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The University of Chicago
The Oriental Institute

OFFICE OF THE DIRECTOR

June 3, 1924.

President E. D. Burton,
University of Chicago.

Dear Mr. Burton: .

I am submitting herewith for your approval the budget of the Oriental Institute for the fiscal year 1924/25. It contains merely fuller details regarding the disposition of the funds of which I gave you a general sketch in my letter of May 17th.

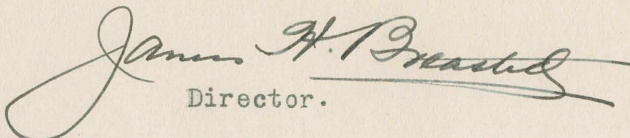
By a combination of economy in general expenditures in the proposed 1924/25 budget, with savings which I have been consistently accumulating from previous budgets, we shall be able to erect the house at Luxor.

You will see, therefore, that the budget is made up ^{of} three sections:

- I. Annual Expenditures (reduced to aid the building fund).
- II. Non-annual Expenditures (non-recurring expenditures)
- III. Balance-sheet.

I am also handing to the Auditor a copy of this Budget with the understanding that it will ^{not} go into force ^{until} ~~as soon as~~ you are able to give it your approval.

Very truly yours,


Director.

JHB:ES

The University of Chicago

The Oriental Institute

OFFICE OF THE DIRECTOR

June 3, 1934

President E. D. Burton,
University of Chicago.

Dear Mr. Burton:

I am submitting herewith for your approval the budget of the Oriental Institute for the fiscal year 1934-35. It contains merely fairly detailed regarding the disposition of the funds of which I gave you a general sketch in my letter of May 15th.

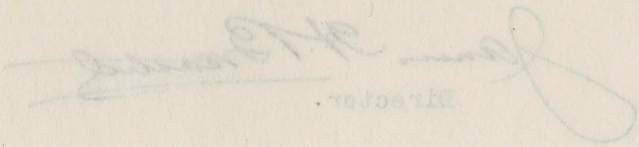
By a combination of economy in general expenditures in the proposed 1934-35 budget, with savings which I have been constantly accumulating from previous budgets, we shall be able to erect the house at Luxor.

You will see, therefore, that the budget is made up of three sections:

- I. Annual Expenditures (reduced to aid the building fund).
- II. Non-annual Expenditures (non-recurring expenditures)
- III. Balance-sheet

I am also handing to the Auditor a copy of this Budget with the understanding that it will go into force ~~as soon as~~ you are able to give it your approval.

Very truly yours,


Director

11B:22

ORIENTAL INSTITUTE BUDGET 1924-25

I. ANNUAL EXPENDITURES (reduced to aid Building Fund)

	Salaries	Travel- ing Expen- ses	Total		
Staffs: Salaries and Traveling Expenses					
1. Administration					
Director	2000.	2500.	4500.		
Secretary, Dr. T. G. Allen (besides salary of \$1800. as Sec'y. Haskell Museum)	2200.		2200.		
Stenographer, Miss Stefanski	1320.		1320.		
Registrar, Miss Young	1500.		1500.		
Preparator, Burtch	1800.		1800.	11320.	
2. Archives Project					
Librarian - Archivist, Miss Johanne Vindenas	1500.			1500.	
3. Assyrian Dictionary Project					
Sec'y. Assy. Dict. Staff	2000.		2000.		
Clerks	1800.		1800.		
Dr. Luckenbill's British Museum Trip		500.	500.	4300.	
4. Coffin Text Project					
Dr. Alan H. Gardiner (L.350-0-0 approx.)		1600.	1600.		
Dr. Alan H. Gardiner's Ass't. (L.300-0-0 approx.)	1350.	125.	1475.	3075.	
5. Inscription Salvage Project					
Field Director	3500.	300.	3800.		
Photographer (used also on Coffin Texts (L.E 30 monthly - approx.)	1640.	100.	1740.		
Draughtsman	2175.	300.	2475.	8015.	
Total Salaries					28210.
Assyrian Dictionary Project					
Salaries, etc., as above (No. 3)	4300.				
Filing and Storage Furniture	300.				
Cards and Record Supplies	1500.				
Total Dictionary Project				6100.	
Deduct Salaries, etc., charged above (No. 3)				4300.	1800.
Coffin Text Project					
Salaries, etc., as above (No. 4)	3075.				
Photogr. Supplies	500.				
Stationery and Manifolding	300.				
Total Coffin Text Project				3875.	
Deduct Salaries, etc., charged above (No. 4)				3075.	800.
Inscription Salvage Project (Epigraphic Expedition)					
Salaries, etc., as above (No. 5)	8015.				
Native Labor and Guards	1500.				
Photogr. and Draughting Supplies	1000.				
Equipment	500.				
Water Supply	500.				
Transport and Automobile Supplies	500.				
Incidentals	500.				
Household	1000.			13515.	
Total Inscription Salvage Project				8015.	5500.
Deduct Salaries, etc., charged above (No. 5)					
Publication Projects					
Annual vol. "Oriental Inst. Publications" normally (partially suspended in 1924-25)		5000.			
Annual brochure "Or. Inst. Communications" "		500.			
Annual vol. "Ancient Records Series" "		3000.			3500.
Kalila wa-Dimna Project (Sprengling)					
Photographing M S S - Suspended in 1924-25					
Purchases of Original Monuments - Omitted in 1924-25					
Institute Maintenance Supplies and Incidentals					500.
Total Annual Expenditures					40310.

