#### UNITED STATES DEPARTMENT OF AGRICULTURE. Office of Budget and Finance WASHINGTON, D.C.

January 17, 1936.

### BUDGET AND FINANCE CIRCULAR No.18

#### SUPPLEMENTING BUDGET AND FINANCE CIRCULAR No.13 ISSUED July 5,1935, Reports to Bureau of Internal Revenue of Salaries and Allowances Paid Employees of Department of Agriculture.

The Bureau of Internal Revenue now has available Form No.1099 for reporting at the source Individual Federal Incomes for the calendar year 1935. Each bureau should obtain the number it requires directly from Room 1002, Internal Revenue Building, Constitution Avenue and 12th Street, N.W.

A question has arisen concerning the method of treating expense account payments, that is, whether the expense accounts should be reported uniformly on an accrual basis or on a cash-paid basis for the 12 months from January 1, to December 31,1935. It is realized that each of the two methods has its advantages and disadvantages and that both involve varying difficulties. The accrual method has the advantage of placing the expense account reports definitely on the same basis as the salary payments, but as the amount for which the December (and possibly November) accounts will be allowed and paid may not known for one for one or more months after the end of the year, particularly in those bureaus using pre-audit procedure, this method may delay the preparation of the Forms 1099 so long that employees concerned may render their income tax returns before it is possible for them to receive information as to what the Government will report as having been paid them. On the other hand, the cash paid method makes it necessary to record the payment of all expense accounts in a manner that will show definitely when the accounts for the last months of the preceding year and those for the last months of the current year were paid, so as to insure inclusion only of vouchers for which checks were actually issued during the calendar year. Which of the two methods is the less burdensome depends largely on the manner in which the records of a particular bureau are kept.

On taking up this matter informally with the Chief, Rules and Regulations Section, Income Tax Division, Bureau of Internal Revenue, this office has been informed that it will be satisfactory to make the reports on either basis, and furthermore, that there is no objection to having the reports from some bureaus of this Department on an accrual basis and those of other bureaus on a cash-pai basis, provided that the employees concerned in the respective bureaus are informed as to which basis is being used in preparing the Forms 1099, in or that the individual income tax returns of the employees may be rendered on the same basis as the departmental reports.

Each bureau is therefore authorized to use its own discretion as to the method of reporting expense accounts on Forms 1099for the calendar year 1935.

(See also Memorandum to Chiefs of Bureaus and Offices of March 6,1935 as supplemented and amended by Memorandums of March 11 and March 15,1935)

(signed)

W.A.Jump, Director of Finance.

COPY

#### UNITED STATES DEPARTMENT OF AGRICULTURE Bureau of Plant Industry Washington

#### February 3,1936

MEMORANDUM TO OFFICERS AND EMPLOYEES BUREAU OF PLANT INDUSTRY

I am enclosing herewith carbon copy of Form 1099, rendered to the Bureau of Internal Revenue in accordance with Budget and Finance Circular No.13, dated July 5,1935, a copy of which was furnished you. The salary represents the gross amount as per your appointment, which includes 3-1/2 per cent withheld for retirement as well as any item shown for living quarters. The salary is the gross amount earned during the period from January 1 to December 31, 1935, whether paid during that period or subsequently. Five per cent was deducted under the Economy Act from January 1 to March 31,1935, so that for this time you received only 95 per cent of the gross salary.

The amount shown as reimbursement expenses covers all items of expenses paid you for the period January 1 to December 31, 1935. In other words, expenses accounts submitted for December, 1935, and prior months, not paid by December 31,1935,will be reported to the Bureau of Internal Revenue for the calendar year 1936.

For your information and guidance, I am also enclosing copy of Budget and Finance Circular No.18.

Very truly yours

(signed)

Assistant in Charge of Accounts.

