



Boston Children's Museum  
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# ARCHIVES Finding Aid

**Accession #:**  
A 2018.1  
**Date(s) Accessioned:**  
February 12, 2018

## Ledger Books Collection 1915-1960, [1931-1940]

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### Descriptive Summary

**Collection ID:** A 2018.1

**Repository:** Boston Children's Museum Archives

**Title:** Ledger Books

**Creator(s):** Museum Staff

**Dates:** Inclusive: 1915-1960, Bulk: 1931-1950

**Extent:** 8 linear feet; 26 bound ledger books in 12 boxes

**Language of Materials:** English

**Abstract:** These 26 ledgers document the Museum's financial history, including contributions, exhibit funds, salaries and wages, repairs, and rent, as well as group visits.

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### Conditions of Access and Use

**Conditions Governing Access:** Collection is open for research. Researchers must sign a permission form to use the collection.

**Conditions Governing Reproduction and Use:** Copyright belongs to Boston Children's Museum. All requests for permission to publish or quote for publication must be submitted in writing to the Archives. Permission for publication is given on behalf of the Boston Children's Museum as the owner of the physical items and as the owner of copyright in items.

**Citation:** Specific Ledger, Ledger Books Collection, Boston Children's Museum Archives, Boston, MA.

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### Acquisition Information

**Provenance:** Found in 2017 inventory of the 2006 Centennial collection.

**Accruals:** No accruals are expected.

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## Background Information

**Historical Note:** Ledger books were used in the 20<sup>th</sup> century to provide and keep track of the transaction history and current balance of the Boston Children's Museum.

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## Collection Information

**Scope and Content:** The collection contains 26 ledgers which document the history of the Children's Museum. The ledgers contain information on sustaining, active, and junior members, member contributions, exhibit funds, taxidermy expenditures, furniture expenditures, lecture proceeds, endowment funds, interest on deposits, salaries and wages, fuel, telephone and office expenses, repairs and improvements, advertising, rent, group visits and more. The ledgers vary in detail, with some acting as records of disbursements to others encompassing nearly the complete financial record of the Museum.

The first ledger also includes the will of Louisa Case, who made contributions to the Boston Children's Museum. It also includes information on the State Street Trust Company, which held the accounts of the Boston Children's Museum.

**Arrangement:** The ledgers are arranged in loosely chronological order.

Box 115

Ledger, 1915-1922

Box 116

Ledger, 1930-1949

Box 117

Ledger (petty cash book), 1938-1945

Ledger (account information and monthly disbursements), 1936-1937

Ledger, (cash book), 1950-1958

Box 118

Ledger, 1928-1940

Ledger, 1938-1941

Box 119

Ledger, 1931-1934

Ledger, 1931-1937

Ledger, 1934-1937

Box 120

Ledger (cash book), 1938-1940

Ledger, 1945-1960

Ledger, 1940-1941

Box 142

Ledger, 1915-1922

Box 143

Ledger, 1922-1927

Box 144

Ledger, 1927-1931

Box 165

Group Ledger, 1936-1939

Group Ledger, 1939-1940

Group Ledger, 1940-1942

Group Ledger, 1942-1945

Box 166

Group Ledger, 1937-1954

Group Ledger, 1951-1954

Group Ledger, 1955-1959

Box 167

Group Ledger, 1945-1947

Group Ledger, 1947-1949

Group Ledger, 1949-1951

**Other Relevant Collections:** Annual Reports

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## Processing Information

**Processed by:** Caroline Turner, February 12, 2018; Updated by Caroline Turner, May, 7, 2019.

**Archivists Note:** This collection was accessioned in February 2018 and separated from the 2006 Centennial Collection materials. Format updated by Brittany Contratto in May 2018.

