



DANA CORPORATION

Victor Gasket Division - Chicago

INTRA-COMPANY COMMUNICATION

SUBJECT Fiscal 1970 Forecasts and Budgets

DATE September 8, 1969

TO

J. C. Mayer ✓
G. G. Quenzercc- B. R. Basile
W. J. Sheehan
H. E. Dehr

For your guidance and for next year's (fiscal '70) measurement of performance against forecast, the attached copies of Manufacturing Variance Forecast, Capital Requirements by Months, and Cash Flow are being forwarded.

As soon as revised Capital Budgets are released, it will be necessary for each of you to reflect the decrease in Capital expenditures in Capital Requirements by Months and Cash Flow Forecasts.

Strict adherence and control of Capital Monies allotted and spent must be kept at each plant and division. So set up work papers identifying approved Capital Requirements and monitor expenditures carefully. Further direction and internal procedures will follow.


D. J. Reda

LMW

Atts.

VPD-91-0000096