

Financial Services fonds

Compiled by Erwin Wodarczak (2014, 2015)

***** Institutional records -- researcher access subject to review *****

University of British Columbia Archives



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA



Table of Contents

- **Fonds Description**
 - Title / Dates of Creation / Physical Description
 - Administrative History
 - Scope and Content
 - Notes

- **Series Descriptions**
 - Financial Reports and Statements
 - Budgets
 - Appraisalment
 - Training Documentation

- **File List**

- **Catalogue entry** (UBC Library catalogue)

Fonds Description

Financial Services fonds. –1925-2010.

3.35 m of textual records.

Administrative History

Management of the financial affairs of the University of British Columbia were originally the responsibility of the Office of the Bursar. The first to hold the position of Bursar was F. Dallas (1916-34), followed by Angus MacLucas (1935-48). By the early 1950s, when Dean of Commerce Earle D. MacPhee also held the title of “Honorary Bursar”, UBC had grown to the extent that its financial affairs had diversified and required a full-time staff of ten people to manage accounting, buildings and grounds, food services, purchasing, and the book store. The Office of the Bursar continued to grow as its responsibilities evolved. Walter White was the last to hold the title of Bursar, until his retirement in 1984. That year, A.B. Gellatly was named the first Vice-President of Finance. Since the 1980s the responsible vice-presidential positions have been known as Finance, Finance and Administration, or Financial Services, and at various times they have had ultimate responsibility for such services as supply management, campus security, the UBC Bookstore, the Development Office, food services, land and building services, and human resources, as well budgeting, treasury, and other business and financial operations.

Scope and Content

Fonds consists of records produced by or for UBC Financial Services which document the University’s finances, including annual financial reports and statements, budgets, appraisals, and staff training. The records are arranged in four series: Financial Reports and Statements, Budgets, Appraisalment, and Training Documentation.

Notes

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

Beginning in 1961, more than one version of each annual financial report or consolidated financial statement was produced. One version was “published in accordance with the Financial Information Act” for public distribution. Others were published for the information of the Board of Governors or the University administration.

Materials were transferred from Financial Services in 2014 and 2015. Further accruals are expected.

Series Descriptions

Financial Reports and Statements series. – 1925-2010.

1.27 m.

Series consists of financial reports and statements for the University and for related organizations supported by the University.

Boxes 1-11

Budgets series. – 1957-2006.

1.44 m.

Series consists of annual budgets prepared for the University, and related budget summaries and budget and planning narratives.

Boxes 11-18

Appraisal series. – February 1965.

56 cm.

Series consists of an appraisal report produced for the University by the General Appraisal Company of Vancouver, appraising the value of UBC's properties and physical assets. The report comprises nine volumes, with an index included with Volume 1, and a recapitulation.

Boxes 19-21

Training Documentation series. – 1990-2013

8 cm.

Series consists of documentation relating to the training of Financial Services staff, and includes a training library log, sample reports, and a course workbook for FMS (Financial Management System) certification.

Box 22

File List

FINANCIAL REPORTS AND STATEMENTS SERIES

BOX 1

1-1	Balance Sheet and Statement of Revenue and Expenditure	March 31 st , 1925
1-2	Balance Sheet and Statement of Revenue and Expenditure	March 31 st , 1926
1-3	Balance Sheet and Statement of Revenue and Expenditure	March 31 st , 1927
1-4	Balance Sheet and Statement of Revenue and Expenditure	March 31 st , 1928
1-5	Balance Sheet and Statement of Revenue and Expenditure	March 31 st , 1929
1-6	Balance Sheet and Statement of Revenue and Expenditure	March 31 st , 1930
1-7	Balance Sheet and Statement of Revenue and Expenditure [missing 1932-1935]	March 31 st , 1931
1-8	Balance Sheet and Statement of Receipts and Disbursements [missing 1937]	March 31 st , 1936
1-9	Balance Sheet and Statement of Receipts and Disbursements	March 31 st , 1938
1-10	Balance Sheet and Statement of Receipts and Disbursements	March 31 st , 1939
1-11	Annual Financial Report – Balance Sheet and Financial Statements [missing 1941]	March 31 st 1940
1-12	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1942
1-13	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1943
1-14	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1944
1-15	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1945
1-16	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1946
1-17	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1947
1-18	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1948
1-19	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1949
1-20	Annual Financial Report – Balance Sheet and Financial Statements	March 31 st 1950

