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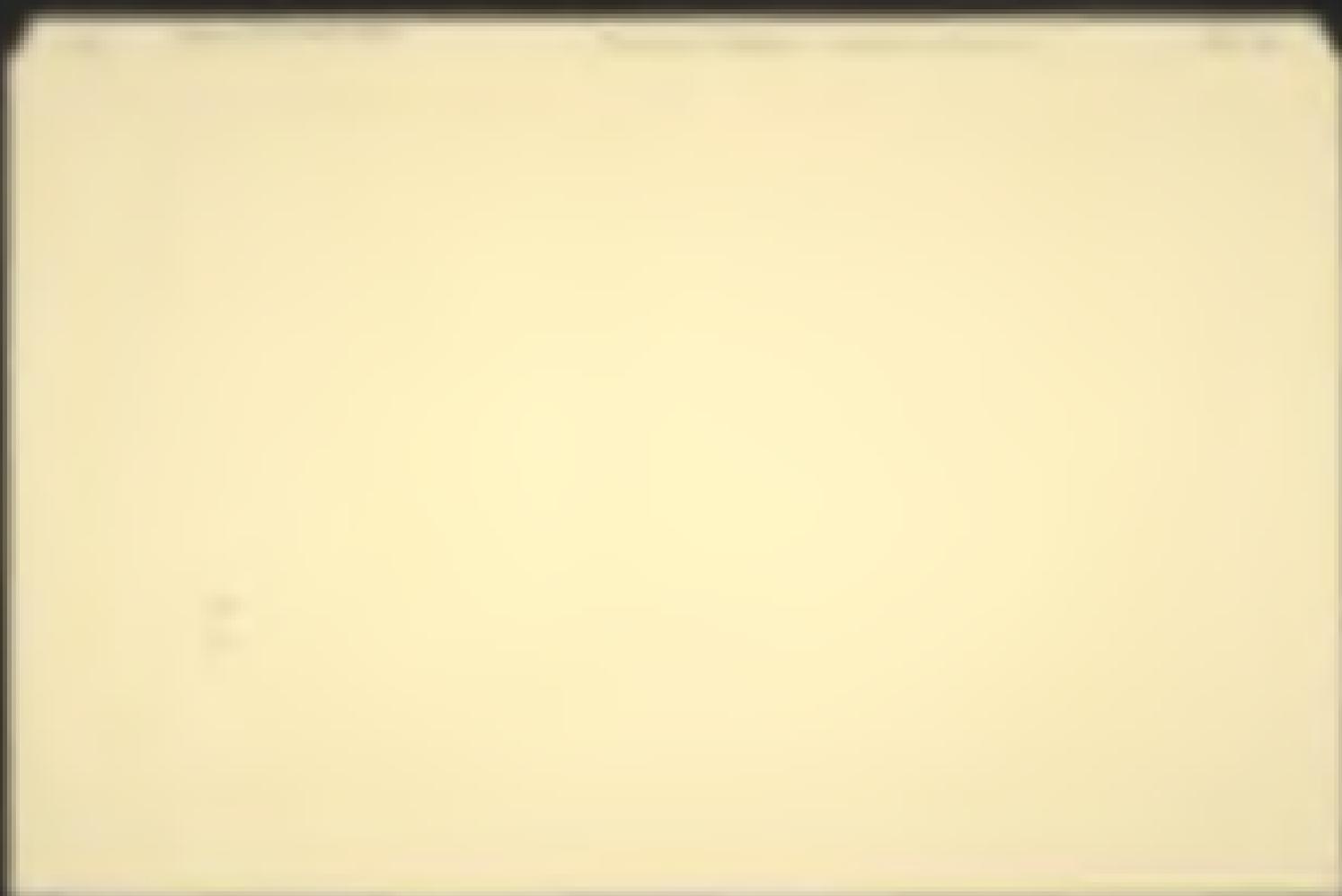
COMMITTEE RECORDS

