Education Section was very excellent, and both activity should be commended upon the way this program was handled.

In addition to the supervision of the above two activities, I spent considerable time during the month of June in helping prepare a report for the Manpower Commission in regard to our personnel requirements, which together with the visit of the Manpower Representatives resulted in a favorable increase in the manpower ceiling for this project.

Some time was also devoted to a study of our operations to see what effect an accelerated relocation program would have upon them, and to determine personnel and space needs under that program.

I also assisted in the outlining and conducted an In-Service Training Program for our new clerical personnel. This In-Service Training Program has been beneficial to the project in several ways.

3. Supplies and Materials Needed:

Our supply and material requirements are apparently being met adequately and no serious shortage have yet developed.

4. Problems Considered:

The problems in regard to the accelerated relocation program referred to above received major consideration and will continue to receive consideration during the coming month.

5. Plans for Next Month:

We are planning to set up our operating procedures in such a way

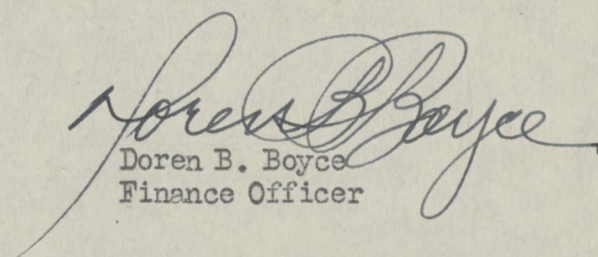
that all our actions will facilitate the movement of evacuees and evacuee property from the project. We are planning to simplify the clearance procedures for evacuees and, if possible, to streamline the issuance of Government Bills of Lading. Steps have been taken in the Finance Section to consolidate certain jobs and further progress will be made this month so that we will be able to continue furnishing as needed, even though we lose the majority of our resident personnel.

6. Recommendations and Suggestions to the Project Director:

The procedures outlined by the Washington Office in regard to the handling of gate receipts and to the refunds thereunder for those who are assisting in relocation are creating an additional burden on the project which we feel is entirely unjustified.

It is our recommendation that a simple definite policy be set affecting all residents alike and that all residents pay, or that they all be non-paying guests. From a Finance standpoint, it is our recommendation that all resident visitors pay their proper guest charges or that no refunds be made. Exceptions could be made to this procedure for particular hardship cases.

We also recommend that in view of the accelerated relocation and the almost entire stoppage of agricultural production and engineering construction, that the Expenditure Analysis procedures be abolished in their entirety. We feel that not enough benefit is derived on the project from these reports to justify the retention of the personnel and time in making the reports. An additional CAF-7 Assistant Auditor's job could be assigned to the Examination Unit for supervision of payroll preparation and timekeeping and eliminate the entire Expenditure Analysis Unit.


Doren B. Boyce
Finance Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 2, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *gln*
Assistant Project Director
Administrative Management Div.

SUBJECT: Monthly Narrative Report - July 1945

1. Personnel Status

a. Permanent employees (Civil Service)	<u>1</u>
b. Temporary employees (Civil Service)	<u>0</u>
c. Evacuee employees	<u>1</u>
d. Progress of staff relocation	<u>0</u>
e. Evacuee vacancies on the staff	<u>0</u>

Narrative statement of personnel problems: On July 28 we recruited a CAF-5 Cost Accounting Clerk for the Activity Expenditure Unit, which completely staffs this activity. However on July 31, we received notification of the suspension of the majority of the Expenditure Analysis ledgers and reports. A study is being made on the actual saving that will result and the personnel saved will be utilized in other units of the Finance Section.

We transferred Mr. Cannon to the position of Assistant Property and Warehousing Officer which fills our key positions in this unit. However, we still require one property clerk and two clerk typists to handle the flow of documents.

2. Main activities during the month:

Considerable time was devoted to the study of Federal Employees' Pay Act of 1945 and a summary of the pertinent provisions was prepared and distributed to the appointed staff. The first payroll under the new procedure was submitted as soon as disbursing funds were available and the payroll was only one day late. In many respect the new payroll procedure will be better and easier for preparation and audit after all the members of the staff understands the requirements.

On July 25 through 27, I made a trip to Salt Lake and discussed payroll procedures and disbursing funds with the Disbursing Officer, and discussed our surplus property problems with the Reconstruction Finance Corporation and the Office of Surplus Property, Department of Commerce.

I find under the new SPB procedures it has taken approximately 60 days from the time that SPB-1 leaves this office for Washington until they arrive at the Salt Lake office of the disposal agencies. Declarations made by us the latter part of May were received by the disposal agencies on July 28. A formal discussion was held with disposal agencies as to the possibility of utilizing members of our Property Control and Warehousing staff as their property custodians at the time the center is closed and all property declared for their disposition.