BOX 2

- 2-1 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1951
- 2-2 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1952
- 2-3 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1953
- 2-4 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1954
- 2-5 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1955
- 2-6 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1956
- 2-7 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1957
- 2-8 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1958
- 2-9 Annual Financial Report – Balance Sheet and Financial Statements March 31st, 1959
- 2-10 Annual Financial Report – Balance Sheet and Financial Statements March 31 1960
- 2-11 Annual Financial Report – Balance Sheet and Financial Statements March 31st, 1961
- 2-12 Financial Statements April 1, 1960 – March 31, 1961

BOX 3

- 3-1 Annual Financial Report – Balance Sheet and Financial Statements March 31 1962
- 3-2 Financial Statements April 1, 1961 – March 31, 1962
- 3-3 Financial Statements April 1, 1962 – March 31, 1963
- 3-4 Annual Financial Report – Balance Sheet and Financial Statements March 31 1964
- 3-5 Financial Statements April 1, 1963 – March 31, 1964
- 3-6 Annual Financial Report – Balance Sheet and Financial Statements March 31st, 1965
- 3-7 Financial Statements April 1, 1964 – March 31, 1965
- 3-8 Annual Financial Report – Balance Sheet and Financial Statements March 31st 1966

- 3-9 Financial Statements April 1, 1965 – March 31, 1966
- 3-10 Annual Financial Report – Statement of Financial Conditions and Financial Statements March 31st, 1967
- 3-11 Financial Statements April 1, 1966 – March 31, 1967

BOX 4

- 4-1 Annual Financial Report – Balance Sheet and Financial Statements March 31 1968
- 4-2 Financial Statements March 31, 1969
[missing 1970, 1971]
- 4-3 Financial Statements April 1, 1971 to March 31, 1972
- 4-4 Financial Statements April 1, 1972 to March 31, 1973
- 4-5 Financial Statements April 1, 1973 to March 31, 1974
- 4-6 Financial Statements April 1, 1974 to March 31, 1975
- 4-7 Financial Statements April 1, 1975 to March 31, 1976
- 4-8 Financial Statements March 31st, 1977
- 4-9 Financial Statements March 31st, 1978
- 4-10 Financial Statements March 31, 1978
- 4-11 Financial Statements March 31st, 1979
- 4-12 Financial Statements March 31, 1979

BOX 5

- 5-1 Financial Statements March 31st, 1980
- 5-2 Financial Statements March 31st, 1981
- 5-3 Financial Statements March 31st, 1982
- 5-4 Financial Statements March 31st, 1983
- 5-5 Financial Statements March 31st, 1984
- 5-6 Financial Statements March 31st, 1984 [35 pp.]
- 5-7 Financial Statements March 31st, 1985
- 5-8 Financial Statements March 31st, 1985 [37 pp.]
- 5-9 Financial Statements March 31st, 1986
- 5-10 Financial Statements March 31st, 1986 [37 pp.]

BOX 6

- 6-1 Financial Statements March 31st, 1987
- 6-2 Financial Statements March 31st, 1987 [37 pp.]
- 6-3 Financial Statements March 31st, 1987

6-4	Financial Statements	March 31st, 1988	
6-5	Financial Statements	March 31 st , 1988	[69 pp.]
6-6	Financial Statements	March 31st, 1989	
6-7	Financial Statements	March 31st, 1989	[79 pp.]
6-8	Financial Statements	March 31st, 1989	[36 pp.]
6-9	Financial Statements	March 31st, 1990	
6-10	Financial Statements	March 31st, 1990	[76 pp.]

BOX 7

7-1	Financial Statements	March 31st, 1990	[32 pp.]
7-2	Financial Statements	March 31, 1991	
7-3	Financial Statements	March 31st, 1991	[82 pp.]
7-4	Financial Statements	March 31, 1992	[77 pp.]
7-5	Financial Statements	March 31 st , 1992	[67 pp.]
7-6	Financial Statements	March 31 st , 1992	[21 pp.]
7-7	Financial Statements	March 31, 1993	[78 pp.]
7-8	Financial Statements	March 31 st , 1993	[20 pp.]
7-9	Financial Statements	March 31 st , 1993	[70 pp.]
7-10	Financial Statements	March 31, 1994	[78 pp.]
7-11	Financial Statements	March 31st, 1994	[28 pp.]
7-12	Financial Statements	March 31, 1995	[70 pp.]
7-13	Financial Statements	March 31, 1996	[68 pp.]
7-14	Financial Statements	March 31st, 1996	[77 pp.]
7-15	Financial Statements	March 31st, 1996	[30 pp.]

