

FINDING AID to the

FINANCIAL AND SCHOLARSHIP LEDGER BOOK

COLLECTION, 1832-1944

HC 3
(7 linear ft.)

By

Clinton D. Christensen
Archivist

Hanover College Archives
Agnes Brown Duggan Library
Hanover College
Hanover, Indiana

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SCOPE AND CONTENT STATEMENT

The financial records of Hanover College contain information on building funds, contingent funds, general accounting ledger books, scholarship funds, endowment funds, and receipts for financial campaigns. Found within several ledger books were financial papers, which have been removed and are put within their own folder.

PROVENANCE

The books in the collection were recorded by members of the board of trustees and faculty members of Hanover College who acted as treasurers. The records have been part of the early historical documents of Hanover College. The materials within this collection are not a complete compilation of financial records. It is believed some of the materials were burned in the fires that destroyed some of the college's first campus buildings.

RESTRICTIONS AND PERMISSIONS

Materials from the collection may be copied based on the policies and costs determined by the archives. Preference will be given to copying from copies already in the collection and not the original, fragile documents.

Permission to publish whole documents from the collection, or publication of these materials on the Internet, or any electronic environment, is not given for administrative documents of Hanover College.

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**SERIES 1: FINANCIAL LEDGER BOOKS, SCHOLARSHIP BOOKS, AND
PAPER DOCUMENTS, 1832-1944**

**BOX 1 Treasury Accounts and Building Fund Account Books, 1832-1867
5 v.**

Fd. 1 Records of the proceedings of the auditing committee of Hanover
Academy
1832 Jun. 30-1835 Sep. 19
1 v.

Fd. 2 Treasurer accounts, 1832 Jun. 30-1844
1 v.
39 cm x 16 cm

Fd. 3 Ledger account book, 1835 Aug. 20-1856 Jun. 13
1 v.

The entries are throughout the first half of the book and are not in
any chronological order.

Fd. 4-5 Building fund account books, 1853 May 9-1867

Fd. 4 Account book, 1853-May 90-1855 Jun. 23
1 v.

The purpose of the building fund was to earn money for a “new
college edifice” and in return for subscriptions of \$50 or \$100 the
trustees agreed that the donor would be entitled to a scholarship for
5 or 10 years respectively.

Fd. 5 Account book, 1857-1866
1 v.

Names of donors are listed alphabetically and the middle portion of
the book contains subscriptions from individuals living throughout
Indiana. Other financial subjects are also included in the book,
such as entries for the contingent fund, endowment fund, real
estate, and a railroad stock account.

**BOX 2 Building Fund Account Books and Cash and Financial Record Books,
1850-1867**

4 v.

Fd. 1 Building fund account book, 1857 Feb. 9-1867 Dec. 15
1 v.

Entries in the book consist of the first twenty-seven pages.

Fd. 2 Building fund account book, 1857 Feb. 20-1867 Jul. 2
1 v.

Entries in the book consist of the first forty-nine pages. The book has clear entries for various financial accounts used toward a new building at Hanover College.

Fd. 3 Cash book, 1849 Aug. 1-1857 Jan. 16
1 v.

The two categories in the book are cash for the contingent fund and the building fund.

Fd. 4 Financial record book, 1850 Aug. 1-1856 Dec. 22
1 v.

Entries in the book are in the first 145 pages. Accounts are recorded of the permanent fund, contingent fund, bill receivable, real estates, and of faculty members.

BOX 3 Financial Record Books, 1845 Nov. 21-1867 May 20

2 v.

Fd. 1 Financial record book, 1845 Nov. 21-1857 Feb. 16
1 v.

The payments and donations of individuals to Hanover College are recorded, for the most part, in paragraph form. There are about 300 pages of entries and they follow in a chronological order.

Fd. 2 Financial record book, 1849 Aug. 1-1867 May 20
1 v.

Various funds are listed in the book including the permanent fund, contingent fund, personal donations, and an account of basic bills and expenses for the schools.

BOX 4 Contingent Fund Account Books, 1849-1881

6 v.

Fd. 1. Contingent fund account books, 1849 Aug. 16-1851 Aug. 1
 2 v.

Item

1 Account book, 1849 Aug. 16-1850 Jun. 10

2 Account book, 1850 Aug. 16-1851 Aug. 1

Fd. 2 Contingent fund account book, 1852 Aug. 4-1854 Nov. 4
 1 v.

Fd. 3 Contingent fund account book, 1857 Feb. 20-1881 Jan. 1
 1 v.

The book contains chronological entries and covers financial expenses of the college including salary, expenses for the library, other employees, donations to the school, and fees paid by students.

