



to Mr. L. Howell,
Accountant,
Special Funds Division

date April 10, 1987

from M. Assheton-Smith
Co-ordinating Committee on Women's Studies
(a Committee of the Vice-President Academic)

our file

your file


subject Account #64-01131

As you may recall, we ceased using this account last December, as Mr. Spilstead had recommended that we use our operating account for all expenditures. Due to various changes in relation to the committee, he is now recommending that we return to using the 64 account for the fiscal year 1987/88 and following.

I spoke with Mr. Sig Johnson about these arrangements today, and he confirmed that funds will be transferred from the 30 account as soon as they are reasonably confident that the last voucher against the account has been received. Would you please, then, activate the 64 account so that we can begin to use it.

If you would like a more detailed explanation, Mr. Johnson suggested that you give him a call.

Thanks,


Marilyn I. Assheton-Smith.
(Co-Chair, Coordinating Committee)

c.c. Jean Lauber, Zoology
Leslie Stewart, c/o Women's Program, Faculty of Extension.

*St. ...
Sept 10 - 1986*

Marilyn I. Assheton-Smith,
Department of Educational Foundations,
Faculty of Education, University of Alberta
Edmonton, Alberta, Canada T6G 2G5
December 10, 1986.

To: Mr. L. Howell,
Accountant,
Special Funds Division.

From: M. Assheton-Smith

Re: Account #64-01131, your memo of Nov 6, 1986.

I must say, I am still not sure whether you should get a very sharp reply from me, or a modest apology. In the first place, I have been in contact with your office on more than one occasion to discuss this account. The change of signing officers for the account, and change of address of those signing officers, was sent to your department in August. In September, when I phoned to object that computer print-outs were still going to the previous committee chairperson, I was told that it might take three months to enter the changes in the computer so perhaps they would not be made until October. I have not yet had a single computer print-out directed to the correct campus address. I think it quite amazing that sharp, demanding letters about the account manage to find me.

Incidentally, we followed the procedures for changing signing officers which your office recommended, and about the same time as your letter arrived another form from your office arrived requesting further specimen signatures. That form is addressed to my name but the campus address is that of the committee's co-chair, Dr. Lauber in Zoology. You will perhaps understand if I feel that laxity on your part does not do much for efficiency on mine.

My modest apology follows from that last statement. I have been a little lax. There was an apparent error, in that funds to be deposited into this account were deposited into another account held by the committee. I spent two months trying to straighten that out (actually, thinking from a telephone conversation that it was straight), and then was advised by Mr. Spilstad that in fact we should not be using the 64 account for some of the transactions we were using it for. He recommended that we transfer a credit to the 64

account and not use it further. My laxity follows from having had that information for four or five weeks and not getting the transfer done, and I apologize for that. However, again, I have had telephone communication with your office about this problem. Clearly another time I will write memos instead. But I am sorry that the account has caused you concern.

Enclosed is the journal voucher which should clear up the deficit in the account. From my telephone call to your department today it is my understanding that that deficit stands at \$2883.73 as of November 30. I do not think there will be further transactions on the account, but if there are we will delay 60 days to ensure that all have cleared it. We will then again make up the deficit.

M. I. Assheton-Smith
Co-Chair, Advisory Committee on Women's Studies

c.c. Chair, Educational Foundations
Dean, Faculty of Education

COORDINATING COMMITTEE ON WOMEN'S STUDIES.

Revenue/Expenditures November 18, 1986 - January 31, 1987

<u>CREDIT UNION ACCOUNT</u>		<u>Balance</u>
BALANCE FORWARD		1,312.26
<u>Revenue</u>		
Research Institute donation	300.00	
Reimbursement (catering)	26.30	
Interest	.62	
	<u>326.92</u>	1,639.18
<u>Expenditures</u>		
Rent (Apr. - Aug. 31/86)	175.00	
Memberships:		
Canadian Women's Studies Assoc.	35.00	
National Women's Studies Assoc.	30.30	
Miscellaneous	3.63	
Bank charges	.66	
	<u>244.59</u>	1,394.59
<u>Commitments</u>		
Bagel Tree Deli (Catering)	46.70	
R.C. Elwood	100.00	
	<u>146.70</u>	1,247.89

TRUST ACCOUNTBalance

BALANCE FORWARD

- 974.21

Revenue

Transfer from Operating Acct. 2,883.73

1,909.52

Expenditures

Salary and benefits (Sept. - Nov. 16)

1,802.35

Computer charges (Sept. - Nov. 30)

107.17

1,909.52

.00

Commitments

Computer charges (Dec.)

