

Memorandum

Date: July 20, 1951
To: Miss Chun
From: Director
Subject: Music School Unpaid Bills

In reviewing the accounts rendered for music school fees these past few years, I find a deficit of \$527.99.

I have been informed by the business office that you have made a number of attempts to collect these outstanding accounts. In some instances you have been successful and in others it has been in vain. We greatly appreciate your efforts in this regard.

However, if any of these pupils are continuing with their music lessons they must realize that some payments must be made as they go along from month to month. Also, if pupils do not make payments in two months' time it will be necessary to inform them that in order to make it possible for Palama to meet expenses and to continue to offer music lessons some payments must be made on delinquent bills.

I hope that you will have some sort of luck in collecting these old bills as we cannot carry them much longer. We will again review this matter before the end of this year. However, from now on please contact all parents whose children are delinquent ^{regularly} two months and impress upon them that payments must be made ^{regularly} or their children will not be able to continue taking music lessons.