Fd. 4 Contingent fund account book, 1857 Feb. 20-1881 Jan. 1
 1 v.

A list of donations made to the \$25,000 fund and payments of salary to the faculty are the main contents of the book.

Fd. 5 Contingent fund account book, 1857 Feb. 20-1881 Jan. 1
 1 v.

The first few pages of the book have listings of names next to alphabetical tabs which act as an index for the rest of the book. The remainder of the book is comprised of entries for the endowment fund, expenses of the college, payments to the faculty, and donations by individuals to the school.

BOX 5 Permanent Fund Books, 1857 Feb. 20-1881 Mar.

3 v.

Fd. 1 Permanent fund book, 1857 Feb. 20-1881 Jan. 1
 1 v.

An alphabetical index is at the front of the book and the rest of the book contains donations to the schools and expenses paid to faculty and staff.

Box 5 Cont.

Fd. 2 Permanent fund book, 1857 Feb. 20-1880 Sep. 4
1 v.

Fd. 3 Permanent fund book, 1857 Feb. 20-1881 Mar.
1 v.

The book contains entries in cash and "contra" for donations to the college. The cash column is on the even numbered pages and the contra is on the odd numbered pages.

**BOX 6 Bank Books, 1868 Sep. 8-1895 Apr. 4
5 v.**

Fd. 1 Account with National Branch Bank of Madison, 1868 Sep. 8-
1879 Aug. 21
1 v.

A majority of the entries note the salary paid to the faculty as recorded by treasury. There are also entries for expenses in the physical maintenance of the college facilities.

Fd. 2 Account with First National Bank of Madison, 1875 Mar. 5-Sep. 2
1 v.

Few of the pages have data. The treasurer is H. H. Young and most of the information is for salary payments to faculty.

Fd. 3 Account with National Branch Bank of Madison, 1887 Jun. 17-
1893 Feb. 6
1 v.

The check numbers and the amount of the checks are written in the book, but there is not a specific description for what the checks were written for. The treasurers were A.Y. Moore and Daniel W. Fisher.

Fd. 4 Account with National Branch Bank of Madison, 1893 Apr. 12-
1895 Apr. 4
1 v.

This book is a continuation of the previous account book and is in the same style. A.Y. Moor is the treasurer.

Box 6 Cont.

Fd. 5 Loan and Payment book, [ca. 1896-1893]
 1 v.

BOX 7 Scholarship Books, 1839 Apr. 1-1880
 5 v.

Fd. 1 Scholarship book, 1839 Apr. 3-1840 Jan. 1
 1 v.

The beginning of the book outlines the articles and resolutions of the school for scholarships. Donations are for temporary scholarships and are made by the following individuals: Erasmus D. MacMaster, John Finley Crowe, Tilly H. Brown, Williamson Dunn, Thomas Young, George Logan, Barbara Hynes, Victor King, Robert Marshall, Wilberforce Lyle, W. I. M Clure, John Linwall, Catharine W. Polk, Saul Ely, John Boyce, J. Morrood, James Logan, Cornelius Covert, Thomas Henderson, B. Frees, and Augustus George.

Fd. 2 Scholarship book, 1839 Apr. 1-Oct. 15, 1839
 1v.

The beginning of the book outlines the articles and resolutions of the school for scholarships. Donations are for temporary scholarships and are made by the following individuals: Jacob Haas, James Brown, Jos. Cochran, Nancy McKee, B. Lanham, Mary Butler, Robert Sementon, Albert Badottel, and I. W. Dickson.

Fd. 3-4 Scholarship book and index, 1849 Jan. 1-1858 Nov. 6
 2 v.

A page in the scholarship book is given to each donor's scholarship and the record of its payment. The index gives an alphabetical list of the donors and the page in the scholarship book where the entry can be found.

Fd. 3 Scholarship book
Fd. 4 Index

Box 7 Cont.

Fd. 5 Scholarship book, 1846 Sep. 23-1880
1 v.

An index in the first few pages of the book list the donors and the pages where there entry can be found in the book. In the back of the book there are other financial records for the contingent during the 1870s. The bulk of the scholarship information is from 1846 to 1856

**BOX 8 Scholarship Books Cont., 1846 Jan. 7-1867 May 31
4 v.**

Fd. 1 Scholarship book, 1846 Jan. 7-1851 Sep. 23
1 v.
Fragile

Fd. 2 Scholarship book, 1855 Feb. 5-1859 Jun. 18
1 v.

There are only about ten entries in the book and all but one are from Feb.-Mar. 1855.