BOX 8

8-1	Financial Statements	March 31, 1997	[73 pp.]
8-2	Financial Statements	March 31 st , 1997	[87 pp.]
8-3	Financial Statements	March 31, 1998	[69 pp.]
8-4	Financial Statements	March 31st, 1998	[21 pp.]
8-5	Financial Statements	March 31, 1999	[71 pp.]
8-6	Financial Statements	March 31st, 1999	[82 pp.]
8-7	Financial Statements	March 31st, 1999	[23 pp.]
8-8	Financial Statements	March 31, 2000	[79 pp.]
8-9	Financial Statements	March 31, 2000 – Revised Printing April 2000	[77 pp.]
8-10	Financial Statements	March 31st, 2000	[26 pp.]
8-11	Financial Statements	March 31st, 2000	[85 pp.]
8-12	Financial Statements	March 31, 2001	[83 pp.]

- 8-13 Financial Statements March 31st, 2001 [29 pp.]
- 8-14 Financial Statements March 31st, 2001 [89 pp.]
- 8-15 Consolidated Financial Statements March 31st, 2002 [83 pp.]

BOX 9

- 9-1 Consolidated Financial Statements March 31st, 2002 [27 pp.]
- 9-2 Consolidated Financial Statements March 31st, 2002 [90 pp.]
- 9-3 Consolidated Financial Statements March 31st, 2003 [63 pp.]
- 9-4 Consolidated Financial Statements March 31st, 2003 [32 pp.]
- 9-5 Consolidated Financial Statements March 31st, 2003 [98 pp.]
- 9-6 Consolidated Financial Statements March 31st, 2004 [67 pp.]
- 9-7 Consolidated Financial Statements March 31st, 2004 [40 pp.]
- 9-8 Supplementary Schedules March 31, 2004
- 9-9 Consolidated Financial Statements March 31st, 2005 [70 pp.]
- 9-10 Consolidated Financial Statements March 31, 2005 [46 pp.]
- 9-11 Consolidated Financial Statements March 31st, 2005 [116 pp.]
- 9-12 Supplementary Schedules March 31, 2005
- 9-13 Consolidated Financial Statements March 31, 2006 [76 pp.]
- 9-14 Consolidated Financial Statements March 31, 2006 [49 pp.]
- 9-15 Consolidated Financial Statements March 31, 2006 [107 pp.]

BOX 10

- 10-1 Consolidated Financial Statements March 31, 2007 [124 pp.]
- 10-2 Consolidated Financial Statements March 31, 2007 [48 pp.]
- 10-3 Consolidated Financial Statements March 31, 2008 [119 pp.]
- 10-4 Consolidated Financial Statements March 31, 2008 [49 pp.]
- 10-5 Consolidated Financial Statements March 31, 2008 [109 pp.]
- 10-6 Consolidated Financial Statements March 31, 2009 [126 pp.]
- 10-7 Consolidated Financial Statements March 31, 2009 [38 pp.]
- 10-8 Consolidated Financial Statements March 31, 2009 [108 pp.]
- 10-9 Consolidated Financial Statements March 31, 2010 [115 pp.]

- 10-10 Financial Statements Submitted to the Board of Governors for 1992 February 1994 [non-UBC organizations]
- 10-11 Financial Statements Submitted to the Board of Governors for 1995 April 1996 [non-UBC organizations]

BOX 11

- 11-1 Financial Statements Submitted to the Board of Governors for 1997 January 1997 [non-UBC organizations]
- 11-2 Killam Endowment Funds Financial Statements 31 March 2009
- 11-3 Killam Endowment Funds Financial Statements 31 December 2009

BUDGETS SERIES

- 11-4 Budget for the Fiscal Year April 1, 1957 to March 31, 1958
- 11-5 Budget for the Fiscal Year April 1, 1958 to March 31, 1959
- 11-6 Budget for the Fiscal Year April 1, 1959 to March 31, 1960

BOX 12

- 12-1 Budget for the Fiscal Year April 1, 1960 to March 31, 1961
- 12-2 Budget for the Fiscal Year April 1, 1961 to March 31, 1962
- 12-3 Budget for the Fiscal Year April 1, 1962 to March 31, 1963
- 12-4 Budget for the Fiscal Year April 1, 1963 to March 31, 1964

