

BELL-IRVING INSURANCE AGENCIES

An Inventory to the Fonds
in the

University of British Columbia Library
Special Collections

Prepared by
Laura Cheadle and Jane Bowe McCarthy

November 1992

TABLE OF CONTENTS

Introduction	3
Administrative History	4
Scope and Content Notes	5
Subgroup and Series Description	6-12
Appendix A - Series List	13
Appendix B - Volume/Box List	14-18

INTRODUCTION

This inventory describes the records of the Bell-Irving Insurance Agencies Ltd. The fonds consists of 7 metres of operational records, mainly in the form of bound volumes, dated between 1901 and 1968. The bulk of these records are dated from 1914 to 1968. The records were acquired by the University of British Columbia Special Collections in 1972, along with the records of the Anglo British Columbia Packing Company. An inventory for the ABC Packing Company was prepared in 1991, at which time the Bell-Irving Insurance Agencies records were identified as a separate fonds.

This fonds is related to the Anglo British Columbia Packing Company fond in UBC's Special Collections, and to the records of H.Bell-Irving and Company, located at the Vancouver City Archives.

There are no restrictions on this fonds.

ADMINISTRATIVE HISTORY

H. Bell-Irving and Company was established in Vancouver in 1895 as Managing and Selling Agents for the Anglo British Packing Company. In 1908, the Company created an Insurance Department to underwrite insurance for its canneries and fishing boats. In April 1921, H. Bell-Irving and Company was renamed Bell-Irving Creery and Company Ltd., and in 1929 the Insurance Department was established as a separate business and renamed Bell-Irving Insurance Agencies Ltd.

In January 1948, the agency purchased Nairn Insurance Agencies and in December 1949 it purchased Crossley Insurance Agencies. The operations of these two companies were merged with those of Bell-Irving Insurance Agencies Ltd. at the time of purchase. Bell-Irving Insurance Agencies' functions included insurance, real estate, mortgages, automobile financing, and property management. At some point in the company's history, the real estate operation was carried out under the name Bell-Irving Realty at the same address, but circumstances and dates are unknown. Bell-Irving Insurance Agencies Ltd. went out of business in 1972.

SCOPE AND CONTENT NOTES

The records of the Bell-Irving Insurance Agencies Ltd. consists of 7 metres of administrative, financial and personnel records spanning the years 1901-1968. The bulk of these records are dated 1914 to 1968. Most of the material is in the form of bound volumes, though there are some loose papers, files and boxed files as well. The records were acquired by the University of British Columbia Library's Special Collections in 1972 along with those of the Anglo British Columbia Packing Company. There is no accession documentation, and the name of the donor is unknown. The fonds is related to the Anglo British Columbia Packing Company fonds in UBC's Special Collections and to the records of H. Bell-Irving and Company, located at the Vancouver City Archives

The original arrangement of the material is not discernible. The fonds has been divided into three subgroups corresponding to the records of the Bell-Irving Insurance Agencies Ltd., Crossley Insurance Agencies Ltd., and Nairn Insurance Agencies Ltd. Within each subgroup, the series correspond to the documentary form or function of the records. Many series contain gaps: for specific dates within series, see the series descriptions and the attached file list in the appendix.

A reference code has been devised as follows: Roman numerals reference subgroups, Arabic numerals reference series.

SUBGROUP AND SERIES DESCRIPTION

The subgroups are:

- I. Bell-Irving Insurance Agencies Ltd.
- II. Crossley Insurance Agencies Ltd.
- III. Nairn Insurance Agencies Ltd.

SUBGROUP I: BELL-IRVING INSURANCE AGENCIES LTD.

Series I - 1.

Accounts receivable ledgers. -- 1950-1965. -- 11 volumes.
The series is arranged in volumes divided alphabetically and kept in chronological order.
Title based on contents.

Series I - 2.

Accounts receivable ledgers: companies. -- 1923-1940. -- 4 volumes.
The series is arranged in volumes divided alphabetically and kept in chronological order.
Title based on contents.

Series I - 3.

Accounts receivable sundries ledgers: insurance. -- 1929-1946.-- 3 volumes.
The series is arranged in volumes divided alphabetically and kept in chronological order.
Title based on contents.

Series I - 4.

Annual reports. -- 1920-1964. -- 1 folder.
The series is arranged in chronological order.
Title based on contents.

