Finding Aid
Financial Documents
(10-135)

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Descriptive Summary

Collection Title: University Records

Series Title: Financial Documents

Collection Number: 10

Series Number: 135

Extent: 9 boxes; 6.5 linear feet

Abstract:
The Financial Documents Collection is comprised almost entirely of the financial reports and documents of the university. This includes Statements of Current Income and Expenditures, Statements of Unrealized Income, Operating Budgets, Budget Progress Reports, and Auditors’ Reports. Also included are supporting documents such as budget requests from different departments at the university, budget working papers, and bond documents for building projects.

Series I – Series I includes the general financial documents of the University of St. Francis detailed above, excluding the auditors’ reports.

Series II – Series II includes the auditors’ reports done annual for the University of St. Francis. From 1935 to 1945 the auditing company was Bagley, Vega and Company, Certified Public Accountants of Chicago, IL. The company has a name change and from 1946 to 1999 the reports are from George Bagley and Company, Certified Public Accountants of Chicago, IL.

Physical Location: G12 – Section 1 – Shelf 5 and Section 2 – Shelf 5-6

Language: English

Processor: Linnea Knapp, Archives Librarian
Administrative Information

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Restrictions on access: CLOSED – Permission to view collection must be obtained from the President’s Office.

Provenance / Source of acquisition: unknown

Scope and Content Note

Types of material: Financial Reports, Budgets, CPA Examination Reports

Dates: 1925-2004

Important divisions: Series I – General Financial
Series II – George Bagley Financial Reports

Significant correspondents and subjects:
Auditors’ Report: Report on Examination
Budget Book
Budget Progress Report
Financial Statements and Supplementary Information
Operating Budget
Statements of Current Income and Expenditures
Statements of Unrealized Income

Container Listing

Series I – General Financial

Box 1:
Folder 1 – Annual Report of the Bursar – 1937-1938 (2 copies)
Folder 3 – Statements of Unrealized Income – July 1, 1938-June 30, 1939; July 31, 1939-April 30, 1940
Folder 4 – Statements of Unrealized Income – July 31, 1940-April 30, 1941; July 31, 1941-May 31, 1942
Folder 5 – Statements of Current Income and Expenditures – Monthly – July 1936-June 30, 1945
Folder 6 – Semi-Annual Statement of Current Income and Expenditures – July 1, 1939-December 31, 1961
Folder 8 – Summary Statement of Income and Expenditures – Annual, for the years ended 1940-1954
Folder 9 – Annual Statement of Income and Expenditure, for the years ended 1955-1962
Folder 10 – Annual Statement of Income and Expenditure, for the years ended 1962-1969
Folder 11 – Budget – Fiscal Year 1936-1937
Folder 12 – Operating Budget – 1937-1938
Folder 13 – Operating Budget – 1938-1939

