

Bursar's Office fonds

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University of British Columbia Archives



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THE UNIVERSITY OF BRITISH COLUMBIA



The Library

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Fonds Description

Bursar's fonds. – 1913-1969.

11.1 m of textual records.

Administrative History

The Bursar's Office was the University of British Columbia's administration unit responsible for financial affairs between 1915 and 1984. The Bursar, who acted as chief financial officer for the university, implemented the fiscal policies established by the Board of Governors. The office encompassed four major areas of responsibility which included treasury, internal audit and control, consultative or financial management, and the implementation of technological developments such as data processing and computerization. The position of Bursar dates back to the opening of the University in 1915, although the position was known as Business Agent for the first two years of operation. Relatively few individuals have served as Bursar at UBC. Fred Dallas, the Business Agent when the University opened, held the position of Bursar for twenty years until his retirement in 1935. His successor, Angus MacLucas was Bursar until 1948. He was succeeded by R.M. Bagshaw who held the position for three years. E.D. MacPhee was appointed Honorary Bursar in 1951 and oversaw the operation of the office until 1963. William White became UBC's last Bursar, finishing his term in 1969. Thereafter, the position of Bursar was discontinued, although the Office of the Bursar continued to control the university's financial matters until 1984 when it was superseded by the Office of the Vice-President Finance (now V.P. Administration and Finance).

Scope and Content

The fonds consists of vouchers, invoices, cheque registers, cash books, cash sheets, general ledgers, trial balances and one financial estimates report.

File List

N.B. All items are bound volumes except when specified.

Vouchers

1. April 1927 - March 1928
2. April 1928 - March 1929

Invoices - Box

3. 1947-1948
4. 1948-1949
5. 01-1001 to 65-0643 1968-1969
6. 65-0642 to 97-0780 1968-1969

Cheque and Voucher Registers

7. June 1913 - April 1916
8. May 1916 - February 1918
9. March 1918 - May 1919
10. June 1919 - March 1920
11. April 1920 - February 1921
12. February 1921 - December 1921
13. January 1922 - October 1922
14. November 1922 - August 1923

Cheque Register

15. 1944

Cash Books

16. Petty cash, September 1915 - December 1923
17. Petty cash, December 1923 - March 1939
18. Petty cash, April 1939 - November 1943
19. Trust Account - Expenditure, April 1925 - October 1950
20. Trust Account - Revenue, April 1925 - October 1950
21. General August 1913 - August 1914
22. General August 1914 - August 1915

23. General September 1923 - April 1924
24. General May 1924 - March 1925
25. General October 1924 - February 1925
26. General - Revenue April 1925 - March 1926
27. General - Expenditure April 1925 - March 1926

Cash Sheets

28. Expenditure 1926-1927
29. Expenditure 1927-1928
30. Expenditure 1928-1929
31. Expenditure 1929-1930
32. Expenditure April 1930 - March 1931
33. Expenditure April 1931 - March 1932
34. Expenditure April 1932- March 1933
35. Expenditure April 1933- March 1935
36. Expenditure April 1935 - March 1937
37. Expenditure April 1937 - March 1939
38. Expenditure April 1939 - March 1941
39. Expenditure April 1941 - November 1945
40. Expenditure April 1945 - March 1947
41. Expenditure April 1947 - December 1947
42. Revenue April 1926 - March 1930
43. Revenue April 1930 - March 1935
44. Revenue April 1935 - March 1937
45. Revenue April 1937 - March 1941
46. Revenue April 1945 - March 1945
47. Journal closing entries 1925-1937
48. Journal closing entries 1937-1943

Ledgers - Special

49. Capital accounts 1910-1915
50. Student loans, scholarship disbursements 1919-1925
51. Student loans, scholarships, prizes 1925-1938
52. Student loans 1928-1943
53. Student loans 1946-1953
54. Student loans paid 1947-1953
55. Student loans, scholarships, trust accounts 1950-1952
56. Administration 1925-1926

57. Agriculture 1925-1926
58. Applied Science 1925-1926
59. Arts and Science 1925-1926
60. Securities register 1934-1969
61. Securities 1957-1968

Ledgers - General

62. General (A) 1915-1916
63. General (B) 1918-1920
64. General (C) 1920-1925
65. General 1920-1921
66. General 1921-1923
67. General 1925-1926

Ledger Sheets

68. Faculty 1926-1927
69. Faculty 1927-1928
70. Faculty 1928-1929
71. Faculty 1929-1930
72. Faculty 1930-1931
73. Faculty 1931-1932
74. Faculty 1932-1933
75. Faculty 1933-1934
76. Faculty 1934-1935
77. Faculty 1935-1936
78. Faculty 1936-1937
79. General 1937-1938
80. General 1938-1939
81. General 1939-1940
82. General 1940-1941
83. General 1941-1942
84. General 1942-1943
85. General 1943-1944
86. General 1944-1945
87. General April 1945 - March 1946
88. General April 1946 - October 1946
89. General November 1946 - March 1947
90. General (Volume I) April 1950 - March 1951

91. General (Volume II) April 1950 - March 1951

Trial Balances

92. 1916-1925

93. 1926-1935

94. 1935-1937

95. April 1937 - March 1941

96. April 1941 - March 1945

97. March 1946 - March 1947

98. Ledger Payroll February 1950

99 [box] Financial Estimate Reports - Annotated (1949/50)