Series I - 5.

Auditor's reports. -- 1929-1966. -- 1 box.

The series consists of auditor's reports prepared yearly. Each report includes an index and is divided into two sections entitled 'Profit and Loss Account' and 'Balance Sheet.' The reports for the years 1948-1966 include corporation tax files. The series is arranged in chronological order.

Title based on contents.

Series I - 6.

Bank deposit records. -- 1960-1963. -- 1 box.

The series consists of 16 bank deposit books, arranged chronologically.

Title based on contents.

Series I - 7.

Car finance records. -- 1938-1950. -- 2 volumes.

The series consists of records of car loans handled by the agency. Entries were made chronologically and numbered consecutively from #982-1090.

Title based on contents.

Series I - 8.

Cash books. -- 1914-1966. -- 11 volumes.

The series consists of cash books arranged in chronological order. The records are in good order from 1914-1929, but there is some overlap in dates during 1929. The records from June 1929 to November 1948 are missing. Also included is a petty cash book dated October 1938 to January 1956.

Title based on contents.

Series I - 9.

Cheque registers. --1941-1959. -- 3 volumes.

The series records cheques issued by the agency, in chronological order. The volume for 1941-1946 has lost its covers and may be missing material. The volume for 1953-1959 includes pages recording finance contracts dated May 1950 to August 1962, and conditional sales agreements, contracts dated August 1962 to February 1965.

Title based on documentary form.

Series I - 10.

Clients ledger sheets. -- 1929-1956. -- 2 volumes.

The series consists of records related to the property management functions of the agency. The records are arranged according to client's names in alphabetical order. The volume for accounts A-L, 1929-1944, has lost its covers and may be missing material. Companion volume M-Z is missing. The second volume in the series covers accounts, A-Z, 1942-1956.

Title based on contents.

Series I - 11.

Companies accounts ledgers. -- 1932-1966. -- 2 volumes.

The series consists of financial records arranged alphabetically and in chronological order.

Title based on contents.

Series I - 12.

Employee records. -- 1947-1949. -- 2 folders.

The series consists of records of employee's hours, salaries and deduction, as well as TD 1 forms and Unemployment Insurance Commission forms. The series is arranged in chronological order.

Title based on contents.

Series I - 13.

Financial statements. --1947-1949. -- 2 folders.

The series consists of financial statements. The first folder contains statements for 1928-1930 and the second contains statements for monthly and quarterly periods for 1940-1946.

Title based on contents.

Series I - 14.

General ledger transfer. --1929-1966. -- 4 volumes.

The series consists of financial records arranged in chronological order. The records after 1947 are kept in 2 separate volumes labelled "Account #1-24A" and "Account #29-107."

Title based on contents.

Series I - 15.

Insurance policy records. --1950-1967. -- 5 volumes.

The series consists of administrative records relating to insurance. Four of the volumes record accounts of policy-holders for each insurance company whose policies are sold by the agency. Each company's records are subdivided according to type of policy sold: fire and inland marine, marine, and casualty. The records are arranged in chronological order.

The fifth volume lists policies received by the agency from each company, the name of the insured, expiry dates, and numbers of policies sold or returned to the company.

Title based on contents.

Series I - 16.

Journals. -- 1914-1968. -- 8 volumes.

The series consists of financial records of daily transactions, arranged in chronological order.

Title based on documentary form.

Series I - 17.

Mortgages. -- 1941-1958. - 1 folder.

The series consists of records of mortgages held by the agency. The records are loose sheets which have lost their binding and are not arranged in any particular order. There is also a volume marked "National Life Mortgage," dated 1948-1950. Its relationship to the other records is not clear.

Title based on contents.

Series I - 18.

Profit and loss statements. --1945-1967. -- 1 box.

The series consists of profit and loss statements and some balance sheets. The records are arranged in chronological order.

Title based on contents.

Series I - 19.

Real estate assessments. -- 1901-1929. -- 1 volume.

The series consists of real estate assessments for properties managed by the agency. Records are arranged in chronological order.

Title based on contents.

Series I - 20.

Taxation records. --1929-1947. -- 9 folders.

The series consists of miscellaneous taxation records including Provincial Assessor's returns, sundry and working papers, and income tax returns.

Title based on contents.

Series I - 21.

Trial balances. -- 1958-1966. -- 10 folders.