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Form 1099	to Nic		ae Roerich	11 - 915-	ALA STATE
Treasury Department	Whom		erside Dri	ve.	and the second second
Internal Revenue Service	Paid		York NY		
	Kind an	nd Amount	of Income	Paid	
	Salaries, Wages,	Interest	Rents and	Divid.	Foreign
	Fees, Commissi-	on Notes	Royalties	AN OF CO	Items &
YEAR 1935	ons, Bonuses	Mortgag.			Oth.Income
Instructions to	The second second				
Payors	\$5,925.00	\$	\$	\$	\$4,825.02
Prepare one of these forms	1. 10	All and a second			
tor each payee in accordance	single	and the second			
with instruct.on return 1096	x married				
Forward with return form					
1096 to reach the Commissio-	By De		of Agricu		
ner of Internal Revenue, Sort-	Whom	Bureau	of Plant	Industr	У
ing Section, Washington, D.C.	Paid				
on or before February 15,1936					

Miss F.R.G.in her last letter mentioned that a friend has heard from Levy that NK and GN sent nothing from their salaries during 1934/5 to India. Again the statements of Mr.Levy do not coincide with reality. by

From the \$9647 altogether received N.K., \$6023 were transferred by him to India. For December 1935, and January 1936 \$1000 are temporarily withheld by the Dept., and \$900 have not yet been reimbursed on outlays.

GN transferred to India \$2893, has to receive for Dec.35 and Jan.36 \$764 and has outlayed and not so far reimbursed \$600.

Besides one must take into consideration that NK and GN had to take upon themselves considerable expenses for preliminary work in connection with the cooperative, which were a complete loss on account of the subsequent change of policy of other participants in the U.S., the more so because of the sudden demand of refund of \$4,500 given towards the cooperative, by W.

As regards sums transferred to India, one must not forget that besides living expenses, from the same sum was added to the cost of upkeep and rent of the European Center and towards upkeep of the Urusvati Institute. Thus one can again see the in the statement of Levy a premeditated intention to distort harmfully the truth. It would be regrettable if any of our friends remain under the false impression and would believe that a present there are any sums left at disposal here. Levy has thus repeated again the slanderous accusations of "extravagancy", which is entirely opposite to NK's nature.

RE:	LICHTMANN et al v. HORCH et al (Injunction Action)
	LICHTMANN v. HORCH (Mandamus Proceeding)
	LICHTMANN v. HORCH (Municipal Court penalty)
	ROERICH v. HORCH ( Injunction Action)
	MATTER OF ROERICH (Tax Proceeding)
	and Miscellaneous Related Matters.
	Our Files 405 et sea.

SUMMARY OF PROFESSIONAL SERVICES RENDERED FROM MARCH 9. 1936 TO APRIL 4. 1936.

- Mar. 9 Revised libel complaint; conference with Miss Grant re libel action; correspondence re International Information Agency.
  - 10 Prepared tax returns of Prof. Roerich and Dr. Roerich; entertained Dr. Conrow.
  - 11 Telephone conference with Mr. Schur.

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- 12 Dictated order and memorandum of law re examination before trial.
- 13 Telephone conferences with Mr. Shapiro re appeal, and Miss Grant re Richey cable.
- " 14 Telephone conference with Mr. Shapiro re appeal.
  - 17 Dictated affidavit in opposition to motion for stay and to eliminate affidavits from record on appeal. Conferred with Judge Walsh re mandamus order. Dictated order to show cause and affidavits to reargue motion for preference in mandamus.
  - 18 Conference with clerks re mandamus preference motion. Telephone conference with Mr. Shapiro re miscellaneous matters. Revised libel complaint.
- " 19 Revised libel complaint. Noticed injunction case for trial. Conference with Mrs. Campbell.
- \* 20 Appeared in Supreme Court on mandamus preference motion. Conference with Mrs. Lichtmann.
- " 21 Telephone conference with Mrs. Lichtmann.
- " 23 Drafted complaint, Reerich against Horch et al.
  - 24 Revised Roerich v. Horch complaint. Examined documents and papers and correspondence. Filed Prof. Roerich's tax return.
  - 25 Prepared Horch examination. Examined Louis L. Horch and Nettie 5. Horch before trial at Supreme Court.



#### 76 BEAVER STREET

March 9, 6.

Mr. and Mrs. Maurice M. Lichtmann, Miss Frances R. Grant, 310 Riverside Drive New York, N.Y.