II. NON-ANNUAL (non-recurring) EXPENDITURES

Packing and Shipping Ford Collection		5000.			
New Headquarters Epigraphic Expedition, Luxor					
Building (L. E 2805)	12700.				
Deduct Adv. Payments 1923-24	12275.	425.			
Furnishing and Equipping New Headquarters					
Furnishing (incl. bedding and linen)	2500.				
Draughting Equipment	500.				
Photographic and Darkroom Equipment	1500.				
Steel Ladders and Trestles	1500.				
Packing, Freight, Transport and Duty	1000.				
Ford Van	1200.				
Total Furnishings and Scientific Equipment	8200.				
Deduct Adv. Payment 1923-24	2500.				
		5700.			
Total Non-Annual Expenditures					11125.
Grand Total					51435.

III. BALANCE SHEET

Balance from 1923-24 Budget (in excess of)	5943.				
Mr. J. D. Rockefeller's Subscription for 1924-25	50000.				
Grand Total Proposed Expenditures					51435.
Proposed Balance for Contingent Fund					4508.
	55943.				55943.

ORIENTAL INSTITUTE BUDGET 1924 - 25

I. ANNUAL EXPENDITURES (reduced to aid Building Fund)

	Salaries	Travel- ing Expen- ses	Total		
Staffs: Salaries and Traveling Expenses					
1. Administration					
Director	2000.	2500.	4500.		
Secretary, Dr. T. G. Allen (besides salary of \$1800. as Sec'y. Haskell Museum)	2200.		2200.		
Stenographer, Miss Stefanski	1320.		1320.		
Registrar, Miss Young	1500.		1500.		
Preparator, Burtch	1800.		1800.	11320.	
2. Archives Project					
Librarian - Archivist, Miss Johanne Vindenas	1500.			1500.	
3. Assyrian Dictionary Project					
Sec'y. Assyr. Dict. Staff	2000.		2000.		
Clerks	1800.		1800.		
Dr. Luckenbill's British Museum Trip		500.	500.	4300.	
4. Coffin Text Project					
Dr. Alan H. Gardiner (L. 350-0-0 approx.)		1600.	1600.		
Dr. Alan H. Gardiner's Ass't. (L. 300-0-0 approx.)	1350.	125.	1475.	3075.	
5. Inscription Salvage Project					
Field Director	3500.	300.	3800.		
Photographer (used also on Coffin Texts (L. E 30 monthly - approx.)	1640.	100.	1740.		
Draughtsman	2175.	300.	2475.	8015.	
Total Salaries					28210.
Assyrian Dictionary Project					
Salaries, etc., as above (No. 3)	4300.				
Filing and Storage Furniture	300.				
Cards and Record Supplies	1500.				
Total Dictionary Project				6100.	
Deduct Salaries, etc., charged above (No. 3)				4300.	1800.
Coffin Text Project					
Salaries, etc., as above (No. 4)	3075.				
Photogr. supplies	500.				
Stationery and Manifoldng	300.				
Total Coffin Text Project				3875.	
Deduct Salaries, etc., charged above (No. 4)				3075.	800.
Inscription Salvage Project (Epigraphic Expedition)					
Salaries, etc., as above (No. 5)	8015.				
Native Labor and Guards	1500.				
Photogr. and Draughting Supplies	1000.				
Equipment	500.				
Water Supply	500.				
Transport and Automobile Supplies	500.				
Incidentals	500.				
Household	1000.			13515.	
Total Inscription Salvage Project				8015.	5500.
Deduct Salaries, etc., charged above (No. 5)					
Publication Projects					
Annual vol. "Oriental Inst. Publications" normally (partially suspended in 1924-25)		5000.			
Annual brochure "Or. Inst. Communications" "		500.			
Annual vol. "Ancient Records Series" "		3000.			3500.
Kalila wa-Dimna Project (Sprengling)					
Photographing M S S - Suspended in 1924-25					
Purchases of Original Monuments - Omitted in 1924-25					
Institute Maintenance Supplies and Incidentals					500.
Total Annual Expenditures					40310.