Box 2:
Folder 1 – Operating Budget – 1939-1940 (2 copies)
Folder 2 – Operating Budget – 1940-1941 (2 copies)
Folder 3 – Operating Budget – 1941-1942 (2 copies)
Folder 4 – Operating Budget – 1942-1943 (2 copies)
Folder 5 – Operating Budget – 1943-1944 (2 copies)
Folder 6 – Miscellaneous Reports – 1940-1944
  Research Report 1943-1944
  Research Report 1942-1943
  Comparative Statement of Dining Hall Disbursements 1937-1938, 1938-1939, 1939-1940, 1940-1941
  Comparative Statement of Dining Hall Disbursements 1941-1942, 1942-1943, 1943-1944
Folder 7 – Operating Budget – 1944-1945 (2 copies)
Folder 8 – Operating Budget – 1945-1946 (2 copies)
Folder 9 – Operating Budget – 1946-1947 (2 copies)
Folder 10 – Operating Budget – 1947-1948 (2 copies); Notes on budget cuts from Sister Eulogia
Folder 11 – Operating Budget – 1948-1949 (2 copies)
Folder 12 – Operating Budget – 1949-1950 (2 copies)
Folder 13 – Operating Budget – 1950-1951 (2 copies)
Folder 14 – Operating Budget – 1951-1952 (2 copies)
Folder 15 – Operating Budget – 1952-1953 (2 copies)
Folder 16 – Operating Budget – 1953-1954 (2 copies)
Folder 17 – Operating Budget – 1954-1955 (2 copies)
Folder 18 – Operating Budget – 1955-1956 (2 copies)
Folder 19 – Operating Budget – 1956-1957
Folder 20 – Operating Budget – 1957-1958 (2 copies)
Folder 21 – Operating Budget – 1958-1959
Folder 22 – Operating Budget – 1959-1960 (2 copies)
Folder 23 – Operating Budget – 1960-1961
Folder 24 – Operating Budget – 1961-1962 (2 copies)
Folder 25 – Operating Budget – 1962-1963 (2 copies)
Folder 26 – Operating Budget – 1963-1964
Folder 27 – Operating Budget – 1964-1965 (2 copies)
Folder 28 – Operating Budget – 1965-1966 (2 copies)
Folder 30 – Operating Budget – 1966-1967 (2 copies)
Folder 31 – Operating Budget – 1967-1968
Folder 32 – Operating Budget – 1968-1969 (2 copies)
Folder 34 – Operating Budget – 1969-1970 (2 copies)

Box 3:
Folder 1 – Assisi Junior College – Receipts and Disbursements – Semi-Annual Account – August 1925-July 1930
Folder 2 – Assisi Junior College – Receipts and Disbursements – Annual Account – August 1925-July 1931
Folder 3 – College of St. Francis – Semi-Annual Account – July 1930-January 1936
Folder 4 – College of St. Francis – Annual Account – July 1931-June 1935
Folder 6 – CSF – Summary Statement of Appropriations – June 1, 1939
Folder 7 – CSF – Summary Statement of Current Income and Expenditures – for year ended June 30, 1939
Folder 8 – CSF – Statement of Income and Expenditures for the month of December 1939
Folder 10 – CSF – Summary Statement of Income and Expenditures – for year ended June 30, 1940
Folder 11 – CSF – Summary Statement of Income and Expenditures – for year ended June 30, 1941
Folder 12 – CSF – Summary Statement of Income and Expenditures – for year ended June 30, 1942
Folder 13 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1943
Folder 14 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1944
Folder 15 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1945
Folder 16 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1946
Folder 17 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1947
Folder 18 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1948
Folder 19 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1949
Folder 20 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1950
Folder 21 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1951
Folder 22 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1952
Folder 23 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1953
Folder 24 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1954
Folder 28 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1957
Folder 30 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1959
Folder 33 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1960
Folder 34 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1961
Folder 36 – Estate of Mary Elizabeth Schuster – Legacy – 1961-1965
Folder 37 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1962
Folder 40 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1963 (2 copies)
Folder 42 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1964
Folder 44 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1965
Folder 46 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1966
Folder 48 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1967
Folder 50 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1968
Folder 52 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1969
Folder 53 – CSF – Annual Statement of Income and Expenditures – for year ended June 30, 1970

**Box 4:**
Folder 1 – CSF – Index to ProForma Financial Statements – for the Fiscal Years 1968-1977
Folder 2 – CSF – Alumnae Stock Certificates – as of December 1969
Folder 3 – Miscellaneous Financial Documents – 1971-1972
Folder 4 – Miscellaneous Financial Documents – 1972-1973
Folder 5 – Miscellaneous Financial Documents – 1973-1974
Folder 6 – Miscellaneous Financial Documents – 1974-1975
Folder 7 – Miscellaneous Financial Documents – 1975-1976
Folder 8 – Miscellaneous Financial Documents – 1976-1977
Folder 10 – Revised Budget – Lewis College – St. Francis College – 1970-1971
Folder 12 – CSF Budget Progress Reports – as of January 31, 1971
Folder 13 – CSF Budget Progress Reports – as of February 28, 1971
Folder 14 – CSF Budget Progress Reports – as of March 31, 1971
Folder 15 – CSF Budget Progress Reports – as of April 30, 1971
Folder 16 – CSF Budget Progress Reports – as of April 30, 1971
Folder 17 – CSF Budget Progress Reports – as of May 31, 1971
Folder 18 – Budget Working Papers – 1971-1972