**Rules or Conventions of Finding Aid:** Prepared following Describing Archives: A Content Standard (DACs).

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## Contents Inventory

### Box 115

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#### Ledger, 1915-1922

Includes Louisa Case Will in the front as well as information on the State Street Trust Company in the back. The ledger includes financial categories including:

Member contributions, 1915-1922	Fuel, 1915-1922
Other contributions, 1915-1922	Gas and electricity, 1915-1922
General contributions, 1915-1922	Telephone, 1915-1922
Exhibit funds and taxidermy expenditures, 1915-1922	Office expenses, 1915-1922
Furniture expenditures, 1915-1922	House expenses, 1915-1922
Museum lecture proceeds, 1915-1922	Printing, 1915-1922
Endowment funds, 1915-1922	Repairs and improvements, 1915-1922
Interest on deposits, 1915-1922	Appeal and advertising, 1915-1922
Salaries and wages, 1915-1922	Rent, 1915-1922

### Box 116

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#### Ledger, 1930-1949

This ledger includes one loose note about State Street Deposit, and monthly details on financial categories including:

State street trust, 1930-1949	PR and photo, 1930-1949
Savings account, 1930-1949	Herrick McClure, 1930-1949
Maintenance, 1930-1949	Paid advances, 1930-1949
Contributions, 1930-1949	Radio talks, 1930-1949
Legacies, 1930-1949	Appeal, 1930-1949
Interest on deposit, 1930-1949	Clerical, 1930-1949
Loan, 1930-1949	Misc., 1930-1949
Publicity, 1930-1949	

## **Box 117**

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### **Ledger, 1938-1945**

This ledger served as a petty cash book, without any financial categories.

### **Ledger, 1936-1937**

This ledger includes information for account #2 in the front, and served as a record of monthly disbursements, which are organized by financial categories including:

Insurance, 1936-1937	Grounds, 1936-1937
Auditorium, 1936-1937	Electricity, 1936-1937
Tree of life chart, 1936-1937	Furnishings, 1936-1937
Animal charts, 1936-1937	

### **Ledger, 1950-1958**

This ledger served as a chronological cash book with financial categories including:

Cash received, 1950-1958	Pledges, 1950-1958
Daily totals, 1950-1958	Balances, 1950-1958
Monthly totals, 1950-1958	

## **Box 118**

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### **Ledger, 1928-1940**

This ledger has different categories out of chronological order. Financial categories included are:

Salaries (with employee names), 1938	Income from endowment fund, 1935
Miscellaneous supplies, 1938	Permanent charity fund, 1930
House supplies, 1940	Interest on deposits, 1930-1933
Publicity, 1939	Gift box receipts, 1931
Office supplies, 1939-1940	State street trust company, 1935-1936
Art supplies, 1938-1939	Petty cash, 1930-1932
Exhibits, 1940	Woman's education association, 1931
Weekend programs, 1939-1940	Direct posting, 1932-1936
Petty cash, 1939-1940	Books library account, 1933-1937
Cash, 1930	Bulletins, 1928-1937
Active members, 1930-1933	Exhibits, 1934-1936
Benefactor members, 1928	Fuel, 1928-1937
Cooperating members, 1930	Gas and electricity, 1935-1936
General contributions, 1935	Hospitality, 1930
Junior members, 1930-1933	House expenses, 1933-1936
Life members, 1931	Office expenses, 1935-1936
Sustaining members, 1930-1933	Printing and publicity, 1930-1936
Special contributions, 1931	Repairs and improvements, 1930-1936
Boston emergency relief, 1933-1935	Salaries and wages (with employee names), 1934-1939
Lecture proceeds, 1930	Telephone, 1935-1936

### **Ledger, 1938-1941**

This ledger includes monthly balance information. Balance, 1938-1941

## Box 119

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### Ledger, 1931-1934

The ledger includes financial categories including:

Salaries, 1931-1934	Repairs, 1931-1934
Gas, 1931-1934	Exhibits, 1931-1934
Electricity, 1931-1934	Education, 1931-1934
Telephone, 1931-1934	Petty cash, 1931-1934
Furniture, 1931-1934	WEA fund, 1931-1934
Office expenses, 1931-1934	Federal tax bank, 1931-1934
House expenses, 1931-1934	

### Ledger, 1931-1937

The ledger includes financial categories including:

Sustaining and active members, 1931-1937	Permanent income from charity or endowment fund, 1931-1937
Junior members, 1931-1937	
General contributions, 1931-1937	Interest on deposits and bank, 1931-1937
Special contributions, 1931-1937	

### Ledger, 1934-1937

The ledger includes financial categories including:

Salaries, 1934-1937	Bulletin, 1934-1937
Electricity, 1934-1937	Additional Sales, 1934-1937
Telephone, 1934-1937	PR and publications, 1934-1937
Furniture, 1934-1937	Educational, 1934-1937
Office, 1934-1937	Bank, 1934-1937
House, 1934-1937	

## Box 120

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### Ledger, 1945-1960

This ledger has the first few pages sliced out. It has monthly information on balances. Balances, 1945-1960

### Ledger, 1938-1940

This ledger served as a cash book, and included financial categories including:

Cash, 1938-1940	Sundry, 1938-1940
Expenses, 1938-1940	Endowment funds, 1938-1940
Income, 1938-1940	

### Ledger, 1940-1941

This ledger includes monthly information in financial categories including:

Cash, 1940-1941	Salaries, 1940-1941
Expenses, 1940-1941	Income, 1940-1941

## Box 142

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### Ledger, 1915-1922

This ledger includes monthly information in financial categories including:

Life members, 1915-1922	Co-operators, 1915-1922
Sustaining members, 1915-1922	Active members, 1915-1922
Junior members, 1915-1922	Other contributors, 1915-1922
Proceeds, 1915-1922	Contributions, 1915-1922
Exhibit funds, 1915-1922	Furniture funds, 1915-1922
Income from endowment, 1915-1922	Interest on deposits, 1915-1922
Direct posting, 1915-1922	Bank, 1915-1922

## Box 143

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### Ledger, 1922-1927

This ledger includes monthly information in financial categories including:

Life members, 1922-1927	Co-operators, 1922-1927
Sustaining members, 1922-1927	Active members, 1922-1927
Junior members, 1922-1927	Other contributors, 1922-1927
Proceeds, 1922-1927	Contributions, 1922-1927
Exhibit funds, 1922-1927	Furniture funds, 1922-1927
Income from endowment, 1922-1927	Interest on deposits, 1922-1927
Direct posting, 1922-1927	Bank, 1922-1927

## Box 144

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### Ledger, 1927-1931

This ledger includes monthly information in financial categories including:

Life members, 1927-1931	Co-operators, 1927-1931
Sustaining members, 1927-1931	Active members, 1927-1931
Junior members, 1927-1931	Other contributors, 1927-1931
Proceeds, 1927-1931	Contributions, 1927-1931
Exhibit funds, 1927-1931	Furniture funds, 1927-1931
Income from endowment, 1927-1931	Interest on deposits, 1927-1931
Direct posting, 1927-1931	Bank, 1927-1931

## Box 165

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### Group Ledger, 1936-1939

This ledger records the group visits to the museum, and includes the date, number of people visiting, group name, leader, activity, and staff member that assisted them.

### Group Ledger, 1939-1940

This ledger records the group visits to the museum, and includes the date, number of people visiting, group name, leader, activity, and staff member that assisted them.

### Group Ledger, 1940-1942

This ledger records the group visits to the museum, and includes the date, number of people visiting, group name, leader, activity, and staff member that assisted them.

### Group Ledger, 1942-1945

This ledger records the group visits to the museum, and includes the date, number of people visiting, group name, leader, activity, and staff member that assisted them.

## **Box 166**

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### **Ledger, 1937-1954**

This ledger records the group visits to the museum, and includes the date, number of people visiting, and group name. It is organized alphabetically by locality.

### **Ledger, 1951-1954**

This ledger records the group visits to the museum, and includes the date, number of people visiting, and group name. It is organized alphabetically by locality.

### **Ledger, 1956-1959**

This ledger records the group visits to the museum, and includes the date, number of people visiting, and group name. It is organized alphabetically by locality.

## **Box 167**

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### **Ledger, 1945-1947**

This ledger records the group visits to the museum, and includes the date, number of people visiting, group name, leader, activity, and staff member that assisted them.

### **Ledger, 1947-1949**

This ledger records the group visits to the museum, and includes the date, number of people visiting, group name, leader, activity, and staff member that assisted them.

### **Ledger, 1949-1951**

This ledger records the group visits to the museum, and includes the date, number of people visiting, group name, leader, activity, and staff member that assisted them.