6.32

- 6.32

OPERATING ACCOUNTBalance

BALANCE FORWARD

21,800.00

Expenditures

Transfer to Trust Acct.	2,883.73	
Salary and benefits (Nov. 16 - Jan. 16)	841.73	
P. Caplan (honorarium and accommodations)	792.00	
Rent, photocopying (Apr. - Aug.)	692.10	
M. Cohen	500.00	
Women's Studies Courses brochures	438.00	
S. Vincent	300.00	
L. Steele	300.00	
S. Harding	162.00	
Advertisign (Caplan)	45.00	
Entertainment (Cohen)	15.00	
Long distance telephone	3.46	
	<u>6,973.02</u>	14,826.98

Commitments

Release time (M. Assheton-Smith)	1,250.00	
Posters, Franklin	905.00	
Rent (Sept. - Apr. 30/87)	600.00	
P. Caplan, airfare (1/2)	350.00	
Salary and benefits (Jan. 17 - 31)	307.28	
Postage	20.40	
Long distance telephone	14.65	
Computer charges (Dec.)	3.54	
	<u>3,450.87</u>	11,376.11

Budgetted Expenditures

Salaries: Mary (Feb., Mar.)	1,837.92	
Leslie (Feb. - Apr.)	1,378.44	
Computer charges 4 mo. @ \$30	120.00	
Miscellaneous postage and supplies 3 mo. @ \$20	60.00	
	<u>3,396.36</u>	7,979.75

ADVISORY COMMITTEE ON WOMEN'S STUDIES
 Revenue/Expenditures August 1 - November 18, 1986

<u>SECRETARY OF STATE</u>			<u>Balance</u>
<u>Balance Forward</u>			1,389.07
 <u>Revenue</u>			
Interest	.33		1,389.40
 <u>Expenditures</u>			
Captain, accommodations	42.00		
Typewriter repair	27.50		
Miscellaneous postage and supplies	6.98		
Bank charges	<u>6.6</u>		
	77.14		1,312.26
 <u>Proposed Revision</u>			
Rent, April - August 1986, Women's Program	175.00		1,137.26

18361-7

Rev./Exp. to Nov. 18/86

TRUST ACCOUNT (Meekison)

Balance

BALANCE FORWARD

10,860.64

Expenditures

Salary and benefits (July, August)	1,755.30	
Computer charges (July, August)	69.61	
Postage	25.21	
Ledger	5.65	
Technical services	<u>3.00</u>	
	1,858.77	

9,001.87

Commitments

Salary and benefits (Sept. '86 - May '87)	5,009.58	
Computer charges (Sept., Oct.)	<u>79.85</u>	
	5,089.43	

3,912.44

Budgeted Expenditures

Purchase time off, Department of Educational Foundations (M. Assheton-Smith)	1,250.00	
Computer costs 5 mo. @ \$30	150.00	
Miscellaneous postage and supplies 5 mo. @ \$20	<u>100.00</u>	
	1,500.00	

2,412.44

Proposed Revision

Additional services (Women's Program) 8 mo. @ \$75	600.00	
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1,812.44

Rev./Exp. to Nov. 18/86

NEW INITIATIVES ACCOUNT

BALANCE FORWARD

Balance

22,400.00

Expenditures

Peace Institute

500.00

P. Tsurumi

100.00

600.00

21,800.00

Commitments

Paula Caplan

1,142.00

Marjorie Cohen

500.00

Solanges Vincent

300.00

Lisa Steele

300.00

Veronica Beechey

250.00

Sandra Harding

162.00

Women's Studies Courses brochure

438.00

Advertisement (Caplan)

45.00

Entertainment (Cohen)

15.00

Miscellaneous supplies

11.34

3,163.34

18,636.66

TOTALS, ALL ACCOUNTS

	<u>Sec. State</u>	<u>Trust Acct.</u>	<u>New Init.</u>
Balance Forward	1,389.40	10,860.64	22,400.00
Expenditures/ Commitments	252.14	9,048.20	3,763.34
	<hr/>	<hr/>	<hr/>
Surplus	1,137.62	1,812.44	18,636.66

TOTAL SURPLUS

Secretary of state	1,137.62
Trust Account	1,812.44
New Initiatives	<u>18,636.66</u>
	21,586.72

Oct 28

Clearly Spilstein does not think we should continue to use the 67 account. We can close it by one of two means:

- a) a journal entry which transfers the deficit to the 30 account or
- b) a journal entry which transfers a credit from the 30 account to clear the 67 deficit

He does not seem to understand the issue - White, and seems really not to "know" what is going on in relation to the two committees.

I will:

a) call Jim to confer on this after

b) calling Terry White to set up a meeting on the other week then

c) if Jim agrees & all seems okay, clear account to 67 and work with 30 only. Do we have the signing authority on it? Better be sure