**Box 5:**
Folder 1 – Business Affairs and Budget – Miscellaneous Financial Documents – 1972-1973
Folder 2 – CSF Budget Progress Reports – as of September 30, 1971
Folder 3 – CSF Budget Progress Reports – as of October 31, 1971
Folder 4 – CSF Budget Progress Reports – as of November 30, 1971 (2 copies)
Folder 5 – CSF Budget Progress Reports – as of December 31, 1971 (2 copies)
Folder 7 – CSF Budget Progress Reports – as of January 31, 1972
Folder 8 – CSF Budget Progress Reports – as of February 29, 1972
Folder 9 – CSF Budget Progress Reports – as of March 31, 1972
Folder 10 – CSF Budget Progress Reports – as of April 30, 1972
Folder 11 – CSF Budget Progress Reports – as of August 31, 1972
Folder 12 – CSF Budget Progress Reports – as of September 30, 1972
Folder 13 – CSF Budget Progress Reports – as of October 31, 1972
Folder 14 – CSF Budget Progress Reports – as of November 30, 1972

Box 6:
Folder 1 – CSF Budget Progress Reports on all funds – as of December 3, 1972
Folder 2 – CSF Budget Progress Reports on general funds – as of December 31, 1972
Folder 3 – CSF Budget Progress Reports on all funds – as of January 31, 1973
Folder 4 – CSF Budget Progress Reports on fund 01 – as of January 31, 1973
Folder 5 – CSF Budget Progress Reports on all funds – as of February 28, 1973
Folder 6 – CSF Budget Progress Reports on general funds – as of February 28, 1973
Folder 7 – CSF Budget Progress Reports on all funds – as of March 31, 1973
Folder 8 – CSF Budget Progress Reports on general funds – as of March 31, 1973
Folder 9 – CSF Budget Progress Reports on all funds – as of April 30, 1973
Folder 10 – CSF Budget Progress Reports on general funds – as of April 30, 1973
Folder 11 – CSF Budget Progress Reports – as of May 31, 1973 – final run
Folder 12 – CSF Budget Progress Reports – as of July 31, 1973
Folder 13 – CSF Budget Progress Reports – as of August 31, 1973
Folder 14 – CSF Budget Progress Reports – as of September 30, 1973
Folder 15 – CSF Budget Progress Reports – as of October 31, 1973
Folder 16 – CSF Budget Progress Reports – as of November 30, 1973
Folder 17 – CSF Budget Progress Reports – as of December 31, 1973
Folder 18 – CSF Budget Progress Reports – as of January 31, 1974
Folder 19 – CSF Budget Progress Reports – as of February 28, 1974
Folder 20 – CSF Budget Progress Reports – as of March 30, 1974
Folder 21 – CSF Budget Progress Reports – as of April 30, 1974

Box 7:
Folder 5 – CSF Budget Book – FY 1997-1998 (copy 2)
Folder 6 – USF Operating Statistics – May 31, 1998 (FY98)
Folder 10 – Form 990 and Schedule A for fiscal year ending May 31, 2001 – June 1, 2000-May 31, 2001
Folder 11 – USF Budget Book – FY 2001-2002
Folder 12 – Form 990 and Schedules A and B for fiscal year ending May 31, 2002 – June 1, 2001-May 31, 2002
Folder 14 – USF Budget Book – FY 2002-2003 (copy 2)
Folder 15 – Form 990 and Schedules A and B for fiscal year ending May 31, 2003 – June 1, 2002-May 31, 2003
Folder 16 – Form 990 and Schedules A and B for fiscal year ending May 31, 2004 – June 1, 2003-May 31, 2004