> RE: LICHTMANN, et al. v. HORCH (Injunction Action) LICHTMANN v. HORCH, (Municipal Court Action) LICHTMANN v. HORCH (Mandamus Proceeding) NICHOLAS ROERICH, Tax Proceeding.

We have received to date the following payments on account of professional services:

Dec.	20,	193	5	
Jan.	17,	1930	5	
Feb.	21,	1930	6	

\$ 250.00 1000.00 500.00

Total \$1,750.00

Mar, 20	Prepared amended comptaint. Investigated Table	
	transaction. Prepared memorandum of law.	
	Conference with Mr. Lichtmann.	
" 27	Conference with Mr. and Mrs. Lichtmann, Miss Gra	The second
A State of the second	and Malor Stokes. Telephone conference with Mi	No.

- 28 Dictated motion papers to compel defendants to accept further amended complaint. Telephone conference with Mesars. Shapiro and Kline.
- " 30 Prepared documents and correspondence.

Shapiro.

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- 31 Dictated motion papers for injunction in Roerich v. Horch.
- Apr. 1 Dictated further affidavits for injunction. Conference with Mr. Lichtmann. Examined correspondence.

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# 2 Examined correspondence and originals.

3 Examined correspondence and originals. Conferred with A. R. Campbell, Esq. Conferred with Mr. and Mrs. Lichtmann and Miss Grant.

4 Conferred with Mrs. Campbell and Mr. Lichtmann. Examined originals.

#### 76 BEAVER STREET

April 4, 6.

Mr. and Mrs. Maurice M. Lichtmann, Miss Frances R. Grant, 310 Riverside Drive, New York, N. Y.

> RE: LICHTMANN, et sl. v. HORCH (Injunction Action) LICHTMANN v. HORCH (Municipal Court Action) LICHTMANN v. HORCH (Mandamus Proceeding) ROERICH v. HORCH (Injunction Action) NICHOLAS ROERICH. Tax Proceeding

For disbursements incurred from March 9, 1936, to April 4, 1936 . . . \_ \_ \_ 94.46

Total disburgements to date . . . . \$395.47

## Disbursements from March 9, 1936 to and including April 4, 1936

Mar.	10	Entertainment of Dr. Conrow	\$40.00
	17	Photostats	1.84
	19	Photostats	2.55
Apr.	4	Federal Shorthand Co., taking	10 00
		Photostats	15.50 <u>5.00</u>
		THOODOGOGOD	\$89.89

## Petty Cash Disbursements:

高新

lar.	7	Postage due									.02
	12	Carfare									.10
		Phone			1000	6.25					.05
Mar II	18	Carfare	and the second	a di te							.10
	the second state of the se	Carfare	- Anonage Anonage Talana a				ALL DES	a general		The Part	.10
	20	the second s									.10
		Phone									.05
		Carfare	140730							•	
	23	File summon							•	· ·	1.00
	26	Carfare		-							.10
	27	Carfare				a da			-		.15
	30	Carfare								•	•10
pr.	1	Carfare									.10
	2	File summon	d								1.00
	2			-							.15
					日代						1.00
	2	File bond							A SA		.10
	.3	Phone	100000		1000				*		
		Phone at Bal									
		Feb. 3, 10	930		*				-		35

4.57

Total \$94.48

#### 76 BEAVER STREET

Mr. and Mrs. Maurice M. Lichtmann, Miss Frances R. Grant, 310 Riverside Drive, New York, N. Y.

> RE: LICHTMANN, et al. v. HORCH (Injunction Action) LICHTMANN v. HORCH (Municipal Court Action) LICHTMANN v. HORCH (Mandamus Proceeding) ROERICH v. HORCH (Injunction Action) NICHOLAS ROERICH, Tax Proceeding ROERICH v. HORCH (Replevin)

May 4.

8.