Series consists of 8 folders of monthly trial balances for Nov. 1958 to Nov. 1966. Each folder contains the records for one year. Also included are 1 folder of Companies Ledger Trial Balances, 1958-1966, and 1 folder of General Ledger Trial Balances, 1958-1966.

Title based on contents.

Series I - 22.

Government reports. -- 1957-1966. -- 10 folders.

Series consists of miscellaneous government reports and correspondence relating to income tax. Arranged chronologically, 1 folder per year.

Title based on contents.

Series I - 23.

Working papers. -- 1959-1968. -- 1 box.

Series consists of working papers and invoices detailing operating expenses. Arranged chronologically.

Title based on contents.

SUBGROUP II: CROSSLEY INSURANCE AGENCIES LTD.

Series II - 1.

Cash book. -- 1946-1949. -- 1 volume.

Series consists of the Crossley Insurance Agencies cash book, transferred to Bell-Irving Insurance Agencies at the time of the merger. The records are arranged chronologically.

Title based on contents.

Series II - 2.

Taxation records. --1946-1954. -- 2 folders.

Series consists of taxation records transferred to Bell-Irving Insurance Agencies at the time of the merger. The records are arranged chronologically.

Title based on contents.

Series II - 3.

Miscellaneous records. -- 1934-1953. -- 1 folder.

Series consists of financial statements and documents relating to the purchase of Crossley Insurance Agencies by Bell-Irving Insurance Agencies. There is no particular order.

Title based on contents.

SUBGROUP III: NAIRN INSURANCE AGENCIES LTD.

Series III - 1.

Taxation records. --1935-1950. -- 2 folders.

Series consists of 'Provincial Assessor' returns for 1936, 1940, and 1941, as well as tax returns for 1935-1950.

The records are arranged more or less chronologically.

Title based on contents.

APPENDIX A

SERIES LIST:

SUBGROUP I: BELL-IRVING INSURANCE AGENCIES

- I - 1. Accounts receivable ledgers
- I - 2. Accounts receivable ledgers: companies
- I - 3. Accounts receivable sundries ledgers: insurance
- I - 4. Annual reports
- I - 5. Auditor's reports
- I - 6. Bank deposit records
- I - 7. Car finance records
- I - 8. Cash books
- I - 9. Cheque registers
- I - 10. Clients ledger sheets
- I - 11. Companies accounts ledgers
- I - 12. Employee records
- I - 13. Financial statements
- I - 14. General ledger transfer
- I - 15. Insurance policy records
- I - 16. Journals
- I - 17. Mortgages
- I - 18. Profit and loss statements
- I - 19. Real estate assessments
- I - 20. Taxation records
- I - 21. Trial balances
- I - 22. Government reports
- I - 23. Working papers

SUBGROUP II: CROSSLEY INSURANCE AGENCIES

- II - 1: Cash book
- II - 2: Taxation records
- II - 3: Miscellaneous records

SUBGROUP III: NAIRN INSURANCE AGENCIES

- III - 1. Taxation records

APPENDIX B

VOLUME/BOX LIST:

[Note: All volumes have been identified by series and volume number. Locate file folders by reference to box number.]

SUBGROUP I: BELL-IRVING INSURANCE AGENCIES

I - 1. Accounts receivable ledgers

Volume 1, A. - 1950-1965
Volume 2, B. - 1950-1965
Volume 3, C. - 1950-1965
Volume 4, D-F. - 1950-1965
Volume 5, G. - 1950-1965
Volume 6, H-I. - 1950-1965
Volume 7, J-L. - 1950-1965
Volume 8, M-Mc. - 1950-1965
Volume 9, N-R. - 1950-1965
Volume 10, S-T. - 1950-1965
Volume 11, U-Z. - 1950-1965

I - 2. Accounts receivable ledgers: companies

Volume 1, A-C. - 1923-1940
Volume 2, D-J. - 1923-1940
Volume 3, K-O. - 1923-1940
Volume 4, P-Z. - 1923-1940

I - 3. Accounts receivable sundries ledgers: insurance

Volume 1, A-G. - 1929-1946
Volume 2, H-Mc. - 1929-1946
Volume 3, N-Z. - 1929-1946