FINANCIAL RECORDS BUDGET OUTLINES

1944-45

C-A

171



Budget of Committee on American Principles  
and Fair Play  
for  
July 1, 1944 to July 1, 1945

(Figures prepared on basis of expenditures of last year as indicated in auditor's report on period from March 5, 1943 to December 22, 1943, and and Financial statement of Treasurer of April 22, 1944)

Salary	Executive Secretary (three-fourth's time)	\$2400.00
Salary	Office secretary -- Berkeley (full time)	2000.00
Salary	Assistant Executive Secretary -- Los Angeles (half time)	1200.00
Salary	Assistant staff member in Northwest	600.00
Rent	Berkeley office	360.00
Office expenses:	Berkeley (stationery, light, hear, etc.)	556.00
Office expenses:	Los Angeles (clerical and stationery)	300.00
Office expenses:	Northwest (clerical and stationery)	150.00
Telephone and Telegraph		420.00
Postage		500.00
Printed and mimeographed material		300.00
Travel and expenses	(Executive Secretary)	1056.00
Travel and expenses	(Assistant Executive Secretary: Los Angeles)	200.00
Travel and expenses	(Assistant staff members: Northwest)	100.00
		\$ 10142.00
Budget for	six month's period	\$ 5071.00

Additional Budget Requirement  
for development of concentrated program for  
four month period from--  
August 1, 1944 to December 1, 1944

Salaries:	Field assistant to Executive Secretaries (2)	
	one person: 4 months at \$200.00	\$ 800.00
	one persons 4 months at \$200.00	800.00
	typist-clerk: 4 months at \$150.00	600.00
	Public relations staff member:	
	4 months at \$200.00 (half time)	800.00
Printed material		400.00
Travel and Expenses of field assistants and Executive Secretaries		1020.00
Postage		300.00
Telephone and Telegraph		200.00
TOTAL		\$ 4920.00

The first part of the document  
 discusses the importance of  
 maintaining accurate records  
 for all transactions. It  
 emphasizes the need for  
 consistency and transparency  
 in financial reporting.

The second part of the document  
 outlines the procedures for  
 conducting regular audits.  
 It details the steps involved  
 in selecting auditors, the  
 scope of the audit, and the  
 reporting process.

The final part of the document  
 provides a summary of the  
 key findings and recommendations.  
 It concludes by reiterating  
 the importance of ongoing  
 monitoring and improvement.

Budget of Committee on American Principles  
and Fair Play  
for  
July 1, 1944 to July 1, 1945

(Figures prepared on basis of expenditures of last year as indicated in auditor's report on period from March 5, 1943 to December 22, 1943, and Financial statement of Treasurer of April 22, 1944.)

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Telephone and Telegraph		420.00
Postage		500.00
Printed and mimeographed material		300.00
Travel and expenses	(Executive Secretary)	1056.00
Travel and expenses	(Assistant Executive Secretary: Los Angeles)	200.00
Travel and expenses	(Assistant staff members: Northwest)	<u>100.00</u>
Budget for one year	TOTAL	\$10,142.00
Budget for six month's period		\$ 5,071.00

Additional Budget Requirement  
for development of concentrated program  
for four month period from --  
August 1, 1944 to December 1, 1944

Salaries:	Field assistant to Executive Secretaries (2)	
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	one person: 4 months at \$200.00	800.00
	typist-clerk: 4 months at \$150.00	600.00
	Public relations staff member:	
	4 months at \$200.00 (half time)	800.00
Printed material		400.00
Travel and Expenses of field assistants and Executive Secretaries		10920.00
Postage		300.00
Telephone and Telegraph		<u>200.00</u>
TOTAL		\$ 4,920.00

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5301 SOUTH DICKENS STREET  
CHICAGO, ILLINOIS 60637  
TEL: 773-936-3700  
FAX: 773-936-3701  
WWW: WWW.CHEM.UCHICAGO.EDU

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