For disbursements incurred up to and including April 4, 1936, as per statement rendered on April 4, 1936 \$395.47

For disbursements incurred from April 49.28

Total disbursements to date \$444.75

### Disbursements from April 4, 1936 to and including May 4, 1936.

April	10	Photostats	\$ 3.98	
		subpoena	4.00	
	24	Sheriff's fees on replevin	20.00	
	30	Dictaphone operator	18.75	
				46.7

### Petty Cash Disbursements:

Carfares		\$ .70
Filing bond	• •	1.00
Replevin papers .		.20
Certifying order .		.60
Outside telephone	• •	<u>05</u>

2.55

223

Total \$49.28

RE: LICHTMANN et al v. HORCH et al (Injunction Action) LICHTMANN v. HORCH (Mandamus Proceeding) LICHTMANN v. HORCH (Municipal Court penalty) ROERICH v. HORCH (Injunction Action) MATTER OF ROERICH (Tax Proceeding) and Miscellaneous Related Matters. Our Files 405 et seq.

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SUMMARY OF PROFESSIONAL SERVICES RENDERED FROM APRIL 6. 1936. to MAY 4. 1936.

April 6

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At Supreme Court, on motion to strike from calendar; examined original records.

- 7 Dictated from original records; conferred with De Witt and Van Aken re libel suit.
- 8 Conferred with DeWitt and Van Aken re libel suit; assorted original documents; prepared Prof. Roerich's New York State income tax return.
- 9. Dictated from original records. Conferred with Mr. and Mrs. Lichtmann and Miss Grant; at library examining law regarding libel.
- 10 Dictated from originals.
- 11 Dictated from originals.
- 13 Examined law and dictated brief.
  - 14 Conferred with Mr. Justice Miller re extension of time to answer; prepared order to show cause and affidavits to vacate ex parte stay.
- 15 Prepared affidavit in opposition to motion in Appellate Division for stay of mandamus action.
  - 16 Argued motion to vacate ex parts order before Mr. Justice Frankenthaler in Supreme Court.
- 17 Dictated from original documents, conferred with Mr. and Mrs. Lichtmann and Miss Grant.
- 18 Dictated from original documents; dictated order granting motion for injunction in Roerich et ano. v. Horch, et al.
- 20 Dictated replevin papers and from original documents.

21 Drafted reply to tax answer of the Government; conferred with Schur re Agni Yoga; conferred with Mr. and Mrs. Lichtmann, Mrs. Campbell and Miss Grant.

22 Dictated from original documents.

April	23	Dictated from original documents
•	84	Arranged for indemnitors on Roerich injunction bond and replevin bond - conferred with Sheriff.
•	25	Conferred with Mr. Lichtmann; made arrangements for executing replevin.
•	27	Dictated from original documents. Prepared brief in mandamus appeal to Appellate Division.
	28	Revised mandamus brief; conferred with Mr. and Mr. Lichtmann, Miss Grant and Mrs. Campbell.
	29	Conferred with Mr. Kline re Agni Yoga agreement
	30	Dictated from original documents; conferred with Mrs. Lichtmann; conferred with Mr. Kline.

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COPY CONFIDENTIAL	STATEMEN 2.969.99	NT 1927	Page 1 /2
April 11 Returned from Urgal 15 Interest on \$40000 4-1/4% Bonds 26 Returned from Urga ( 29 Interest 2% Bank Balance Apr. 30th \$27	850		
May 9 Payment balance due on Finish Paintings Interest 2%	716.66 44.05	May 9 Additional Expenses trip of N. Kordashevsky Caretaking of Bonds for 6 months due to Bankers Trust Co.	813 25 49.99
Balance May 30th <u>\$2'</u> June Interest 2%	7,223.45		
Balance June 30 \$2 ulv Interest July 2%	7.269.64		
Balance July 31st \$25 August Interest 2%	44.65	Aug. 22 Purchase of Bonds	10,361.67
Sept. 2 Interest on Bonds 10 Sale of Liberty	1,963.30 300 2,294.17 125 24.82	Sept. 8 Payment to Mr. Eismont for account of N. Kor- dashevsky, Jly, Aug. Sept. (\$30 per month)	95.77
Balance Sept. 30 \$19 Oct. Interest 2%	5,049.68 18.30	Oct. 6 Purchase of Bonds 25 Payment to Cartier (Buddhist Jewelry	5,819.17
Nov. Interest on Bonds Nov. 22 Payment Auto Trip Urga returned 22 Payment "Mongolian Paintings 25 Payment "Mongolian	8,648.81 550 L,247.75 D,000.00 D,421 19.94	Nov.1st Archaeological Soc'y. 7 Payment N. Kordashevsky for October 7 Payment N. Kordashevsky for November 23 Six months safe keeping 30 Purchase National Radia- tor Corp.	31
Balance Nov. 30 \$33 Dec. 3 Deposited \$9134.12 worth bonds still due on paintings (Mongol. ser.) Interest on Bonds Interest on Deposits	320 49.20	Nov. 30 Purchase of Bonds """"""""""""""""""""""""""""""""""""	9,758.33 4,906.25 41.25
Cash Balance December 31, 1927	<u>1.907.46</u>		

