

Finance Department Records

BMA.10

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Describing Archives: A Content Standard

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Summary Information

Repository	Archives and Manuscripts Collections, The Baltimore Museum of Art
Creator	Baltimore Museum of Art
Title	Finance Department Records
Date [inclusive]	1922 - 2006
Extent	35.6 Linear feet (20 boxes, 12 oversize boxes)
Language	English
Abstract	The Financial Records contain materials created by The Baltimore Museum of Art's staff relating to the Museum's finances.

Preferred Citation

Finance Department Records, Archives and Manuscripts Collections, The Baltimore Museum of Art

Scope and Contents

The Finance Department Records contain materials created by the staff of The Baltimore Museum of Art and relate to the Museum's financial activities from 1922 to 2006. The records are arranged into 13 series and chronologically within the series. They consist of 32 boxes total. The records document expenses, payments, and donations. In addition, several books of admissions records are included. Much of the material dates from the opening of the museum in 1923 through the 1950's and is handwritten in leather bound books. The books occasionally contain notes about the specifics of donations or other significant events and related printed notes, receipts, or correspondence have been interfiled.

Arrangement

Decisions about the arrangement and disposition of the materials in this collection were made with the assistance of Lisa Miller in the Finance Department.

Administrative Information

Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art December 2013

Ownership and Copyright

The materials are the physical property of the Archives and Manuscripts Collections, The Baltimore Museum of Art. Copyright, except in cases where material has passed into the public domain, belongs to the authors or their legal heirs and assigns. The Finance Department Records are closed to outside researchers for 25 years from the date of creation unless otherwise indicated in the Archives Access Policy. For further information, consult a Library staff member.

Provenance

Approximately half the material was found in the Library in 2003. In 2007, another group of materials was transferred from the Finance Department. Because these materials were obviously part of the same group of records as those found in the Library, the two groups were combined.

Processing Information

Processed by Emily Rafferty in 2007 and Anna J. Clarkson in 2014.

Controlled Access Headings

Genre(s)

- Financial records

Subject(s)

- Account books
- Art museum attendance
- Guest books
- Trial balances

Accounting.

Collection Inventory

Accounting, 1922 - 1995 10.8 Linear feet (2 boxes, 9 oversize boxes)

Scope and Contents

The Accounting series is housed within 2 boxes and 9 oversize boxes and dates from 1922 - 1995. The series contains records related to the accounting function of the museum and track accounts payable and receivable. The series includes funds schedules, cash books, general ledgers, general journals, and trial balance report books. The series is arranged chronologically by the earliest date in each book. The series is lacking records from the 1970s and 1980s.

Box

Office Petty Cash Book. 1922 Dec - 1939 Jul

OS 6

General Ledger. 1923 - 1924

1

General Journal. 1923 Feb - 1938 Sep

OS 2

Cash Receipts, Cash Disbursements. 1923 Feb - 1924 Dec

OS 12

Trial Balance with Recapitulation. 1923 Apr - 1939 Dec

OS 1

Cash Disbursements, Cash Receipts. 1925 Jan - 1927 Dec

OS 12

Accounts Receivable, Funds. 1925 Jan - 1948 Nov

20

Accounting.

Cash Book, Journal, Ledger - The 101 West Monument Street Corporation. 1925 May - 1930 Jul	OS 2
General Ledger / Expenses Paid by City. 1930 - 1943	1
Accounts Receivable, Inventory, and Funds. 1933 Apr - 1952 Dec	20
Cash Receipts, Cash Disbursements. 1934 Jan - 1939 Mar	OS 10
General Ledger. 1937 - 1950	1
City Funds, Trustee Funds. 1938 Aug - 1941 Jan	OS 4
General Ledger. 1939 Apr - 1942 Feb	OS 11
Trial Balance with Recapitulation. 1940 Jan - 1946 Dec	OS 1
General Ledger. 1942 Feb - 1944 Jun	OS 11
General Journal. 1944 Jan - 1946 Dec	OS 4
General Ledger. 1944 Jun - 1949 Feb	OS 10
Trial Balance with Recapitulation. 1947 Jan - 1953 Dec	OS 1
General Journal. 1949 Mar - 1953 Sep	OS 3

Admissions.

General Journal. 1949 Mar - 1956 Dec	OS 5
General Journal. 1953 Sep - 1958 Aug	OS 3
General Ledger. 1953 - 1955	1
Trial Balance with Recapitulation. 1954 Jan - 1961 Dec	OS 1
General Ledger. 1958 - 1959	1
General Journal. 1958 Aug - 1964 May	OS 3
General Ledger. 1960, 1962	1
Trial Balance with Recapitulation. 1962 Mar - 1964 May	OS 1
General Ledger. 1964	20
Shop Sales, Endowment Funds. 1966 Aug - 1995 Apr	20
Funds Schedule. 1988 Oct - 1993 Jun	OS 2

Admissions. 1923 - 1990 4.3 Linear feet (2 boxes, 2 oversize boxes)

Scope and Contents

The Admission series dates from 1923 - 1990 and is housed within 4 boxes. The series contains books listing counts of visitors and other information related to admissions. Also included is a guestbook from

Admissions.

the BMA's Inaugural Exhibition in 1923 and several other exhibitions in 1923-1924. Those signing the book include donors and artists such as Etta Cone and Claribel Cone and Ben Silbert.