The to file Oct 23 '86

The copy of the 10,000 transfer to 64-01131 - it shows a check of # 99813

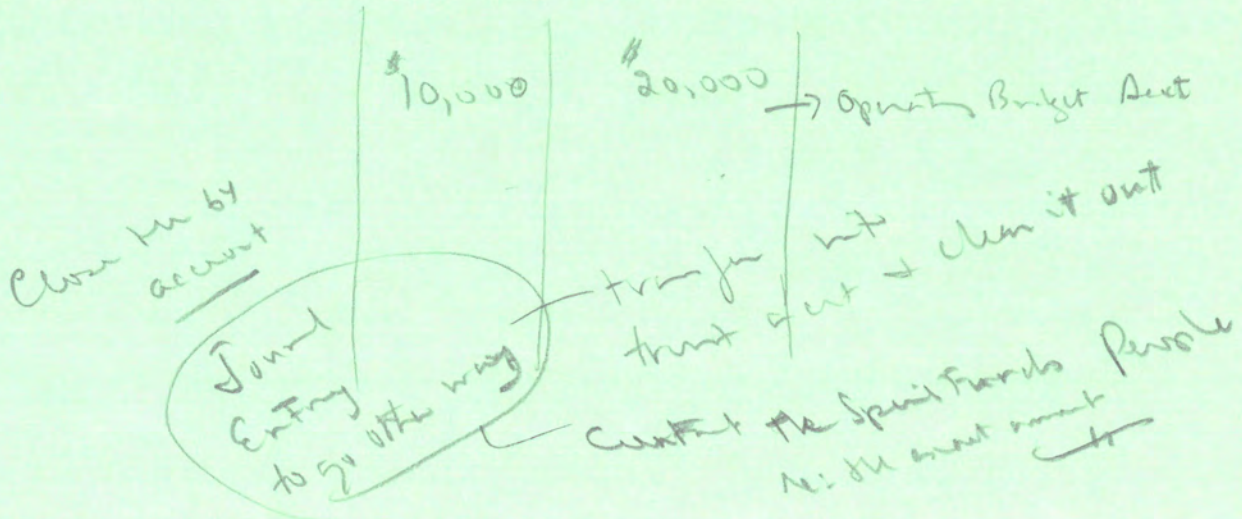
Called MacLennan secretary, she did not follow up but did advise Spilsted on Sept 5. Call in to Spilsted - at 3:15 - he is to call back.

- we did manage to transfer "600 ourselves to pay us for a "greater amount our monthly costs are about "1000 so our overall deficit position is up from 602⁵⁰ - Aug to "998¹³

2. The balance is 30,442.00 is "29,800 as of Sept 30 (it shows the 600 out, down from "30,400 to more below). However, the error situation is unchanged, I think the actual balance in this account shall be "9,800⁰⁰

432-2157

3. Spilsted just called back - he thinks we should use the operating account only (creditors get upset if a mess of trust accounts!) - But he will review & I will talk to him next week (Tuesday). We can use only the operating account although I would feel better than if it was corrected.



Note to file Aug 20 1986

Re: New District Trust # 30-44950 - Ophelia Trust.

The budget ledger essentially shows this:

a 5,800 deficit in 85/86 "Supplies + Inks"

a 20,000 credit - apparently added in 86/87

a 10,000 credit - added in 86/87

two 1400 debits, paid to Clinis - in 86/87?

Balance 30,000 - 8,600 = 21,400

But it also adds in a 9000 transfer made before July 1, 86 to bring the actual total to 30,400.

The source of these funds is unknown, unless it came from one other account (Trust # 64-01131)

I have not yet received a copy of the trust account computer printout, (Suzanne has not seen it either) - I phoned her this week and she said she would get it for me. (I may see her again regarding what it all, I must say).

Army was a bit definite about my question re the New District money. She suggested the change is much as possible of the last year to those dollars I suggested - Terry on the rest. She thought he should get much of it ... and she seemed quite reasonable that there might be conflict. She did say the Oklahoma money would already go to this committee.

MHA

Note to Jim Sept 5 1986

Finances

1. I called Dr Mukherji's secretary today, & his \$10,000 went into account # 30-44850; she will call Spilstad and ask that he transfer it to 64-01131 (Dorothy Gamble)

2. Essentially following Dr Zalmes' advice, we will charge all visiting speaker costs to 30-44850; on that basis I will today transfer money as follows:

\$ 500 for Peace Institute
\$ 100 for Dr Tsami

3. I think there is a \$9000 error in this account (#30-44850) and we will ignore it - the balance would be \$21,400
less \$10,000 transfer 11,400
less 600 transferred as above \$ 9,800
Balance \$ 9,800

Account # 64,01131 should then have a balance of:
Transfer \$10,000
Balance 260.64 ~~Still short \$100 from~~
Transfer 600.00
\$ 10,860.64

Range Budget for 64,01131 (Cash - bank)
Lodge 925.00 = 8335
Morison = 1250
Compton = 400
9i Program - Sundries

Met at the Oct 23 '86

1. No sign of the \$10,000 transfer to 64-01531 - it shows a debit of \$998¹³

Called Mexican secretary, she did not follow up but did advise Spilsted on Sept 5. Call in to Spilsted - at 3:15 - he is to call back

- we did manage to transfer \$600 ourselves to pay us for a generator ... but our monthly costs are about \$1000 so our overall deficit position is up from 602⁵⁰ - Aug to \$998¹³

2. The balance is 30-44850 is \$29,800 as of Sept 30 (it shows the 600 out, due from \$30,400 the next check).

However, the error situation is unchanged, I think the actual balance in this account shall be \$9,800⁴⁰

3. Spilsted just called back - he thinks we should use the operating account only (auditors get upset if a mixture of trust accounts!) - But he will review & I will talk to him next week (Tuesday). We can use only the operating account although I would feel better than if it was corrected.

