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Ottawa University

Record of Income and Expense and Proposed Budget
for 1934-'35

<u>INCOME</u>			
	1933-'34 Budget	Actual Income	Proposed Budget 1934-'35
I. <u>Endowment</u> : - - - - -	-\$ 17,202.12	17,795.45	16,835.45
II. <u>Student Fees</u> : - - - - -	26,350.00	23,877.38	26,006.07
III. <u>Gifts</u> : - - - - -	7,000.00	5,670.45	5,700.00
IV. <u>Business Operations</u> : - -	1,885.00	389.28	500.00
TOTAL INCOME ANTICIPATED--	<u>52,437.12</u>	<u>47,732.56</u>	<u>49,041.52</u>

SUMMARY

Total Income Anticipated - - - - -	49,041.52
Total Fixed Expense - - - - -	<u>23,676.44</u>
Balance to be applied on salaries - - -	25,365.08
Total Salary schedule - - - - -	<u>28,265.30</u>
Anticipated shortage on salaries - - -	<u>2,900.22</u>

= 10% of Salaries

FIXED EXPENSE

	1933-'34 Budget	Actual Expense	Proposed Budget 1934-'35	
I. <u>Administrative:</u>				
<u>President's Office:</u>				
1. Clerical - - - - -	20.00	19.08	19.00	} 178.00
2. Office Expense - - -	12.00	9.70	9.00	
3. Travel- - - - -	200.00	151.13	150.00	
<u>General:</u>				
1. Telephone and Telegraph - - -	310.00	317.30	300.00	
2. Stationery and Supplies - - -	150.00	220.60	150.00	
3. Postage - - - - -	600.00	868.13	600.00	
4. Miscellaneous:- - - - -				
Official visitors - - -	25.00			
Official meetings - - -	55.00			
Membership fees- - -	105.00			
Audit- - - - -	237.50			
Other - - - - -	20.00			
	442.50	274.72	280.00	
5. Federal tax on checks - - - -	30.00	16.92	17.00	
<u>Treasurer's Office:</u>				
1. Clerical- - - - -	112.50	124.59	125.00	
2. Office Expense- - -	100.00	161.75	90.00	1347.00
(One student assistant to be given credit for full tuition. Office expense includes Treasurer's bond.)				
<u>Registrar's Office:</u>				
1. Clerical- - - - -	100.00	26.73	120.00	
2. Office Expense- - -	25.00	50.66	35.00	177.
	2102.00	2234.31	1895.00	
II. <u>Publicity and Promotion:</u>				
<u>Publicity Secretary:</u>				
1. Clerical- - - - -	60.00	57.44	50.00	
2. Office Expense- - -	150.00	170.72	150.00	
3. Travel- - - - -	75.00	36.90	40.00	
(Office expense includes cost of mats, engravings, etc. sent to newspapers)				
<u>Student Secretary:</u>				
1. Clerical- - - - -	75.00	125.37	100.00	
2. Office Expense- - -	70.00	68.18	65.00	
3. Travel- - - - -	1,600.00	1,761.65	1,400.00	
<u>Printing and Engraving:</u>				
2. Catalog- - - - -	375.00	384.80	385.00	
2. Taup Talk- - -	250.00	263.75	260.00	
3. Pictorial Bul. -	550.00	611.88	300.00	
4. Miscellaneous- - -	50.00	-----	50.00	
Advertising- - - - -	125.00	119.49	100.00	
Distribution of College Publications - - -	170.00	157.83	150.00	
Public Occasions - - - - -	300.00	303.35	300.00	
College Club Trips - - - - -	30.00	20.96	25.00	
Miscellaneous Publicity- - - - -	15.00	1.10	-----	
	3,895.00	4,083.42	3,375.00	

III. <u>Operation and Maintenance:</u>	1933-'34 Budget	Actual Expense	Proposed Budget 1934-'35
Salaries of Helpers - - - - -	\$ 1,400.00	1,035.70	1,000.00
Fuel - - - - -	2,400.00	1,797.68	2,000.00
Electricity - - - - -	365.00	359.13	360.00
Gas - - - - -	400.00	374.00	375.00
Water - - - - -	430.00	574.65	565.00
Janitor's Supplies - - - - -	130.00	111.88	100.00
Repair of Buildings - - - - -	500.00	846.50	500.00
Upkeep of Grounds - - - - -	500.00	1,015.74	500.00
Repairs and Replacements - - - - -	400.00	305.47	400.00
Insurance - - - - -	925.00	671.98	800.00
Taxes - - - - -	2,100.00	1,425.40	1,425.00
	<u>9,550.00</u>	<u>8,518.33</u>	<u>8,025.00</u>

IV. Instructional:

Departmental Supplies:

1. Biology - - - - -	100.00	77.64	100.00
2. Chemistry - - - - -	130.00	130.00	200.00
3. Christianity - - - - -	5.00	-----	5.00
4. Education and Psychology - - - - -	35.00	20.68	30.00
5. English - - - - -	5.00	2.61	15.00
6. Music - - - - -	300.00	240.00	100.00
7. Physical Education - Men - - - - -	240.00	175.47	175.00
8. Physical Education - Women - - - - -	25.00	12.82	15.00
9. Physics - - - - -	-----	-----	15.00

Library:

1. Salaries of Assistants - - - - -	225.00	165.00	185.00
2. Books and Periodicals - - - - -	480.00	438.61	250.00
3. Binding - - - - -	100.00	69.45	70.00
4. Office Expense - - - - -	25.00	13.55	15.00
	<u>1,670.00</u>	<u>1,345.83</u>	<u>1,175.00</u>

V. Not Strictly Educational:

S. E. Price Pension - - - - -	900.00	900.00	900.00
Annuity Interest - - - - -	6,000.00	4,618.95	3,500.00
Interest on Indebtedness - - - - -	9,000.00	8,885.46	4,806.04
	<u>15,900.00</u>	<u>13,504.41</u>	<u>9,206.04</u>

TOTAL FIXED EXPENSE - - - - -	\$ <u>33,117.00</u>	<u>29,686.30</u>	<u>23,676.44</u>
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