Fd. 3-4 Scholarship book, 1866 May 31-1867 May 31
2 v.

The original book has several pages, which are written in pencil and are faded. Primary use should be made of the photocopy before using the original.

Fd. 3 Photocopy

Fd. 4 Original
Restricted

**BOX 9 Finance Committee Minutes and Income Cash Books
1875 Sep.-1936 Mar. 10
4 v. : 34 items**

Fd. 1 Finance Committee Minutes of the Board of Trustees, 1922 Mar. 24-
1926 Jul. 27
1 v.

Box 9 Cont.

- Fd. 2 Paper inserts removed from the Faculty Committee Minutes book
1924 Feb. 19-1936 Mar. 10
34 items

The papers within the book of the Finance Committee Minutes contains typed copies of meeting minutes, budgets, financial letters, and some telephone expenses of Pres. Millis and Pres. Parker.

- Fd. 3 Hanover College income cash book, 1875 Sep.-1904 May 21
1 v.

- Fd. 4 Index to the Hanover College income cash book, 1875-1904
1 v.

- Fd. 5 Cash book, vol 1., 1904 Jun. 9-1915 Jun. 9
1 v.

The cash accounts are listed in three rows on each page, which are: general income, special, and endowment fund.

**BOX 10 Cash and Ledger books, 1904 Jun. 4-1923 Jul. 19
4 v. : 5 items**

- Fd. 1 Cash book, vol. 2, 1915 Jul. 16-1923 Jul. 19
1 v.

The cash accounts are listed in three rows on each page, which are: general income, special, and endowment fund.

- Fd. 2 Inserted papers removed from cash book vol. 2, 1904 Sep. 14-1920s
5 items

Included among the financial documents is a list of some donors to the Hanover College Living Endowment Fund.

- Fd. 3 Cash book, vol. 3, 1923 Jul. 19-1829 May 1
1 v.

The cash accounts are listed in three rows on each page, which are: general income, special, and endowment fund.

Box 10 Cont.

Fd. 4 Cash book, 1904 Jun. 9-1927 Aug.23
 1 v.

The entries consist as cash to individuals and bills receivable.

Fd. 5 Ledger cash book, 1911 Jun. 5-1920 May 31
 1 v.

The book is divided into the following categories of funds and expenses: professors' salaries, physical maintenance, printing, advertising, insurance, taxes, gymnasium, athletics, library, endowment campaign and a list of donors, summer term account, and other expenses. This book gives a valuable holistic portrayal of expenses of running the college. An index is at the front of the book.

**BOX 11 1920 Endowment Fund Drive and Ledger Books, 1904 Jun.-
 1940 May 1
 4 v. : 3 items**

Fd. 1 Fund drive records, 1920-1923
 1 v.

This book focuses on the 1920 Endowment Fund Drive. Inserted into the back of the book is a list of donors to the fund. An index is at the front of the book.

Fd. 2 Ledger book, 1904 Jun.-1920 Jun.
 1 v.

The ledger is a balance book used to keep track of subtractions and additions to accounts. The individual entries are not described, but the categories of funds are listed in the index at the front of the book.

Fd. 3 Ledger book, 1920-1928
 1 v.

The ledger is a balance book used to keep track of subtractions and additions to accounts. The individual entries are not described, but the categories of funds are listed in the index at the front of the book.

Box 11 Cont.

Fd. 4 Balance book, 1933 Apr. 30-1940 Apr. 30
1 v.

The heading on each page is "trial balances." There is an descriptive list of expenses ranging from scholarships to the physical expenses of maintaining the college.

Fd. 5 Paper inserts removed from the balance book,
1935 Apr. 30-1940 May 1
3 items

Item

- 1 Balance sheet of Hanover College, 1935 Apr. 30
- 2 Statement of Source and Disposition of Funds, 1836 Apr. 30
- 3 Cash register receipts

**BOX 12 Ledger Books, and Financial Records, 1920 Jun. 1942 Jul. 31
4 v.**

Fd. 1 Ledger book, 1920 Jun.-1922 Feb. 22
1 v.

Entries are found in the first twenty-two pages of the book, but cover the topics of endowment money received, general ledger accounts, the Reid estate, and other improvement expenses to the campus.

Fd. 2 Ledger book, 1923 Jun.-1926 Jun. 27
1 v.

The book has general entries for the physical maintenance and development of departments within the colleges. The entries are listed as monthly expenses.

Fd. 3 Pledge and loan book, 1923-1925
1 v.

A list of people who pledged money to the university is listed along with the people's home addresses. The second part of the book has a list of student loans and payments. There is an index at the beginning of the book.