Box

Visitor Register. 1923 Feb - 1925 Feb

OS 7

Attendance. 1930 - 1939

4

Visitor Register. 1937 Oct - 1969 May

OS 7

Attendance. 1940 - 1949

4

Attendance. 1950

4

Attendance. 1951

4

Attendance. 1952

4

Attendance. 1953

4

Attendance. 1954

4

Attendance. 1954

4

Attendance. 1955

4

Attendance. 1956

4

Admissions.

Attendance. 1957	4
Attendance. 1958	4
Attendance. 1959	4
Attendance. 1960	4
Attendance. 1961	4
Attendance. 1962	4
Attendance. 1963	4
Attendance. 1964	4
Attendance. 1965	4
Attendance. 1966	4
Andrew Wyeth Attendance. 1967	4
Attendance. 1967	4
Attendance. 1968	4
Attendance. 1969	4

Admissions.

Attendance 1970	4
Attendance. 1971	4
Attendance. 1972	5
Attendance. 1973 - 1976	4
Attendance. 1973	5
Attendance. 1974	5
Attendance. 1975	5
Attendance. 1976	5
Attendance. 1977	5
Attendance. 1978	5
Attendance. 1979	5
Attendance. 1981	5
Attendance. 1982	5
Admissions Counts. 1982 Sep-1985 Nov	OS 7

Budgets.

Attendance. 1983	5	
Attendance. 1984	5	
Attendance FY 1985. 1984 July 1 - 1985 June 30)	4	
Attendance. 1985	5	
Admissions Counts. 1985 Nov-1988 Dec	OS 7	
Attendance. 1986	5	
Attendance Reports. 1987 - 1988	OS 9	
Attendance Reports. 1988 - 1989	OS 9	
Attendance. 1989	OS 9	
Attendance Reports. 1989 - 1990	OS 9	
Budgets. 1985 - 2002 6.3 Linear feet (5 boxes)	Box 19	Box 10 - 14

Scope and Contents

The Budget series dates from 1985 - 2005 and is housed within 5 boxes.

The series includes Trustee Budgets, City of Baltimore Budgets, and other miscellaneous Museum budgets including a small selection of exhibition budgets. Materials include primarily correspondence and spreadsheets. The series is arranged chronologically by year.

Committees.**Box List**

Box 10 (1985 - 1990)

Box 11 (1990 - 1994)

Box 12 (1994 - 1997)

Box 13 (1998 - 2001)

Box 14 (2002)

Box 19 Oversize budget folders, mixed (1980s - 2000s)

Committees. 1981 - 2006 3.8 Linear feet (3 boxes)**Box**
15 - 17**Scope and Contents**

The Committee series contains 3 boxes dating from 1981 - 2006 that relate to the activities of the Audit Committee, The Board of Trustees, the Investment Committee, and the Finance Committee. The records are incomplete and sporadic.

Box List

Box 15 Mixed committee files (1990s)

Box 16 Audit Committee (1985 - 1986) Board of Trustees (1974 - 2005)

Box 17 Investment and Finance Committee (1993 - 2006)

Exhibitions. 1961 - 1962 0.1 Linear feet (1 folder)**Box**

Van Gogh Exhibition. 1961 - 1962

1

Scope and Contents

Financial Statements.

The Exhibitions series contains less than one box of materials from 1961 - 1962 detailing the financial details of the Vincent Van Gogh exhibition at the Museum.

Financial Statements. 1935 - 1964 0.8 Linear feet (1/2 box)**Scope and Contents**

The Financial Statements series dates from 1935 - 1964 and contains 1/2 box of financial reports of the business activities of the Museum. The series is arranged chronologically by year and is missing several years.

Box

Financial Statements. 1935 - 1936

2

Financial Statements and Budgets. 1937

2

Financial Statements. 1938

2

Financial Statements. 1939

2

Financial Statements. 1940 - 1942

2

Financial Statements. 1946, 1948 - 1952

2

Financial Statements. 1953 - 1957

2

Financial Statements. 1958 - 1961

2

Financial Statements. 1963 - 1964

2

Historic Documents.