Act # 30-44850

See to be no computer print-outs before March 31, '86

* Do the \$10,000 enter in it Michigan money to us? *

Do the 9,000 enter just an error? (They transferred us 18,000, the book built 9,000, but the 18,000 now really shows as a debit).

* Do the -5800 paid to Phys Ed + Rickett? ..

Act # 64-01131

Did we get the \$1000 from White

Act # 30-44850

See to be no computer print-outs before March 31, '86

Is the \$10,000 extra in it. Multisession money to us? *

Is the \$9,000 extra just an error? (They transferred us 18,000, then back made 9,000, but the 18,000 was really shown as a debit).

* Is the -5800 paid to Phys Ed + Rickett?

Act # 64 01131

Did we get the \$1000 from White

Note to you Aug 20 1986

Re: New District Act # 30-44850 - Open to Pub

The budget ledger essentially shows this:

a 5,800 deficit in 85/86 "Supply + Debt"

a 20,000 credit - apparently correct = 86/87

c 10,000 credit - correct = 86/87

two 1400 debits, paid to Clinics - in 86/87?

Balance 30,000 - 8,600 = 21,400

But it also adds in a 9000 transfer
made before July 1 '86 to bring the
actual total to "30,400"

The source of these funds is unknown, unless
it came from one other account (Trust Act # 67-01131)

I have not yet received a copy of the trust account
computer printout, (Suzanne has not seen it either).
I should get my will out a new one so I'll be
happy to see another copy of it all, I must say.

Army was a bit deflated that my question re the
New District money. She suggested the change is
made in position of the last year to these dollars
& suggested I Terry on the rest. She thought he
should get much of it ... and she seemed quite
convinced that there might be conflict. She
did say the Madison money would already go to
this committee

WMA

From Act # 30-44850 to

3000

(for Mary Potrebula)

500

(for visiting speakers)

Act # 64-01131

[Done]

Marilyn

ADVISORY COMMITTEE ON WOMEN'S STUDIES
Revenue/Expenditures as of July 31, 1986

<u>SECRETARY OF STATE</u>		<u>Balance</u>
BALANCE FORWARD		3,384.31
<u>Revenue</u>		
Purchase of Spender tapes	21.91	
Petty cash	13.61	
Interest	.61	
	<u>36.13</u>	3,420.44
<u>Expenditures</u>		
Salary and benefits	2,014.19	
Miscellaneous	14.98	
Bank charges	2.20	
	<u>2,031.37</u>	1,389.07
<u>Commitments</u>		
C & C Business (typewriter repair)	27.50	1,361.57

Rev./Exp. July 31, 1986

NEW INITIATIVES ACCOUNTBalance

BALANCE FORWARD

40,000.00

Expenditures

Transfer to Trust Account (Mary, Lange)	9,000.00	
Release time (Ann)	5,800.00	
Course development (Classics)	1,400.00	
Course development (Comparative Literature)	1,400.00	
	<u>17,600.00</u>	22,400.00

Commitments

Paula Caplan	1,142.00	
Marjorie Cohen	500.00	
Solanges Vincent	300.00	
Lisa Steele	300.00	
Veronica Beechey	250.00	
	<u>2,492.00</u>	19,908.00

Should Tsunmi + Peace
Institute expenditures (600.00)
be shown here as well?
(under "commitments")
- yes

Rev./Exp. July 31, 1986

TRUST ACCOUNT (Meekison)

Balance

BALANCE FORWARD

7,781.58

Revenue

1986-87 budget	10,000.00
Visiting Speakers; Tsumi and Peace Institute (expected transfer from New Initiatives Account)	600.00
	<u>10,600.00</u>

18,381.58

Expenditures

Salaries and benefits	6,071.19
Visiting Speakers (Tsumi and Peace Institute)	600.00
Computer charges	291.78
Entertainment (Jaggar)	260.00
Long distance calls	224.03
Audio-visual	58.94
Equipment rental	15.00
	<u>7,520.94</u>

10,860.64

Commitments

Salary and benefits (to May '87)	5,892.69
Postage	25.21
Ledger	5.65
	<u>5,923.55</u>

4,937.09

TOTALS, ALL ACCOUNTS

	<u>Sec. State</u>	<u>Trust Acct.</u>	<u>New Init.</u>
Revenue	3,420.44	18,381.58	40,000.00
Expenditures/ Commitments	<u>2,058.87</u>	<u>13,444.49</u>	<u>20,092.00</u>
Surplus	1,361.57	4,937.09	19,908.00

TOTAL SURPLUS

Secretary of State	1,361.57
Trust Account	4,937.09
New Initiatives	<u>19,908.00</u>
	26,206.66

Unit?
Full Prof. Problem?

