

UA1980.04-.16, 1980.18-.23

Treasurer's Office Records - Ledgers

Dates: 1904-1969

Creator: Loyola University (1870-)

Extent: 124 volumes

Level of description: Item

Processor & date: John L. Daniels, June 1980; updated by K. Young November 2010

Administration Information

Restrictions: None

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Citation: Loyola University Chicago. Archives and Special Collections. Treasurer's Office Records - Ledgers, UA1980.04. Box #, Folder.

Provenance: Transferred by the Loyola Business Office and Physical Plant June 2nd, 3rd, and 4th, 1980.

Separations: None

See Also: Vice President of Finance: Treasurer's Office records, 1927-1950

Administrative History

The office of the Vice President of Finance was established as the Treasurer's Office in 1870. This title was retained until 1922, when the office became known as the Loyola University Treasurer's Office. From 1948 to 1970 the office was called the University Treasurer, and from 1970 to 1998 it was the office of the Vice President of Finance before changing to the office of the Vice President of Finance and Treasurer. In 2003 the title was again changed to Finance and CFO. In 2007 the office became known as that of the Vice President, CFO and Treasurer.

The office of the Vice President of Finance oversees the offices and departments that deal with the finances of Loyola University Chicago. These departments include Administrative Services, Budget and Financial Analysis, Risk and Debt Management, Controller's Office, and Treasurer's Office.

Scope and Content

The Treasurer's Office records - Ledgers consist of 124 account books, receipt and disbursement books, financial journals, working papers, and ledgers spanning the years 1904 to 1969. The records for St. Ignatius College, the Jesuit Community, St. Ignatius Church, and Loyola Academy can be found together in many of the volumes.

Series

Series 1: St. Ignatius Church Financial Records, 1906-1941

Series 2: Loyola Academy Financial Records, 1908-1925

Series 3: Jesuit Community Records, 1904-1949

Series 4: Loyola University Financial Records, 1913-1969

Subjects:

St. Ignatius College

St. Ignatius Church (Chicago, IL)

Loyola Academy

Jesuit Community

Loyola University

Finances

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
Series 1: St. Ignatius Church Financial Records, 1906-1941			
		St. Ignatius Church Monthly Statement Book	Jan. 1936 - Dec. 1941
		St. Ignatius Church Account Books (3 volumes)	Jan. 1908 – Jan. 1936
		St. Ignatius Church Journal	Apr. 1936 – Mar. 1941
		“Memoranda” Donations	Jun. 1906 – Nov. 1918
Series 2: Loyola Academy Financial Records, 1908-1925			
		Loyola Academy and Sodality Account Books (2 volumes)	Jan. 1915 – Jan. 1925
		Loyola Academy Gym Fund Book	Nov. 1922 – Jan. 1924
		Ledgers of Tuition Payments Made by Loyola Academy Students	1908-1918
		Tuition Books (3 volumes)	Aug. 1910 – Dec. 1911
Series 3: Jesuit Community Records, 1904 – 1949			
		Mass Intention Book	Apr. 1941 - Apr. 1949
		Jesuit community House Journals (7 volumes)	Jun. 1904 – Dec. 1921, Jan. 1925 – May 1945
		Jesuit Community House Journal	Jan. 1922 – Dec. 1924, Jul. 1929 – Jun. 1930
		Jesuit Community House Journal Ledgers (2 volumes)	Apr. 1907 – Dec. 1920
		Jesuit Community Mass Books (4 volumes)	Jan. 1916 – Jul. 1931
		Jesuit Community Mass Stipend Book	Jul. 1931
		Jesuit Community Mass stipend Book	Jan. 1913 – Jan.

1918

**Series 4: Loyola University Financial Records,
1913-1969**

“Day” Investments & transactions	1922-1924
“Ledger” Transactions	1913-1921
Trial Balance Books (7 volumes)	Nov. 1934 – Jul. 1945
Athletic Department Receipt Book	Jan. 1936 – Jun. 1945
Gymnasium and College Athletics Cash Reports	Sep. 1935 – Jun. 1936
College Athletics Distribution of income Book	Oct. 1929 – Nov., 1931
Athletic Department Journal	Sep. 1935 – Jun. 1940
School of Commerce Journal	Jul. 1929 – Oct. 1931
Graduate School Journal	Jul. 1929 – Oct. 1931
Law School and Commerce School Journal	Oct. 1923 – Jun. 1926
Law School Journal	Sep. 1921 – Nov. 1923
Loyola University Ledgers (4 volumes)	Jan. 1925 – Jun. 1947
Employee Salary Record Books (3 volumes)	Ca. 1929 – 1947
Receipt Journal	1965-1966
Receipt Books (4 volumes)	Jul. 1929 – Jun. 1947
Chicago College of Dental Surgery and Chicago Dental School Incorporated Journal and Ledger Sheets (2 volumes)	Dec. 1921 – Dec. 1926
Chicago College of Dental Surgery Cash Receipts Book	Aug. 1925 – Mar. 1927
Downtown Miscellaneous Books (6 volumes)	1911-1916, 1919- 1926
Downtown Departments Cash books (2 volumes)	Jan. 1925 – Oct. 1931
Ledger of Payments made by Loyola to Other Jesuit Institutions	1922-1935
Sociology School and Law School Journal	Oct. 1914 – May 1920
Gymnasium Journal	Jan. 1923 – Dec. 1924
Medical School Account Book	Jan. 1946 – Nov.

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	1947
Unpaid College Accounts Book	1922-1930
Pay Roll Books (2 volumes)	1931-1938
Monthly Trial Balance Book	1931-1934
Audit Reports – Volume VI (L.U. Report on Examination of Financial statements with supplementary data)	1953-1955
Petty Cash Book (also includes petty cash for the Jesuit Community and Loyola Academy)	Sep. 1931 – Dec. 1942
Sociology School Investment Book	Oct. 1914 – Mar. 1921
Trust Funds Cash Journal	Jul. 1930 – Feb. 1944
Trustee Under Agreement with the Catholic Bishop of Chicago, the Catholic University of America, Loyola University, and St. Vincent’s Asylum Account Book	Feb. 1939 – Nov. 1944
Folder dealing with invoices for Loyola University School of Medicine and Agreement with Duval, Herrling, and Company Contractors	n.d.
Working Papers in regard to Balance Sheets (3 volumes)	1934-1937
Miscellaneous Working Papers (11 volumes)	1933, 1935-1945
Public Health Nursing Data Concerning U.S. Government Grant	1941-1946
Summaries of Daily Cash Reports (4 volumes)	Nov. 1948 – Sep. 1964
Stocks and Bonds Account Books (3 volumes)	1941-1955
Stocks and Bonds General Journal	Jan. 1941- Jan. 1947
Book dealing with the donation of salaries made by Jesuits	1914-1925
Journals (3 volumes)	Oct. 1929 – Jun. 1940, Jul. 1966 – May 1969
College Tuition Books (2 volumes)	1913 – 1925, 1926-1928
Invoice Register	Jul. 1946 – Jun. 1947
Journal Vouchers (2 volumes)	Aug. 1929 – Jun. 1940
Cash Journal	1945 – 1949
Account Book	Jul. 1939 – Jun. 1947
Journal	Jun. 1943 – Jun. 1947
Lewis Towers, Dental, and Medical School Cash	Feb. 1952 – Oct.

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Balance Book	1964
Sociology School Investment Book	1913-1922
Account Book	Sep. 1925 – Dec. 1927