**Series II – George Bagley Financial Reports**

**Box 8:**
Folder 1 – CSF – Examination – June 30, 1935 (2 copies)
Folder 2 – St. Francis Academy – Manual of Accounting Procedure – January 1, 1936
Folder 3 – CSF – Examination – June 30, 1936
Folder 4 – St. Francis Academy – Examination – June 30, 1937
Folder 5 – CSF – Examination – June 30, 1937
Folder 6 – CSF – Examination – June 30, 1938 (2 copies)
Folder 7 – CSF – Examination – June 30, 1939 (2 copies)
Folder 8 – CSF – Examination – June 30, 1940 (2 copies)
Folder 9 – CSF – Examination – June 30, 1941 (2 copies)
Folder 10 – CSF – Examination – June 30, 1942 (2 copies)
Folder 11 – CSF – Examination – June 30, 1943 (2 copies)
Folder 12 – CSF – Examination – June 30, 1944 (2 copies)
Folder 13 – CSF – Examination – June 30, 1945 (2 copies)
Folder 14 – CSF – Examination – June 30, 1946 (2 copies)
Folder 15 – CSF – Examination – June 30, 1947 (2 copies)
Folder 16 – CSF – Examination – June 30, 1948 (2 copies)
Folder 17 – CSF – Examination – June 30, 1949 (2 copies)
Folder 51 – CSF – Basic Educational Opportunity Grant Program, National Direct Student Loan Program, College Work-Study Program, and Supplemental Educational Opportunity Grants Program – for the two years ended June 30, 1978 – November 17, 1978

Box 9:
Folder 2 – CSF – Basic Educational Opportunity Grant Program, National Direct Student Loan Program, College Work-Study Program, and Supplemental Educational Opportunity Grants Program – for the two years ended June 30, 1980 – November 19, 1980
Folder 5 – CSF – Pell Grant Program, National Direct Student Loan Program, College Work-Study Program, and Supplemental Educational Opportunity Grants Program – for the two years ended June 30, 1982 – November 24, 1982
Folder 8 – Student Financial Assistance Programs – for the two years ended June 30, 1984 – November 15, 1984
Folder 11 – Student Financial Assistance Programs – for the two years ended June 30, 1986 – December 10, 1986
Folder 12 – CSF – Financial Statements – May 31, 1987
Folder 14 – Student Financial Assistance Programs – for the two years ended June 30, 1988 and 1987
Folder 15 – CSF – Financial Statements – May 31, 1989 (2 copies)
Folder 16 – Student Financial Assistance Programs – for the two years ended June 30, 1990 and 1989
Folder 17 – CSF – Financial Statements – May 31, 1990 (2 copies)
Folder 19 – CSF – Financial Statements – May 31, 1992 (3 copies)
Folder 21 – CSF – Financial Statements and Supplementary Information – May 31, 1993 (3 copies)
Folder 22 – CSF – Financial Statements – May 31, 1993
Folder 23 – CSF – Financial Statements and Supplementary Information – May 31, 1994 (2 copies)
Folder 25 – CSF – Financial Statements and Supplementary Information – May 31, 1995 (2 copies)
Folder 27 – CSF – Financial Statements and Supplementary Information – May 31, 1996 (2 copies)
Folder 28 – CSF – Financial Statements and Supplementary Information – May 31, 1997 (2 copies)
Folder 29 – CSF – Financial Statements and Supplementary Information – May 31, 1998 (2 copies)
Folder 31 – CSF – Financial Statements – May 31, 1999 (2 copies)

Keywords
Accountants
Auditors’ reports
Budget
Education, cooperative
Financial statements
George Bagley and Company
Student aid
Student loan funds
Assisi Junior College
College of St. Francis