I - 4. Annual reports 1 folder - Box 2

Annual reports. - 1920-1964

I - 5. Auditor's reports 1 box - Box 7

Bell-Irving Insurance Agencies. - 1929-1947
Auditor's reports and corporation tax files. - 1948-1959.
B.I.I.A. 1960-1964, 1965, 1966 T2 Forms Corp. Taxes and
Auditor's Reports. - 1960-1966

- I - 11. Companies accounts ledgers
Volume 1. - 1932-1947
Volume 2. - 1947-1966
- I - 12. Employee records 2 folders - Box 1
Employees TD1 forms for 1947 taxation year and UIC
[Unemployment Insurance Contribution requisition
books . - [1947]
Salaries and Fortnightly time books. - 1947, 1948, 1949
- I - 13. Financial statements 2 folders - Box 4
F.S. [financial statements]. - 1928-1930
Financial statements - monthly and quarterly. - 1940-
1946
- I - 14. General ledger transfer
Volume 1, Bell-Irving, Creery and Co. Ltd. - 1929-1931
Volume 2, Bell-Irving, Creery and Co. Ltd. - 1932-1947
Volume 3, Account #1-24A. - 1948-1966
Volume 4, Account #29-107. - 1947-1966
- I - 15. Insurance policy records
Volume 1, 1964
Volume 2, 1965
Volume 3, 1966
Volume 4, 1967
Volume 5, 1950-1956
- I - 16. Journals
Volume 1, Bell-Irving and Co. - 11 July 1914-31 May 1921
Volume 2, Bell-Irving, Creery and Co. Ltd. Insurance
Dept. - 1 June 1921-31 Mar. 1927
Volume 3, Bell-Irving, Creery and Co. Ltd. Insurance
Dept. - 1 Apr. 1927-June 1929
Volume 4, Bell-Irving, Creery and Co. Ltd. Insurance
Dept. - 1 Jan. 1929-30 June 1929
Volume 5, Bell-Irving Insurance Agency Ltd. - 1925-1946
Volume 6, B.I.I.A. - 1947-1959
Volume 7, Bell-Irving Insurance Agencies. - Jan. 1960-
June 1961
Volume 8, Bell-Irving Insurance Agencies. - July 1961-
Feb. 1967

- I - 17. Mortgages 1 folder - Box 2
Records of mortgages held. - 1941-1958
Loans, National Life Mortgage. - Aug. 1948-Aug. 1950
- I - 18. Profit and loss statements 1 box - Box 3
B.I.I.A. - 1945-1967
- I - 19. Real estate assessments
Volume 1. - 1901-1929
- I - 20. Taxation records 9 folders - Box 4
Employees income tax - dependents etc. statements and tables of deductions. - [1942-1946]
Income tax - receipts and estimates for remitting by instalments. - 1942-1946
Income tax returns-working papers. - 1935-1941
Income tax returns sundry and WP [working papers]. - Jan.[19]42-Dec.1944
Income tax returns-sundry and working papers. - 1945-1947
[Income tax returns]. - 1947
Income taxes rough figures. - 1929-1930
S. Misc. Taxes. - 1930-1932
Provincial Assessor-returns, 1936-1940-1941. - 1936-1941
- I - 21. Trial balances 10 folders - Box 5
B.I.I.A. A/C Rec. Trial Balances. - Nov. 1958-Dec. 1964
Bell-Irving Insurance Agencies Ltd. - Jan.1965-Nov. 1966
Companies ledger. - Apr. 1958-Dec. 1964
General ledger. - Apr. 1958-Feb. 1966
- I - 22. Government reports 10 folders - Box 9
Gov't reports. - 1957-1966
- I - 23. Working papers 1 box - Box 6
Working papers. - 1959-1968

SUBGROUP II: CROSSLEY INSURANCE AGENCIES

II - 1. Cash book

Volume 1, cash book. - 1 Nov. 1946-31 Dec. 1949

II - 2. Taxation records 2 folders - Box 4

Crossley Insurance [income tax records]. - 1946-1950
Crossley TP2 1950-51-52, T2 1950 [income tax]. - 1950-
1952

II - 3 Miscellaneous records 1 folder - Box 4

Crossley Insurance Ltd. Permanent. - 1936-1953

SUBGROUP III: NAIRN INSURANCE AGENCIES

III - 1 Taxation records 2 folders - Box 4

Nairn Insurance tax returns. - 1935-1950