(Continued)	-	8-	13
	19	28	Contraction of the second
Dec. 31 Balance Interest Bonds Interest Bank Balance	320 29.61	Jany 18 N.Kordashevsky Purchase of Bonds	41.25
Bank Balance Jany 31st Febry 1st Interest on B Interest 2% Feb. 7 Balance due Mong	onds 350 9.89	Feby 7 N. Kordashevsky (Purchase Bonds 10,183.33)	41.25
Bank Balance Febry 28 Mch 1 Bonds Interest on Bonds Repayment of NY New-Hav bonds Mch Sale of "Paths of B Mch 14 22 Sale of your Ske by A. Browwer	\$ 6.045.40 1,275 10.05 en 20,000 less." 2.50 525	Mch 1st N. Kordashevsky \$10,000 Purchase of Bonds \$10,000 " " "	41.25 10,183.33 10,066.67
Bank Balance Mch 30th Interest on Bonds Interest on Bank Balance	7,687.20 250 e 13.27	Apl. 30 N. Kordashevsky	41.25
Bank Balance April 30 Interest on Bonds 5/2 Sale of Bonds 5/8 " " 5/17 " " 5/17 " " 5/21 " " 5/29 " "	\$ 7,909.22 800 9,262.50 3,056.75 7,210 5,810.83 5,043.06 19,879.72 1,002.22	5/1 Purchase 100 Eastman Kodak Charge of Bank for care of securities 5/18 Purchase 100 Shares In- ternational Match pf 5/23 Gabling of 40000 Ru-	17,312.50 49.29 11,412.50 14,714.10 15.958.75
May 31 Overdrawn	478.03		
Debit 6/1/28 Interest on Bond 6/24 Second payment Ur Auto trip 6/21 Sale \$2000 Canadia 6/20 Cash in bank June 30, 1	ga 1,260.24 n Bds2,027.50 1,002.22 983		478.03 700 400 41.25
Regarding returned mone, Please note that on Nov received on account of ;	ember 22nd 19	27 \$1,247.75 was & \$1.260.24 on June 24, 1928	
Regarding N. Kordashevs	ky		
On May 9, 1927 we dable He received in monthly p	d him to China payments from to June 1	July 27 (1927)	

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## Deposits

1.

	the second se
January Balance	8319.36
Interest 2%	13.97
1926 Balance end Feb.	8183.33
	8183.33
Interest 2%	12.43
1926 Balance end Mar.	8195.76
	0105 70
Interest 2%	8195.78
Balance End of April	8209.51
Interest 2%	8209.51
Balance End May	7221.94
	1
The state of the second second second	
June 21 Mrs. Getz for	7221.94
painting	900
Interest 2%	12.27
Balance End June	8034.21
	0074 07
July 22 Transferred )	8034.21
from #2 account	
Interest	25.47
C. R. Crane picture )	2000
Towards (S. M. Newberger)	1000
making (F. R. Grant ) perman- (S & M. M. )	200
ent loan (Lichtmann)	500
Exhibit.	000.
Irving Columbia Trust)	
Co. Closing out acct )	2225.40
Interest	.30
Balance End of July	9969.55
	0000.00
Test and	9969.55
Interest 2%	16.82
Balance End of Aug.	9986.37
	9986.37
	16.82
1926 Balance End Sept.	10,003.19

