

MEMORANDUM

CONGRESS OF RACIAL EQUALITY
38 Park Row
New York, New York 10038
October 6, 1965

TO: Staff
FROM: George Wiley, Associate National Director
RE: Budget

We are attempting to set up procedures for stricter fiscal control on our limited financial resources. Toward this end a budget has been established for October, to which we will attempt to adhere as strictly as possible. The operating budget will stand at \$40,000 per month, not counting fund raising "front money" for financing major appeals, holiday cards, etc. The allocations for various departments have already been discussed with the department heads in question. Attached is a summary of budget allocations.

The basic premise is that the figure indicated in the budget represents the UPPER LIMIT of expenditures permitted for a given purpose. Thus there is a ceiling amount that will be allowed for field secretary expenses - gas to operate cars, etc. This will be controlled by the cancellation of gasoline, telephone and air credit cards and by operating on a cash basis instead. Credit cards are cancelled immediately upon receipt of this memorandum or verbal notice from your department head, and in no case will they be used after Monday, October 11, 1965. The only exceptions will be certain cases of department heads, as individually arranged.

We expect to keep expenses on a current basis as of the first of October. Expense reports are to be turned in promptly through the appropriate channels. A new form is being devised and will be distributed shortly. All back expense reports should be brought up to date and filed not later than October 15, 1965. We would also appreciate being advised of any back salary that anybody thinks he is owed as well as the state of each person's accumulated vacation time.

This is essentially an interim budget and may be changed substantially for November and ongoing months by the NAC when it meets on October 23rd.

Your comments and suggestions for consideration by the administration and the NAC would be welcome.

NATIONAL CORE DEBT
AS OF OCTOBER 19, 1965

Loans	\$137,553.70
Accounts Payable (suppliers)	113,901.45
Staff Loans (1964 Paychecks)	1,118.61
Back Salary Increments Owed Staff	1,448.37
Expense Reports	7,683.91
Legal	8,846.89
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TOTAL DEBT	\$270,552.93