

Bursar's Office fonds

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

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Fonds Description

Bursar's Office fonds. – 1913-1967.

44 bound volumes.

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although the Office of the Bursar continued to control the university's financial matters until 1984 when it was superseded by the Office of the Vice-President Finance (now V.P. Administration and Finance).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 ledger books and bound ledger sheets, documenting the assets, revenues and expenses of the University, student loans and awards, faculty salaries, and other expenses. Most of them were kept in a numbered sequence which has been mostly retained.

Notes

Fonds consists of institutional records – access requests may require review by the University's FOIPOP Coordinator.

Most of the ledgers were originally maintained in a numbered sequence in the Bursar's Office. That order has been maintained except where oversized volumes are stored in non-standard boxes, as indicated in the item list. Gaps in the sequence represent ephemeral financial records (vouchers, invoices, cheque registers, cash books, cash

sheets, and trial balances) which have since been destroyed. The last two volumes in Box 20 are un-numbered.

The bound general and faculty ledger sheets are large and bulky – use care when using them.

Item List

BOX 1

- 1-1 49 – Capital Accounts 1913-19
- 1-2 50 – Students' Loans 1921-27
- 1-3 51 – [Awards and Scholarships] 1925-38
- 1-4 56 – Administration – 1925-26
- 1-5 57 – Agriculture – 1925-26
- 1-6 58 – Applied Science – 1925-26

BOX 2

[52 – Students' Loans] 1932-43 [oversized]

BOX 3

53 – Students' Loans 1927-51 [oversized]

BOX 4

54 – Monthly Statements of Account – Loans Paid 1950-52 [oversized]

BOX 5

- 5-1 59 – Arts and Science – 1925-26
- 5-2 62 – Ledger A [General] 1915-16
- 5-3 67 – General Ledger – 1925-26
- 5-4 68 – Faculty Ladger Sheets – 1926-27

BOX 6

63 – Ledger B [General] 1918-20 [oversized]

BOX 7

64 – Ledger "C" [General] 1920-25 [oversized]

BOX 8

- 8-1 55 – [Student loans, scholarships, trust accounts] 1950-51 [oversized]
- 8-2 65 – [General] 1920-21 [oversized]

BOX 9

- 66 – [General] 1921-23 [oversized]

BOX 10

- 10-1 [69] – Faculty Ledger Sheets – 1927-28
- 10-2 70 – Faculty Ledger Sheets – 1928-29
- 10-3 71 – Faculty Ledger Sheets – 1929-30

BOX 11

- 11-1 72 – Faculty Ledger Sheets – 1930-31
- 11-2 73 – Faculty Ledger Sheets – 1931-32
- 11-3 74 – Faculty Ledger Sheets – 1932-33

BOX 12

- 12-1 75 – Faculty Ledger Sheets – 1933-34
- 12-2 76 – Faculty Ledger Sheets – 1934-35
- 12-3 77 – Faculty Ledger Sheets – 1935-36

BOX 13

- 13-1 78 – Faculty Ledger Sheets – 1936-37
- 13-2 79 – General Ledger Sheets – 1937-38
- 13-3 80 – General Ledger Sheets – 1938-39

BOX 14

- 14-1 81 – General Ledger Sheets – 1939-40
- 14-2 82 – General Ledger Sheets – 1940-41
- 14-3 83 – General Ledger Sheets – 1941-42

BOX 15

- 15-1 84 – General Ledger Sheets – 1942-43
- 15-2 85 – General Ledger Sheets – 1943-44
- 15-3 86 – General Ledger Sheets – 1944-45

BOX 16

- 16-1 87 – Ledger – 1945-46
- 16-2 88 – Ledger – April-October 1946

BOX 17

[89] – Ledger Sheets – November 1946-March 1947

BOX 18

90 – General Ledger – Volume I – 1950-51 [oversized]

BOX 19

91 – General Ledger – Volume II – 1950-51 [oversized]

BOX 20

- 20-1 98 – Summary of Salaries and Wages Paid On Sessional and Salary Payroll – February 28 1950 [oversized]
- 20-2 [untitled – student fees] 1915-19 [oversized]
- 20-3 [Special Accounts and Supplies] 1959-67 [oversized]