Box
20**Historic Documents. 1932 - 1964 0.8 Linear feet (1/2 box)****Scope and Contents**

The Historic Documents series contains what appear to be copies of microfilmed records (possibly from Baltimore City?). Records do not appear to have come from the BMA Archives directly. The series includes meeting minutes of the Executive Committee discussing financial matters, copies of balance sheets, budgets, and financial statements and date from 1932 - 1964. Records for the year 1941 are missing.

Insurance Policies. 1969 - 2003 2.5 Linear feet (2 boxes)**Scope and Contents**

The Insurance Policies series date from 1969 - 2003. The series contains primarily copies of the Museum's Fine Art and Liability Insurance policies within 2 boxes. The series is arranged chronologically by insurance policy date.

Box

Liability Insurance Policy. 1969 June - 1972 June

9

Aetna: Alexander and Alexander (Liability and Fine Art Insurance Policies). 1970s

9

Liability Insurance Policy. 1972 June - June 1975

9

Liability Insurance Policy. 1978

9

Liability Insurance Policy. 1979

9

Fine Art and Liability Insurance Policies. 1979

9

Insurance Policies.

Liability Insurance Policy. 1981	9
Liability Insurance Policy. 1982	9
Art Insurance Renewal 1983	9
Liability Insurance Policy. 1983	9
Liability Insurance Policy. 1984	9
Liability Insurance Policy. 1985	9
Fine Art and Liability Insurance Policies. 1986	9
Liability Insurance Policy. 1987	9
Liability Insurance. 1988	9
Liability Insurance. 1989	9
Liability Insurance Policy. 1990	9
Fine Art and Liability Insurance Policies. 1991	9
Fine Arts and Liability Insurance Policies. 1992	9
Liability Insurance Policy. 1993	9

Litigation.

Liability Insurance Policy. 1994 [2 folders]	9
Liability Insurance Policy. 1995	8
Liability Insurance Policy. 1996 [2 folders]	8
Liability Insurance Policy. 1997	8
Liability Insurance Policy. 1998 [2 folders]	8
Liability Insurance Policy. 2000 [3 folders]	8
Liability Insurance Policy. 2001 [2 folders]	8
Liability Insurance Policy. 2002	8
Liability Insurance Policy. 2003	8
Litigation. 1994 - 2001 1.3 Linear feet (1 box)	Box 18
Scope and Contents	
The Litigation Series dates from 1994 - 2001 and contains limited financial information relating to the Lucas Collection Lawsuit (2 folders) and the Costello Construction Lawsuit (1/3 box). The Lucas Collection Lawsuit files are open for research however, the Costello Construction Lawsuit is closed to researchers. Please consult the Archives Access Policy for more detailed information.	
Members' Volunteer Committee. 1981 - 1995 0.9 Linear feet (1 oversize box)	Box OS 8

Pledges and Endowments.

Scope and Contents

The Members' Volunteer Committee series is extremely scant. It dates from 1981 to 1995 and reflects the financial activities of the Museum organization.

Pledges and Endowments. 1973 - 1992 1.3 Linear feet (1 box)

Scope and Contents

The Pledges and Endowments series dates from 1973 - 1992 and contains 1 box of records including books detailing the financial history of pledges in support of the BMA.

Box List

Box 10 1986 - 1994

Box 11 1991 - 1997

Box 12 1998 - 2001

Box 13 2002

Box 14 Oversize budget folders, all years, mixed.

Box

Charitable Remainder Trusts, Pooled Income Fund, Bequests, etc. 1982 Nov - 1988 Aug

3

Running Totals Pledges, Cash Received A-K 1974 Dec - 1992 Mar

3

Cash Received L-Z, Other, Grants, Gifts of Art 1973 Jun - 1989 Dec

3

Subject Files 1939 - 1966 0.2 Linear feet (3 folders)

Scope and Contents

Tax Returns.

The Subject File series is extremely scant and contains 3 folders of miscellaneous historic subject matter dating from 1939 - 1966.

Box

Employees, Miscellaneous. 1960 - 1965

1

Financial Reports. 1965 - 1966

1

Retirement. 1939 - 1947

1

Tax Returns. 1964 - 2002 2.5 Linear feet (2 boxes)

Scope and Contents

The Tax Returns series dates from 1964 - 2002 and measures 2 boxes. The series contains the Museum's Federal Income Tax Return for Organizations Exempt from Income Tax (Form 990s). The series is arranged chronologically by date. The series is missing the years 1971 - 1973, and 1976.

Box

1964

6

1965

6

1966

6

1967

6

1968

6

Tax Returns.

1969	6
1970	6
1974	6
1975	6
1977	6
1978	6
1979	6
1980	6
1981	6
1982	6
1983	6
1984	6
1985	6
1986	6

Tax Returns.

1987	6
1988	6
1989	6
1990	6
1991	6
1992	7
1994	7
1995	7
1996	7
1997 [2 folders]	7
1998 [2 folders]	7
1999	7
2000	7
2001	7

Tax Returns.

2002 [2 folders]

7