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15, MANCHESTER SQUARE.
LONDON, W. 1.

TELEPHONE: WELBECK 5375.

31st. August, 1934.

Miss Monkhouse,
Bedford College,
Regent's Park,
N.W.1.

Dear Miss Monkhouse,

I have spoken to our accountant about the matter of my salary for August. It appears that the two sums, £200. as Tutor at Bedford College and £300. as Secretary to the Foundation, are distinct and cannot appear in our books except as separate items - the former sum being paid from the Foundation direct to Bedford College.

This means that the Foundation cannot adjust my salary by deducting from my August salary as Secretary - the sum paid in excess by Bedford College for that month.

I am therefore holding a sum of £13. 17s. 1d. being ^{1/2} of the difference £375 and £200. minus 5% for superannuation. This sum represents the amount paid to me by Bedford College for the month of August, in excess of my due.

Would you like me to return the sum to you in cheque form or shall I keep it and have it substracted from my next salary from Bedford College?

I am sorry not to have been able to arrange the matter more simply.

Yours sincerely,

Olive Baggallay
Olive Baggallay,
Secretary.