During the month of July the Reconstruction Finance Corporation made their first disposal for the center when they sold a large stock of V Joint Siding and window sash. Their procedure is now settled whereby they can handle our surplus declarations more expeditiously. On July 31 we also received notification of sale of rye grass seed which was declared to the War Food Administration and then taken over by the Commodity Credit Corporation for disposal. This declaration was made in February 1945.

3. Supplies and materials needed: None

4. Problems Considered:

Considerable discussion has been held during the month and is continuing in the month of August as to the best method of handling evacuee property shipments from the project. Several letters and recommendations have been forwarded to the Washington Office as to suggested means of securing sidewalk delivery for evacuee property and to facilitate the movement of this property from the project warehouse.

At the present time we have four warehouses filled with evacuee property that is not moving as fast as it should. This problem has been discussed several times with the evacuee property officer and plans are being developed to work out some means of moving.

5. Plans for Next Month:

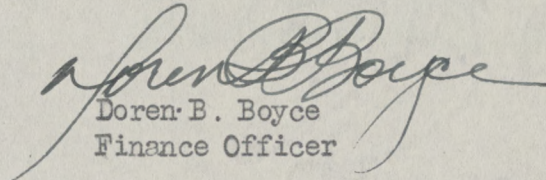
The Assistant Property and Warehousing Officer will devote his

entire time to determining the various surpluses in the warehouses and following through to see that property surplus documents are prepared.

We are also planning to make additional space available for the storage of evacuee property under the accelerated departure plan.

6. Recommendations and Suggestions to the Project Director on Needed Changes in Policy or Procedures:

None.


Doren B. Boyce
Finance Officer

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 28, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*
Assistant Project Director
Administrative Management Division

FROM: Vincent R. Gonzales
Assistant Finance Officer
Finance Section

SUBJECT: Monthly Narrative Report - July 1945.

1. Personnel Status:

- A. Permanent employees (civil service) 8
- B. Temporary employees (civil service) 2
- C. Evacuee employees 30
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 5
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 11
- F. Narrative statement of personnel problem:

The Activity Expenditure Unit still feels the lack of a CAF-5 Appointive position as relocation of the evacuee staff continues. The Examination Unit requires one CAF-5 Clerk as well as one additional Clerk-typist for training prior to the relocation of the experienced evacuee staff. A number of the key personnel in that Unit have indicated that they are planning relocation within the next month or so.

2. Main Activities During Month:

- A. Routine recording of Expenditure Analysis data.
- B. Expenditure Analysis reports for the month of June were transmitted on July 26, 1945.

C. Routine Examination Activities.

Vouchers are current; 345 were processed during the month. The number of vouchers processed has dropped due to the policy of cash payments of relocation grants, however in the amon, the drop in the number of vouchers does not indicate a drop in the volume of work as vouchers must still be examined and verified prior to payment by the Agent Cashier.

D. All fiscal reports for the fiscal year ending June 30th have been transmitted to the Washington Office.

E. Reconciliation of general ledger accounts continues. It is anticipated that this work will be completed next month.

3. Supplies & Materials Needed:

None. Regular office supplies being requisitioned as needed.

4. Problems Considered:

Routine Finance problems only.

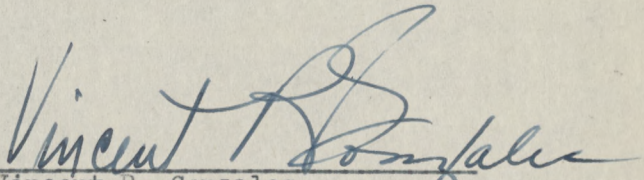
5. Plans For Next Month:

A. Redistribution of work and further simplification of detail operations.

B. It is hoped to begin a post-audit of the 1945 appropriation ledger immediately.

6. Recommendations & Suggestions for the Project Director:

No comment.


Vincent R. Gonzales
Assistant Finance Officer

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MEMORANDUM TO: Mr. Vincent R. Gonzales
FROM: Examination Unit
SUBJECT: Monthly Narrative Report - July 1945

1. Personnel Status:

A. Permanent employees (civil service) 3
B. Temporary employees (civil service) 0
C. Evacuee employees 9 full time 0 part-time
D. Progress of Staff relocation:
 a. Indefinite leave during month 1
 b. Seasonal leave 0
E. Evacuee vacancies on staff 4
F. Narrative statement of personnel problem:

None.

