

28th September 1937.

Dear Miss Baggallay,

Your note dated August 13th of practical fees in connection with the International Students from March to July 1937 came during the vacation, well after the accounts had closed for the year and the annual audit completed. Would you make a note that in future every claim for fees must reach me before the end of July, as otherwise our records for the different years are quite inaccurate. I was a little surprised to get more claims in respect of last year, because my impression was that the payments out had already been well up to the average for the year. I cannot recall a larger requisition for this year, but perhaps that is a forget on my part, or does this last application refer to students taking their training for this coming session, 1937-38?

Thank you very much for the agendas and minutes of the Committee of Management. I shall be very glad to have these records in my files.

Yours sincerely,

Secretary.