Kathie

Proposed Budget

Program in Women's Studies

86/87

Salary

Continuing Academic Staff ¹	\$35,616	\$36,760	\$37,904	\$39,048	\$40,354
Temporary Academic Staff ²	24,657	25,550	26,442	27,334	28,227
Continuing Non-Aca. Staff ³	15,372	15,960	16,640	17,330	18,090

full-time Sept - April; 1/2 time May - Aug

Non-Salary

Visiting Speaker, Travel Entertainment	1,600	1,900	2,200	2,500	2,800
Administrative Allowance	300	300	300	300	300
Communications	800	800	600	600	600
Telephone Rentals	700	700	700	700	700
Supplies & Sundries	2,000	2,000	2,000	2,000	2,000
Equipment Rentals	600	600	600	600	600
Equipment, Furnishings	1,000	1,000	400	400	400
Equipment Maintenance	300	300	300	300	300

TOTAL OPERATING

\$82,945	\$85,870	\$88,086	\$91,112	\$94,371
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Capital

6,000⁴

Library upgrading??

OAS ↔ supercomputers?

All figures given are in 1986-87 dollars, salary includes no benefits.

¹ Mid Assistant Position for Co-ordinator; assuming 1 increment per year.

² Assuming staff possesses Ph.D.; includes vacation allowance; 1 F.T.E.

³ Administrative Clerk, full-time September through April, half-time May through August; based on 1985-86 rates plus 4%.

⁴ One IBM PC

Overheads?

Library Upgrading?

head office
Co-ordinator
1 fte
in second
1/2 come from
2 fte for budget
plus overhead

Coord. in

ADVISORY COMMITTEE ON WOMEN'S STUDIES

Budget as of April 14, 1986

SECRETARY OF STATE

Revenue

Money in Administrative Grant at December 31, 1985	6,562.67	
Lecture Series Grant	13,300.00	
Jaggar Dinner	171.64	
Crean Luncheon	108.00	
Interest	83.71	
Petty Cash	18.48	
Purchase of tape	4.36	
	<u>20,248.86</u>	20,248.86

Expenditures

Dickson (exhibit, artist's fee, slide show, misc.)	5,880.28
Salary & Benefits (Leslie; Dec. - Mar.)	4,582.67
Women's Program (May '85 - Mar. '86)	3,538.44
Nemiroff	750.00
Poster Design and Layout	545.00
Jaggar (entertainment, gift, misc.)	352.14
Rule	300.00
Retreat (December)	251.45
Stimpson (entertainment, accomodations)	222.65
Taping of Lectures (Stimpson, Jaggar)	150.00
Crean Luncheon	114.75
ASWAC Conference (Barb)	50.00
Worker's Compensation	42.21
McLellan (entertainment)	24.35
Miscellaneous	21.61
Lange (entertainment)	16.70

Secretary of State, expenditures, cont'd

20,248.86

Courier Service	10.00	
Tape Refund	7.28	
Bank Charges	<u>5.02</u>	
	16,864.55	

Commitments

Salary and Benefits (Leslie; April)	2,008.20	
Women's Program (April)	<u>270.00</u>	
	2,278.20	

19,142.7519,142.75

1,106.11

UNIVERSITY TRUST ACCOUNT (as of March 12, 1986)Revenue

Money in account at December 31, 1985	7,344.94	
Transfer from New Initiatives account	9,000.00	
Faculty of Arts	<u>1,000.00</u>	
	17,344.94	17,344.94

Expenditures

Sessional (Lynda Lange)	4,000.00
Stimpson (honorarium, per diem)	2,104.95
Salary and Benefits (Mary)	1,056.39
Dickson (honorarium, per diem)	700.00
Jaggar (honorarium)	500.00
Posters (printing)	452.52
Copies of Spender Tapes	388.80
Long Distance Calls	158.14
Computer Costs	82.56
Envelopes	70.00
Taping of McLellan lecture	<u>50.00</u>
	9,563.36

Commitments

Salary and Benefits (Mary)	4,225.56
Caplan (honorarium, flight(½), accomodations)	1,250.00
Tsurmi	<u>100.00</u>
	5,575.56

15,138.92	<u>15,138.92</u>
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2,206.02

NEW INITIATIVES MONEYRevenue

20,000.00

Expenditures

Release Time (Ann)	7,800.00	
Salary and Benefits (Mary; Transferred to Trust Acct)	5,000.00	
Sessional (Lange; Transferred to Trust Acct)	4,000.00	
Classics Department (Course development)	1,400.00	
Comparative Literature Department (Course development)	<u>1,400.00</u>	
	19,600.00	<u>19,600.00</u>
		400.00
		<u>00.00</u>

Note: \$20,000 has been received for the 1986-87 year.

TOTALS, ALL ACCOUNTS

	<u>Sec. State</u>	<u>Trust Acct</u>	<u>New Init</u>
Revenue	20,248.86	17,344.94	20,000.00
Expenditures/ Commitments	<u>19,142.75</u>	<u>15,138.92</u>	<u>19,600.00</u>
Surplus/Deficit	1,106.11	2,206.02	400.00 (now 20,000.00)

TOTAL SURPLUS

Secretary of State	1,106.11
University Trust Account	2,206.02
New Initiatives	<u>20,000.00</u>
	23,312.13

THE UNIVERSITY OF ALBERTA
OFFICE OF THE COMPTROLLER
BUDGET CHANGE APPROVAL

BCA No. 300F

The following Budget Changes have been approved: Date: May 5, 1986

Account Number	BUDGET		Expense Classification	Department
	Increase	Decrease		
	\$	\$		
30 99802 0900	5,800		CARRY-OVER FROM PREVIOUS BUDGET	
30 44850 4200		5,800	SUPPLIES & SUNDRIES	Advisory Commit- Womens studies

Remarks: 1985/86 Operating Plan.