Withdrawals			
Dec 3 K. Moldavack	150		
	Contrat.		
Feb 23 Issued check to Central Asiatic Com- merce Bk, presented May 17	1000		
June 1st Issued on Jany 10, Stephen Mitousoff	100		
the second second			

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(continued)		2.	and with
Deposits		Withdrawals	en and and a second
Making permanent Loan Exhibition L.L.Hor N.S.Hor Interest 2% Balance End October	ch)73,300 116.87	Oct. 28 Transferred Utah 13 " " 22 " " sent to Smith	2000 500 2000 100
Interest	78,820.06 78,820.06 <u>118.14</u> 34,441.14	*Purchase of \$40,000Libert Bonds 4-1/4% 24 Transferred Utah Gable expenses of 3 previ	41,323.06 3,000
Interest 2% Balance December	34,441.14 56.55 28,497.69		174 6,000
Interest 2% 1927 Balance End of Jan	28,497.69 40.65 y 17,989.34 17,989.34	the state was a first with a state	10,250 3,087 162 12 East. hgar 38
Deposited by Odomar Etiene permanent making remaining pictures 10% On 1000 Books Adamar	25,000 at 100	Jany 31 transferred (162 cha: Febry 16 10000 Mexican Doll., "17 Gabled Smith 5.45 C charges 19 10000 Mexican D. 20 Gabled to Smith \$5.4 cable charges 23 Smith exp. from Pek: 00 ** 29 Purchase 30,000 Mexican D. 49.50	6,162 /505,000 able 305.45 5,000 45 505.45 ing 1.000
	43,089.34		17,972.90
		Cash Balance Febry 24, 1927	\$25,116.44
*automatically are sold Bank against check. **will only pay when I c		U. S. Liberty Bonds 4-1/4%	\$40,000.00
them to you.			

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## ACCOUNT OF S.ROERICH (AS OF APRIL 2nd, 1930)

Number	Sold for S.Ro	erich Account
22	\$450.00	
32	\$160.00	
53	\$475.00	
34	\$300.00	
59	\$600.00	
71	\$525.00	
109	725.00	
112	1000.00	
113	550.00	
119	175.00	
130	550.00	
141	300.00	
143	400.00	
146	1600.00	
153	9500.00	
Total Sales * * * * * * *	17,310.00	\$17,310.00
Total SALES (10% Commission) Pro Rata Expense	\$1,731,00 1,747.26	
10% on three repurchased paintings Total Expense Frames, etc.	397.50 1,303,74	
	\$5,179.50	5,179.50
DUE YOU ON BALANCE * * * * *	* * * * * * * *	\$12,130,50

24416

### MASTER INSTITUTE OF UNITED ARTS, Inc.

Statement of Income and Expenses for the year January 1, 1935 to December 31, 1935

Income Rent Telephone Service Miscellaneous	\$ 196,574.29 4,798.86 <u>334,88</u>	\$201,708.03
Less Operating Expenses		
Salaries and Wages	6,474.24	
Replacements	2,479.68	
Maintenance and Repairs	9,105.27	
Elevator Repairs and Supplies	2,174.09	
Re-decorating Apartments (Pro-Rated)	1,169.57	
Frigidaire, Repairs and Electric Sup.		
Cleaning and Supplies	3,412.67	
Heat, Light and Power	14,617.12	
Legal Fees (Part Estimated)	2,833.33	
Telephone	7,884.16	
Auditing	1,200.00	
Miscellaneous Expense	715.63	and the second
Insurance (Estimated)	2,783.59	
Compensation Insurance	776.47	
Advertising (Miscellaneous)	231.99	
Utility Taxes	49.66	
Water Taxes	1,605.75	
Maintenance of Educational Work	14,100.00	
Real Estate Taxes	45,120.00	
Interest actually paid 1st mortgage Depreciation	15,950.00	
Reserve for Bad Debts	1,943,44	
Bad debts written off	84.48	
* Interest paid to Bondholders	6,975.35	
and a contraction of a second s	Concession of the Association of the Association	6003 810 DZ

\$201,716.03

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This represents less than one percent interest on the Bond Issues of \$ 1,674,000. outstanding on this building.