BOX 13

- 13-1 Budget for the Fiscal Year April 1, 1964 to March 31, 1965
- 13-2 Budget for the Fiscal Year April 1, 1965 to March 31, 1966
- 13-3 Budget for the Fiscal Year April 1, 1966 to March 31, 1967

BOX 14

- 14-1 Budget for the Fiscal Year April 1, 1967 to March 31, 1968
- 14-2 Budget for the Fiscal Year April 1, 1968 to March 31, 1969
- 14-3 Budget for the Fiscal Year April 1, 1969 to March 31, 1970
- 14-4 Budget for the Fiscal Year April 1, 1970 to March 31, 1971
- 14-5 Budget for the Fiscal Year April 1, 1971 to March 31, 1972
- 14-6 Budget for the Fiscal Year April 1, 1972 to March 31, 1973
- 14-7 Budget for the Fiscal Year April 1, 1973 to March 31, 1974
- 14-8 Faculty of Arts Budget for the Fiscal Year April 1, 1973 to March 31, 1974
- 14-9 Budget for the Fiscal Year April 1, 1974 to March 31, 1975
- 14-10 Budget for the Fiscal Year April 1, 1975 to March 31, 1976
- 14-11 Budget for the Fiscal Year April 1, 1977 to March 31, 1978

BOX 15

- 15-1 Budget for the Fiscal Year April 1, 1978 to March 31, 1979
- 15-2 Budget for the Fiscal Year April 1, 1979 to March 31, 1980
- 15-3 Budget for the Fiscal Year April 1, 1980 to March 31, 1981
- 15-4 Interim Budget for the Fiscal Year April 1, 1981 to March 31, 1982
- 15-5 Interim Budget for the Fiscal Year April 1, 1982 to March 31, 1983
- 15-6 Interim Budget for the Fiscal Year April 1, 1983 to March 31, 1984
- 15-7 Operating Budget for the Fiscal Year April 1, 1984 to March 31, 1985
- 15-8 Operating Budget for the Fiscal Year April 1, 1985 to March 31, 1986
- 15-9 General Purpose Operating Fund Budget for the Fiscal Year April 1, 1986 to March 31, 1987
- 15-10 Operating Budget for the Fiscal Year April 1, 1988 to March 31, 1989 – Final

BOX 16

- 16-1 Operating Budget for the Fiscal Year April 1, 1989 to March 31, 1990 – Final
- 16-2 General Purpose Operating Budget for the Fiscal Year April 1, 1990 to March 31, 1991 – Final
- 16-3 General Purpose Operating Budget for the Fiscal Year April 1, 1991 to March 31, 1992 – Final
- 16-4 General Purpose Operating Budget for the Fiscal Year April 1, 1992 to March 31, 1993 – Final

BOX 17

- 17-1 General Purpose Operating Budget for the Fiscal Year April 1, 1993 to March 31, 1994 – Final
- 17-2 General Purpose Operating Budget for the Fiscal Year April 1, 1996 to March 31, 1997 – Final
- 17-3 General Purpose Operating Budget for the Fiscal Year April 1, 2002 to March 31, 2003 – Final
- 17-4 The 1995/96 Budget & Planning Narrative

BOX 18

- 18-1 Budget, Planning, & Accountability 1996/97
- 18-2 Budget, Planning, & Accountability 1997/98

- 18-3 2005-2006 Budget Summary Book December 2005
- 18-4 2006-2007 Budget Summary Book July 2006

APPRAISEMENT SERIES

BOX 19

- 19-1 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 1 [1965]
- 19-2 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 2 [1965]
- 19-3 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 3 [1965]
- 19-4 Appraisalment – The University of British Columbia– General Appraisal Company – Vol. 4 [1965]
- 19-5 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 5 [1965]

BOX 20

- 20-1 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 6 [1965]
- 20-2 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 7 [1965]

BOX 21

- 21-1 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 8 [1965]
- 21-2 Appraisalment – The University of British Columbia – General Appraisal Company – Vol. 9 [1965]
- 21-3 Recapitulation – General Appraisal Company 26 February 1965

TRAINING DOCUMENTATION SERIES

BOX 22

- 22-1 Financial Services Training Library Log Book 1990-97

- 22-2 Audit Samples 2011-12
- 22-3 Op Ex Samples 2013
- 22-4 FMS [Financial Management System] Certification Module 4 – Report
Navigation [n.d.]