

Copy for Dr. Penfield.

*Our over expenditure
covered by Meakins
& Martin*

July 30th,
1931.

A. P. S. Glassco, Esq.,
Bursar - McGill University,
Montreal.

*Proper budget
set up by Bedford
Hodgson McDuttyre*

Dear Mr. Glassco,

Budget - Department of Neurology and Neurosurgery.

Last Monday Dr. Martin, Dr. Penfield and I had a conversation with Mr. Burrell and Mr. Bentley in reference to the financial condition of the Department of Neurology and Neurosurgery. At that time we learned that there was a total over-expenditure by that Department of \$6,553.33 for the financial year ending May 31st, 1931. In order to clear off this over-expenditure, and to guard against a recurrence of this condition, I would be glad if you would put into effect the following arrangements, which I have discussed with Dean Martin:

1. The following grants are being made to wipe out the over-expenditure for 1930-31:-

(a)	From the University Medical Clinic (see letter from Dr. Meakins to you, dated July 20th, 1931)	\$2,000.00
(b)	From the Rockefeller Fund (see my letter of this date)	2,000.00
(c)	From the Cooper Fund (see my letter of this date)	<u>2,553.33</u>
					<u>\$6,553.33</u>

This over-expenditure being settled, the Department will be able to start the year 1931-32 with a clean sheet.

A.P.S. Glassco, Esq.

July 30, 1931.

2. In order that the finances of the Department of Neurology and Neurosurgery shall be kept straight, I suggest that it be dealt with in the usual departmental fashion, i.e., with an appropriation sheet and the regular monthly statements. The income of the Department for the year 1931-32 will include the following funds:-

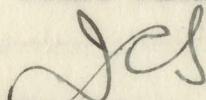
Dr. L. L. Reford	...	\$1,500.00
Mr. A. A. Hodgson	...	1,000.00
Mrs. Hodgson	...	3,250.00
Mrs. Reford	...	3,250.00
Mr. J. McIntyre	...	1,000.00
		<u>\$10,000.00</u>

Of this amount \$8,000 should be placed in an account for "Salaries". The balance of \$2,000 should be used for the general expenses of running the Department.

It is expected that within a short time a further sum of \$5,000 will be made available for general expenses, and when this is done the total sum so available should be apportioned for "Wages" and "Materials and Supplies".

I further request that as soon as this has been done, statements should be sent to the Dean and to Dr. Penfield showing the amount available for the year 1930-31 under each of these three headings - "Salaries", "Wages" and "Materials and Supplies", together with the amount expended from June 1st to date.

Yours sincerely,



Secretary,
Faculty of Medicine.