

Procedure for Spending and internally Accounting the
Money of the 1960 Budget.

1. General.

The M.G. budget for 1960 had to be asked for without there being available any experience in the running of the C.P.S. We therefore may have to meet unforeseen expenditures, not only resulting from breakdown of certain parts but possibly also from the need to provide facilities for nuclear experiments of a new type. On the other hand it is well known that the money available for CERN is of a limited amount in 1960 as well as in 1961 and 1962. It is therefore particularly important to spend our money cautiously during 1960 and to check carefully where it is going. This check will not only help to make up more easily the budget for 1961, but it will also permit justifying future claims.

2. Code Numbers.

If the last remarks are true, it becomes important to have a suitable and efficient system of code numbers and to apply this system to all spending accounting.

As some of the old numbers were no longer suitable for the machine operation, the new numbers shown in Annex 1 have been proposed to the Finance Office for 1960. Some comments may help to assimilate these new numbers more easily.

The money allocated to the Machine Group for 1960 comes under three headings : expenditure for personnel, general expenditure and capital expenditure. The two latter items are of interest here.

Code number 233 is used for all expenditure connected with the maintenance and repair of the P.S., except for such expendable items as

grease, cleaning-wool, torch light batteries, etc., which should go under 240. For the time being it is not proposed to subdivide code number 233. With more experience in machine operation one may perhaps come to such sub-headings as expenditure for replacement parts, cost of repair work done outside the M.G. etc.,

Code number 30 is reserved for expenditure on the buildings and for work carried out by S.B. division. Again, no sub-division is proposed for the moment.

Code numbers 311, 312 and 313 are reserved for workshop tools, laboratory equipment and drawing instruments, respectively.

All instruments permanently built into the control centres should go under 32, those used exclusively for servicing the machine under 233.

Code number 32 is for all capital expenditure on the P.S. The sub-headings shown in Annex 1 have been worked out with the section leaders and need not be discussed here.

The same holds for the experimental equipment and code number 33.

As foreseen, there is no money for the M.G. on code number 38 and very little for the stores. Hence, practically all the money for material taken out of the stores has to come from code numbers 233, 312, 32 and 33. This also applies to the self-service.

3. Responsibilities.

It is the entire responsibility of the section leaders that no section takes financial engagements beyond the amounts laid down in the budget. This includes expenditure on contracts, on orders placed by the purchasing office, on work carried out by S.B. and by the M.G. Electronic Workshop and on material taken out of the stores and the self-service.

To make possible the necessary accounting, the new section code numbers shown in Annex 2 must be added to the main code number. For ease of accounting it is proposed to write these numbers on all orders, even if the section may be apparent from the main code number (such as 30 or 321). The latter cases will then provide an independent check on the proper working of the whole ordering and accounting machinery.

In case several goods with different code numbers are ordered from the same firm the risk of errors in the accounting is much greater if only one order form is used. It is therefore strongly recommended to use a separate form for each code number in these cases.

As usual, the P.S. code number should precede the other numbers so that for instance the complete code number for ordering a gold target would be 2.336.1/203.

The agreed signatures for each code number are shown in Annex 3. After a running-in period of 6 to 12 months, the question of signatures will be reconsidered.

Mr. P. Germain will be informed about all orders exceeding Sw.Fr. 5.000.-, which have to be signed by Mr. J.B. Adams.

4. Requests for work done by the S.B. division.

Any work done by the S.B. division which costs more than Sw.Fr. 500.- has to be paid for by the M.G. section requesting the work. Any "Demande de travail" for work exceeding Sw.Fr. 500.- must therefore be countersigned by the Section Leader concerned. In order not to slow down the procedure, any M.G. member can ask, as before, for work to be done by the S.B. division. The green copy of the request will however now be sent to the Section Leader and not to the initiator.

5. Deblocking of accounts.

It is proposed to deblock immediately 80 o/o of all accounts except code number 24, of which only 50 o/o should be deblocked. No section will

spend more than Sw.Fr. 30.000.- on code number 24. The deblocking of the remaining funds will be decided by a Management meeting at a suitable time, say beginning of September 1960.

A central file containing copies of all orders etc., will be kept by Mr. L'Haire and may be inspected in his office.

K.H. Reich.

