

002501

To

All Department Heads

Date

March 1, 1976

From

T.H. Biggs

Subject

1st Quarter Review

I anticipate our deadline to have the completed review mailed will be 26th March. In order to meet this final deadline the Accounting Department will need approved data as follows:

March 12th	Production Statistics - Mine & Mill
March 19th	Departmental Cost Forecasts, and A.F.E. Forecasts.

The formats for inclusion in the review books will be circulated:

a) by 5th	Production Statistics
b) by 12th	Cost Forecasts & A.F.E. Forecasts

and will show 2 months actual (estimate for labour) with spaces to be completed for your current estimate of costs by month to December.

When your formats are returned please attach any supplementary information you prepare. Please use current costs with contractual increases; the only other escalation is where suppliers have indicated changes. In view of changes which have occurred since the budgets were prepared it will be necessary to go into detail in the cost forecasts particularly for labour.

cc R.L. Cook
A. von Kursell
L.P. Taggart