2. Main Activities During Month:

Auditing invoices, preparing and auditing payment vouchers for supplies and materials, payrolls (Administrative and Resident), travel, freight, & express, clothing, public assistance & illness compensation vouchers, issuing bond schedules, delivering bonds, checks, maintaining accounts, records and files, auditing leave records.

Clearing old accounts and setting up new record cards for the 1946 F. Y. Vouchers are current; 345 vouchers were forwarded for payment during the month up to July 25th. Since payment of relocation grants are now made in cash, the number of vouchers being processed are cut down. Refund vouchers for subsistence charges are being processed in accordance with Manual Section 150.1.10D3.

3. Supplies and Materials Needed:

None.

4. Problems Considered:

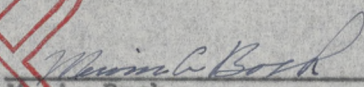
Keeping work current, reassignment of duties and leave audit.

5. Plans For Next Month:

Redistribution of work, further simplification of detail operations.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

None.


M. A. Bosh
Auditor

MABosh:ht
7/27/45

COPY

CENTRAL UTAH PROJECT
Topaz, Utah

July 30, 1945

MEMORANDUM TO: Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: E. E. Herndon
Activity Expenditure Unit
Finance Section

SUBJECT: Monthly Narrative Report - July 30, 1945

1. Personnel Status:

A. Number of Employees (Civil Service)	2
B. Temporary Employees (Civil Service)	0
C. Number of Employees (Evacuee)	15
D. Progress of Staff Relocation	
a. Indefinite Leave during month	3
b. Seasonal Leaves during month	0
E. Evacuee vacancies on the staff	5
F. Narrative statement of Personnel Problems	
	None

2. Main Activities:

- A. Routine recording of expenditure analysis data. Statement of expenditures for the month of June submitted July 21, on revised report forms.
- B. Time cards covering evacuee services for the month of June were submitted to the Payroll unit on July 5, 1945.

3. Supplies Materials Needed:

All regular office supplies are being requisitioned as needed

4. Problems Considered:

Routine accounting functions and the completion of cost records of all construction projects completed to date

Re: Monthly Narrative Report

5. Plans for Next Month:
Routine accounting problems only.
6. Recommendations and suggestions for the Project
Director on needed changes in policy and pro-
cedure:

None

Carole Skarnick
for E. E. Herndon
Cost Accountant

CENTRAL UTAH PROJECT
TOPAZ, UTAH

July 27, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*
Assistant Project Director
Administrative Management Division

FROM: Melvin H. Robins
Property & Warehousing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service) 15
- B. Temporary employees (civil service) None
- C. Evacuee employees 42
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 4
 - b. Seasonal leave None
- E. Evacuee vacancies on staff
- F. Narrative statement of personnel problems:
No comment.

2. Main Activities During Month:

Probably the principal activity of this unit at the present time is the preparation of lists of surplus property. There are many items surplus to our needs, but we are attempting to list first the items which are heavy and bulky, in order that this type of property may be moved while we have evacuee help available.

We have listed during the past month as surplus to our needs, large quantities of cast iron pipe, sewer pipe, clay pipe, as well as large quantities of bolts, steel cots, and cotton mattresses. We have shipped this month 1917 cases of glass fruit jars and 500 steel cots. A spot sale is being

Mr. Gilbert L. Niesse-2-July 27, 1945

being conducted at Midvale, Utah today in which 25 motor vehicles belonging to this Project will be offered for sale.)

The physical handling and shipment of evacuee property and the preparation of Government Bills of Lading is done by this unit; and as the relocation program increases this phase of our work has become one of our main activities. During the last 30 day period we have shipped 181,891 pounds of evacuee property by freight or express. This figure is exclusive of baggage shipments.)

Through the combined efforts of the Supply Officer, Property and Warehousing Officers, and School Officials, it has been determined that this Project will be able to transfer to The Office of Indian Affairs 18,921 volumes of general text and library books. A declaration to this effect has been forwarded to the Washington Office.)

June 30 inventories have now all been completed with one or two exceptions and reconciliation work has been started upon these inventories against charges made to activity heads, in the case of major equipment. Further use will be made of the inventories in locating large quantities of expendable items which may be considered as surplus to our needs.

3. Supplies and Materials Needed: No Comment.
4. Problems Considered: No comment.
5. Plans for Next Month:

It is anticipated that during the next month the books declared as available for transfer to The Office of Indian Affairs will be crated and shipped. We hope to dispose of from 25 to 50 motor vehicles. It is also anticipated that through our reconciliation work in connection with inventories, that a checkup will be made of all types of government property in the custody of Property and Warehouse Officers.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures: No comment.

William H. Robins