Dean of:

Director of:

Department of: Advisory


Department of: Commit-Womens studies

Personnel Officer:

Director, Administrative Services:

Dr. D. Cullen

4-30F Business Bldg.

 MARGARET PAHL

INCOME

EXPENDITURE

BALANCE

APRIL 14, 1986

7,781.58

STARTING AT MARCH 12 PRINTED.

~~Money Salary~~
Money Postages

Mar.	Apr.	May	June	
190.67	0.00	22.90	12.46	<u>236.15</u>
				<u>224.03</u>

Computing

Mar.	Apr.	MAY	JUNE	
55.51	53.88	119.40	53.91	<u>381.87</u>
				<u>242.7</u>

Rent

15 (Graham)

15.00
25.00

Salaries

PERIODS FOR MONTH ENDING: PAID APR MAY JUN

L- $\frac{1}{2}$ 457.60, $\frac{1}{2}$ 457.60

4,875.20

Benefits

42.98, 51.33, 98.84, 22.58

176.68
328.01

Visiting Spies

100.00 (Tsumi)

100.00

Radio IIX / A.V

14.90 (Gas + Stamp), 37.52 (Gas/Stamp copiers)

51.92

Entertainment

260 (Lunch Tokyo, Osaka)

260.00

7,781.58	<u>6,045.53</u>
-6,045.53	<u>1,736.05</u>

COMMITMENTS

- Salary + Benefits (last to end of July?)
 - June 875.00
 - July 776.64
- Paula Kaplan 750. + $\frac{1}{2}$ airfare + 42.00 = 1142.00
- Pease Institute 500. - expected transfers - show on plan
- Scrump's Secret 300.
- Lisa Steele 200.
- Marjorie Chen 500.
- Veronica Koenig 250.

LENDER SAN: 1,736.05 ✓

~~diff. of 212.62~~

+ how much for benefits?

ADVISORY COMMITTEE ON WOMEN'S STUDIES

Budget as of December 31, 1985

SECRETARY OF STATE - ADMINISTRATIVE

Revenue

Grant	22,000.00	
Interest	691.52	
Spender tapes, purchase	19.45	
	<u>22,711.06</u>	22,711.06

Expenditures

Salary and Benefits (Leslie)	12,659.75
Retreats	1,093.45
Brochures (Women's Studies Courses)	312.00
Postage	118.37
Miscellaneous	52.52
Workers' Compensation	45.00
Bank Charges	26.80
	<u>14,307.89</u>

Commitments

Salary and Benefits (Leslie, December - March)	4,583.87
Women's Program	3,000.00
December retreat	251.45
	<u>7,835.32</u>

22,143.21

22,143.21

567.85

SECRETARY OF STATE - LECTURE SERIESRevenue

Grant	13,300.00	13,300.00
-------	-----------	-----------

Expenditures

Spender (entertainment, gifts)	745.68
McLellan (honorarium)	500.00
Dickson (flight, accomodations)	450.75
Long distance calls	54.07
Taping Lange lecture	50.00
Childcare	40.00
	<u>1,840.00</u>

Commitments

Dickson (exhibit, artixt's fee, honorarium, per diem)	6,500.00
Stimpson (honorarium, airfare, accomodations, per diem)	2,432.82
Posters (design, layout, 3 remaining speakers)	1,350.00
Jaggar (additional honorarium)	500.00
Jane Rule	100.00
	<u>10,882.82</u>

	<u>12,722.82</u>	<u>12,722.82</u>
--	------------------	------------------

577.18

Other

Entertainment; Dickson, Stimpson, Jaggar

UNIVERSITY TRUST ACCOUNTRevenue

10,000.00

Expenditures

Posters (printing)	1,249.00
Spender flight	900.00
Letterhead	205.00
Taping of Spender lectures	150.00
Computer Account	139.17
Rental (typewriter for Spender)	10.00
Long distance calls	1.89
	<u>2,655.06</u>

Commitments

Copies of Spender tapes	388.80
Envelopes	70.00
Taping of McLellan lecture	50.00
	<u>508.80</u>

 3,163.86
3,163.86

6,836.14

NEW INITIATIVES MONEYRevenue

20,000.00

Commitments

Release Time (Ann)

7,800.00

Salary and Benefits (Mary)

5,237.25

Philosophy course

4,000.00

17,037.25

17,037.25

2,962.75

TOTALS, ALL ACCOUNTS

	<u>Sec State</u> <u>Admin</u>	<u>Sec State</u> <u>Lecture</u>	<u>Univ Acct</u>	<u>New Init</u>
Revenue	22,711.06	13,300.00	10,000.00	20,000.00
Expenditures/ Commitments	22,143.21	12,722.82	3,163.86	17,037.25
Surplus/Deficit	567.85	577.18	6,836.14	2,962.75

TOTAL SURPLUS

Secretary of State - Administrative	567.85
Secretary of State - Lecture Series	577.18
University Trust Account	6,836.14
New Initiatives	2,962.75
Arts	<u>1,000.00</u>
	11,943.92

BUDGET CHANGE APPROVAL

Approval has been granted for the following Budget/Budget Changes:

3129

Approval No.