Distribution : (open)

To all scientific and technical
staff of the Machine Group.
Parameter Committee members.

/ac.

ANNEX I

Code Numbers for Machine Group

233	Maintenance and repair of P.S.	Entretien et réparation du S.P.
240	Expendable stores	Matières de consommation
249	Miscellaneous	Diverses dépenses d'exploitation
311	Workshop apparatus and instruments	Appareils et instruments d'atelier
312	Laboratory equipment and tools	Équipement de laboratoire et outillage
313	Office furniture and equipment	Mobilier et équipement de bureau
320	Auxiliary power supplies and magnet	Alimentations auxiliaires et électro-aimant
.1	Pole-face windings supply	Alimentation des enroulements polaires
.2	Lens supplies	Alimentations des lentilles
.3	Special supplies	Alimentations spéciales
.4	Magnet complete with lenses	Electro-aimant avec lentilles
.5	Control equipment	Équipement de commande
321	Main magnet power supply	Alimentation principale de l'électro-aimant
322	Synchrotron vacuum system	Système à vide du S.P.
323	Radio frequency system	Système haute fréquence
.1	Accelerating units with power supplies	Unités accélératrices avec alimentation
.2	Accelerating frequency system and controls	Contrôle de la fréquence d'accélération et commandes en général
.3	Timing apparatus	Système de cadencement
.4	Pick-up stations	Stations de mesure du faisceau
.5	Apparatus for beam display	Équipement pour l'observation du faisceau
324	Controls and operational security	Système de commande et de sécurité du pers.
.1	Equipment of control centres	Équipement des centres de commande
.2	Operational security apparatus	Appareils pour la sécurité du personnel
.3	Cables and cable installation	Câbles et pose des câbles
.4	Apparatus for telecommunication	Appareils de télécommunication
325	Electrical distribution system	Système de distribution d'électricité
327	Cooling and purification	Système de refroidissement avec équipement de purification
328	Linear Accelerator	Accélérateur linéaire
.1	Accelerating structure and focusing system	Dispositif d'accélération et de focalisation
.2	Linac R.F. system	Système de radio-fréquence de l'accélérateur linéaire
.3	Beam measurement apparatus	Appareils pour mesures du faisceau
.4	Preinjector	Préinjecteur

328		
.5	Inflector	Inflecteur
.6	Controls	Appareils de commande
.7	Linac vacuum equipment	Système à vide de l'accélérateur linéaire
.8	Buncher	Groupeur
.9	Debuncher	Dégroupeur
333	Beam transport	Transport des faisceaux
335	Shielding	Protection contre les irradiations
.1	Baryte	Baryte
.2	Blocks (concrete, steel, lead)	Blocs (béton, acier, plomb)
.3	Accessories (steel profiles, plates, etc.)	Accessoires (profilés, tôles, etc.,)
.4	Lifting and handling gear	Appareils de manutention
336	Targets	Cibles
.1	Target mechanisms	Propulseurs
.2	Target controls	Commandes
.3	Vacuum equipment	Equipement pour le vide

ANNEX 2

Section Code Numbers

Sections

Linear Accelerator	Accélérateur linéaire	201
Radio Frequency	Haute fréquence	202
Magnet and Vacuum	Aimant et Vide	203
Power	Alimentation	204
Controls and Survey	Contrôle et Sécurité	205
Apparatus Layout	Disposition de l'appareillage	206
General Services	Services Généraux	207

ANNEX 3

Proposed Signatures

All code numbers)	P. Germain P.H. Standley
2.23/201)	
2.24/207)	
2.31/201)	P.H. Standley
2.328/201)	
2.23/202)	
2.24/207)	
2.31/202)	H. Fischer
2.323/202)	
2.23/203)	
2.24/207)	
2.31/203)	
2.320/203)	G.L. Munday
2.322/203)	
2.333/203)	
2.336/203)	
2.23/204)	
2.24/207)	
2.31/204)	
2.321/204)	M. Georgijevic
2.325/204)	
2.327/204)	
2.23/205)	
2.24/207)	
2.31/205)	G. Brianti
2.324/205)	
2.23/206)	
2.24/207)	
2.31/206)	F. Bonaudi
2.333/206)	
2.335/206)	
2.23/207)	
2.30/207)	P. Germain
2.31/207)	P.H. Standley
2.32/207)	