

January 20, 1965

MEMORANDUM To Friends of SNCC groups and Northern offices
Re Sale Items
From Betty Garman, Northern Coordinator

This will not be the first time this fall we have mentioned the need to keep an accurate accounting for sale items and funds obtained through the distribution of same. This is an incredible problem with which we must deal immediately.

Enclosed with this mailing is a form indicating (for each item) what you have received since October). We are trying to take a complete inventory of all items on hand and expect that every item will be definitely accounted for. On the form, in addition, is a statement of what money you have sent us specifically noted as proceeds from sale items....with a note on how much is still due.

When you prepare the inventory, you may want to assume that the information you are sending is as of January 1st since we will require quarterly statements after this one -- ie. the next one on April 1st. We hope, too, that you might send with the enclosed report a check in the amount of money due us (after books, records, etc still on hand are accounted for). PLEASE RETURN THE FORM AND THE MONEY TO US NO LATER THAN JANUARY 31st. IF YOU DO NOT HAVE THE FUNDS ON HAND, AT LEAST RETURN THE FORM BY THEN SINCE IT IS NECESSARY FOR THE 1964 AUDIT REPORT...and for reconciling our books. (Note that in the past we always show a huge deficit from the sale of books and records where we know that it is a profitable way to collect funds. This must be accurately reflected in our books.)

You will notice that buttons and posters are not listed. This is not because we don't expect an accounting for them but mostly because the sale price varies so much and so many are actually given away and we don't keep an exact count each time we send a shipment, etc. Still, we hope that you will account to us for "button" money or "poster" money so that we won't show a deficit on our books. For example, our last button order was for 50,000 One Man One Vote pins. We should show at least (if not double or triple) \$1200 income from sale of those buttons.

Another note: Many of you send us lump sums marked "sale items". This doesn't help very much since there are a number of items and since we never know how many you all have left. Please mark funds according to number of books (and type) sold, etc. in the future.

THIS DOES NOT MEAN THAT YOU SHOULD SEND US THE FUNDS FOR SALE ITEMS BEFORE YOU SELL THEM. WE WILL STILL CONTINUE TO OPERATE ON A CONSIGNMENT BASIS. BUT WE WILL EXPECT AN ACCURATE QUARTERLY INVENTORY REPORT AND SPECIFIC ACCOUNTING FOR MONIES RECEIVED FOR SUCH ITEMS.

(We know presently that many of you are totally out of records, Zinn books and songbooks. As soon as we get this inventory straight we will re order each of those items. Please also indicate how many of each you can use for the spring months.)

SEE SALE ITEM AND INVENTORY REPORT. Attached. Please fill out and return by January 31, 1965. Don't put this under a pile of papers to be taken care of later...do it now?? Thanks.

betty