BUDGET LEVEL CODE			BUDGET		FTE	MINOR CODE TITLE	DEPARTMENT NAME
			INCREASE EXPENSE OR DECREASE REVENUE	DECREASE EXPENSE OR INCREASE REVENUE			
30	12.130	15	\$ 1.400	\$		Grad appts	Classics
30	44850	90		1.400		Women's Studies	

Remarks *Soft Supplement: "Women in Classical & Medieval Fiction"*

funds: carry forward from 1985-6 yr-end

Distribution:

Dean of Arts
Dr B Cullen - Business
 Department of Classics
 Department of _____

Personnel Office _____
 FTE Changes _____

 _____ RNS

28/1/86
Date

[Signature]
Budget (Planning) Office

TEMPORARY CHANGE
CURRENT FISCAL YEAR ONLY *1986-7*

[Handwritten initials]

JOURNAL VOUCHER

CONTROL NUMBER

FOR USE BY JV CLERK ONLY

VOUCHER
J

PERIOD
(Apr='01')

TYPE
T

TRANS. DATE		
YY	MM	DD

BATCH ENTITY

PLEASE PRINT CLEARLY

DEBITS

ACCOUNT NAME (DO NOT KEY)
<i>Womens Service</i>

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
64	01	31	0910

AMOUNT	
9,000	00
9,000	00

REF. No.	LEDGER DESCRIPTION (40 CHAR)
	<i>REV. JG08 - MAR 86</i>

TOTAL DEBITS
(CONTROL TOTAL)

CREDITS

ACCOUNT NAME (DO NOT KEY)
<i>Womens Service</i>

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
30	44	85	09910

AMOUNT	
9,000	00 -
9,000	00 -

REF. No.	LEDGER DESCRIPTION (40 CHAR)
	<i>REV. JG08 - MAR 86</i>

TOTAL CREDITS
(DO NOT KEY)

REASON

Per B.C.A. 4097. *PROCESSED TWICE IN ERROR.* TRANSFER TO TRUST ACCOUNT
(JG08 and JG76)

SUBMITTING DEPARTMENT

PREPARED BY *[Signature]* (Ph:) DATE **APR 25 1986** 19.....

CHECKED BY (Ph:) DATE 19.....

Supervisor

OFFICE OF THE COMPTROLLER ONLY

CHECKED BY *[Signature]* DATE **APR 28 1986** 19.....

APPROVED BY *[Signature]* DATE **APR 25 1986** 19.....

Accountant/Supervisor

JOURNAL VOUCHER

5608
 PERIOD 12

CONTROL NUMBER

CLERK ONLY

VOUCHER
J

PERIOD
(Apr='01')

TYPE
T

TRANS. DATE		
YY	MM	DD

BATCH ENTITY

PLEASE PRINT CLEARLY

DEBITS

ACCOUNT NAME (DO NOT KEY)
Women's Studies

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
3044850	9910		
3045900	9910		

AMOUNT	
9,000	00
137	00
9,137	00
9,000	00

REF. No.	LEDGER DESCRIPTION (40 CHAR)
	To 64-01131
	PCA 4067 to 5518079

TOTAL DEBITS
(CONTROL TOTAL)

CREDITS

ACCOUNT NAME (DO NOT KEY)
Women's Studies

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
6401131	0910		
5518079	0910		

AMOUNT	
9,000	00 -
137	00 -
9,137	00 -
9,000	00 -

REF. No.	LEDGER DESCRIPTION (40 CHAR)
	Fr 30-44850
	PCA 4067 fm 3045900

TOTAL CREDITS
(DO NOT KEY)

ASON

Per D.C.A. 4097 and memo of 4/20/85
TRANSFER TO TRUST ACCOUNT

PREPARED BY (Ph:) DATE **APR 16 1996** 19.....
 CHECKED BY (Ph:) DATE 19.....
Supervisor

OFFICE OF THE COMPTROLLER ONLY
 CHECKED BY DATE **APR 16 1996** 19.....
 APPROVED BY DATE 19.....
Accountant/Supervisor

3093 C. STEWART

JOURNAL VOUCHER

5976
2010 12

CONTROL NUMBER

GENERAL ACCOUNTING

OFFICE OF THE COMPTROLLER

UNIVERSITY OF ALBERTA

432-5139

MAR 25 1986

RECEIVED

USE BY JV CLERK ONLY

VOUCHER

J

APR 05 1986

PERIOD

TYPE

T

TRANS. DATE

YY MM DD

BATCH ENTITY

PLEASE PRINT CLEARLY

DEBITS

ACCOUNT NAME (DO NOT KEY)
WOMEN'S STUDIES

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
X 50	1000		
	44850	0910	

AMOUNT	
9 000	00
TOTAL DEBITS (CONTROL TOTAL)	9 000 00

REF. No.	LEDGER DESCRIPTION (40 CHAR MAX)
	To FOR 64 01131

CREDITS

ACCOUNT NAME (DO NOT KEY)
WOMEN'S STUDIES

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
640	1131	0910	
		0910	

AMOUNT	
9 000	00 -
TOTAL CREDITS (DO NOT KEY)	9 000 00 -

REF. No.	LEDGER DESCRIPTION (40 CHAR MAX)
	To From 30- 44850 44850 Wom. Stud.