II. NON-ANNUAL (non-recurring) EXPENDITURES

Packing and Shipping Ford Collection		5000.			
New Headquarters Epigraphic Expedition, Luxor					
Building (L. E 2805)	12700.				
Deduct Adv. Payments 1923-24	12275.	425.			
Furnishing and Equipping New Headquarters					
Furnishing (incl. bedding and linen)	2500.				
Draughting Equipment	500.				
Photographic and Darkroom Equipment	1500.				
Steel Ladders and Trestles	1500.				

Sec'y. Assyri. Sect. Staff Clerks Dr. Luckenbill's British Museum Trip	2000. 1800.	500.	1800. 500.	4300.	
4. Coffin Text Project Dr. Alan H. Gardiner (L.350-0-0 approx.) Dr. Alan H. Gardiner's Ass't. (L.300-0-0 approx.)	1350.	1600. 125.	1600. 1475.	3075.	
5. Inscription Salvage Project Field Director Photographer (used also on Coffin Texts (L.E 30 monthly - approx.) Draughtsman	3500. 1640. 2175.	300. 100. 300.	3800. 1740. 2475.	8015.	
Total Salaries				28210.	
Assyrian Dictionary Project Salaries, etc., as above (No. 3) Filing and Storage Furniture Cards and Record Supplies	4300. 300. 1500.				
Total Dictionary Project				6100.	
Deduct Salaries, etc., charged above (No. 3)				4300.	1800.
Coffin Text Project Salaries, etc., as above (No. 4) Photogr. Supplies Stationery and Manifolding	3075. 500. 300.				
Total Coffin Text Project				3875.	
Deduct Salaries, etc., charged above (No. 4)				3075.	800.
Inscription Salvage Project (Epigraphic Expedition) Salaries, etc., as above (No. 5) Native Labor and Guards Photogr. and Draughting Supplies Equipment Water Supply Transport and Automobile Supplies Incidentals Household	8015. 1500. 1000. 500. 500. 500. 500. 1000.			13515.	
Total Inscription Salvage Project				8015.	5500.
Deduct Salaries, etc., charged above (No. 5)					
Publication Projects Annual vol. "Oriental Inst. Publications" normally (partially suspended in 1924-25) Annual brochure "Or. Inst. Communications" " Annual vol. "Ancient Records Series" "		5000. 500. 3000.			3500.
Kalila wa-Dimna Project (Sprengling) Photographing M S S - Suspended in 1924-25					
Purchases of Original Monuments - Omitted in 1924-25					
Institute Maintenance Supplies and Incidentals					500.
Total Annual Expenditures					40310.

II. NON-ANNUAL (non-recurring) EXPENDITURES

Packing and Shipping Ford Collection		5000.			
New Headquarters Epigraphic Expedition, Luxor Building (L. E 2805) Deduct Adv. Payments 1923-24	12700. 12275.	425.			
Furnishing and Equipping New Headquarters Furnishing (incl. bedding and linen) Draughting Equipment Photographic and Darkroom Equipment Steel Ladders and Trestles Packing, Freight, Transport and Duty Ford Van	2500. 500. 1500. 1500. 1000. 1200.				
Total Furnishings and Scientific Equipment	8200.				
Deduct Adv. Payment 1923-24	2500.				
		5700.			
Total Non-Annual Expenditures					11125.
Grand Total					51435.

III. BALANCE SHEET

Balance from 1923-24 Budget (in excess of)	5943.				
Mr. J. D. Rockefeller's Subscription for 1924-25	50000.				
Grand Total Proposed Expenditures					51435.
Proposed Balance for Contingent Fund					4508.
	55943.				55943.

