

November 26, 1930.

Dear Dr. Aub:

According to the statement just received from the Bursar's Office for the four months ending October 31st, there has been charged to the Lead Fund a total of \$1,433.82. As the balance of the Lead Fund as of July 1, 1930 was \$1,388.64, this charge leaves a deficit of \$45.18. This has been checked in our office and with Miss Anderson, and the figures in all three offices agree. Miss Anderson tells me she has written you asking you to communicate with Mr. Wormser so that the University will receive a check covering the deficit and future payments already arranged for. Will you be good enough to send us the original pledge for the \$10,000, so that we may forward it to the Treasurer's Office. The following letter which I have lately received from Mr. Shattuck explains the necessity for this:

"I have yours of the 5th regarding the preparation of budgets. All of these budgets should be based on income from funds in hand, on gifts in hand, or on gifts promised in writing and payable within the fiscal year for which the budget is prepared. The originals of all such promises should be filed in this office when received, as we keep a file of all original papers relating to gifts and pledges. The Auditor gets his information from our records. Only in this way is it possible to keep a proper control of expenditures and to make sure that there are or will be resources to meet them. I shall be much obliged if you will call this to the attention of all department heads."

Very sincerely yours,

Cecil K. Drinker, M.D.
Acting Dean