ISSON

To Reimburse 64-01131 for New Initiatives Expenditures.

Business

SUBMITTING DEPARTMENT

PREPARED BY DALLAS CULLEN (Ph: 5721) DATE Mar. 24 19 86

CHECKED BY DALLAS CULLEN (Ph: 5721) DATE Mar. 24 19 86

Supervisor

OFFICE OF THE COMPTROLLER ONLY

CHECKED BY [Signature] DATE APR 08 1986 19 86

APPROVED BY [Signature] DATE APR 08 1986 19 86

Accountant/Supervisor



September 29, 1986

Office of the Comptroller
3rd Floor, Administration Building
Treasury Verification Section
University of Alberta

3179

As per the August 14, 1986 letter from Marilyn I. Assheton-Smith (copy attached), please designate Leslie Stewart as having signing authority for the two trust accounts held by the Advisory Committee on Women's Studies:

Account #30-44850 and #64-01131

Leslie Stewart

Leslie Stewart
Administrative Assistant



1

Marilyn I. Assheton-Smith,
Department of Educational Foundations,
Faculty of Education, University of Alberta
Edmonton, Alberta, Canada T6G 2G5
August 14, 1986

The Office of the Comptroller,
Administration Building,
University of Alberta,
Edmonton, Alberta.

Re: Signing Authority,
Accounts #30-44850 and #64-01131

These accounts are held in the name of the Vice-President's Advisory Committee on Women's Studies. At our meeting of August 6, 1986 the committee elected the following two members as co-chairs:

Marilyn I. Assheton-Smith,
Associate-Professor,
Department of Educational Foundations

Jean K. Lauber,
Professor,
Department of Zoology.

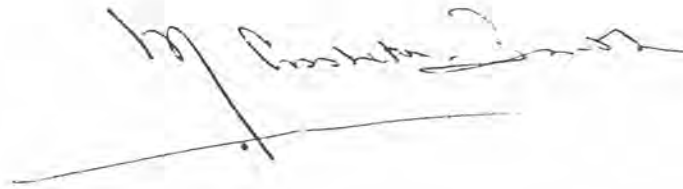
The co-chairs carry the signing authority for the committee, but as you require just one person to be designated as formally holding that authority M. I. Assheton-Smith will be that person. Both chairpersons will, however, have signing authority as implied by the enclosed forms. In addition, we will likely designate an administrative person to hold signing authority, but that will not be done until the next meeting of the committee. At that time we will forward the signing slip to you.

Committee chairperson and signing authority for both accounts this past year was:

Dallas Cullen,
Assoc-Professor,
Business Faculty

That signing authority should now be withdrawn, as indicated in the enclosed signing slips.

I will be in contact with members of your staff to ensure that I can interpret the computer printouts we receive on these accounts. In the meantime, I hope that this letter meets your requirements as outlined to me on the telephone. If there are problems I can usually be reached at 437-2269, or my office (2556), or please leave a message with our administrative assistant (Ms. Leslie Stewart) at 3093.

A handwritten signature in black ink, appearing to read "M. Crockett", is written over a horizontal line. The signature is written in a cursive style with a large initial "M" and a long horizontal stroke extending to the right.



to: L. Howell
Special Funds
from: Dallas Cullen

date: Oct 8, 1936
our file:
your file:

subject

Acc 64-01131 - Advisory Committee on
Women's Studies
- attached notice

I am no longer the account-holder
for this account.

The signing authority was changed
in mid-August. The persons responsible
now are Marilyn Assheton-Smith and/or
Jean Lauber. Letters about the
account should be directed to them.

Dallas Cullen

cc. Marilyn Assheton-Smith
Jean Lauber

THE UNIVERSITY OF ALBERTA
INTER-DEPARTMENTAL CORRESPONDENCE
OFFICE OF THE COMPTROLLER SPECIAL FUNDS DIVISION

Date 86.10.07.

To -CULLEN D

From: Special Funds Division

Account Number - 64 01131
Account Title - ADVISORY COMM WOMENS STUDIES
Amount Overexpended - \$ 998.13
As At - SEP 31, 1986

Your account is overexpended in the amount shown above.

Whenever this situation exists, a message appears on your account report requesting that action be taken to resolve the problem.

From the information presently available to us it appears that we have had no response to this request.

Your immediate attention to this matter is anticipated.

If recent action has been taken to resolve this problem, it would be appreciated if you would return this memo with a brief note hereunder outlining the action taken.

Please reply to the attention of:

L. Howell
Special Funds Division