

Finance records

Collection ID: RG.05.01

Finding Aid prepared by Hoang Tran



PENNSYLVANIA ACADEMY
OF THE FINE ARTS

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Summary Information

Repository	The Pennsylvania Academy of the Fine Arts, Dorothy and Kenneth Woodcock Archives
Creator	PAFA
Title	Finance records
Date [bulk]	
Date [inclusive]	1807-1996
Extent	27 document boxes, 6 oversized bound items, 15 oversized items stored in flat file
Location note	
Language	English
Language of Materials note	English
Abstract	Comprehensive documentation of financial history of PAFA from 1807-1996. Includes various deeds to properties, historical documents on PAFA's former Stockholders' Association, cashbooks, receipts and invoices from the 19 th century, insurance information and human resource information from the late 20 th century.

Preferred Citation note

[identification of item], Title of Collection, Collection ID#, The Pennsylvania Academy of the Fine Art, Dorothy and Kenneth Woodcock Archives, Philadelphia, PA.

Historical note

The financial affairs of the Pennsylvania Academy of the Fine Arts are supervised by the vice president for finance, who reports to the president and is advised by the Finance Committee of the Board of Trustees. The Archives houses a great deal of financial information from 1805 to about 1950, primarily in the form of bound registers and cash books. Other sources of financial information are year-end summaries in the annual reports, board and Finance Committee meeting minutes (see 1-B), and the records of the Stockholders' Association.

Several types of stock certificates exist. The earliest of these are engraved with an image of the first building on Chestnut Street. This type was superseded in 1875 by a certificate with small engraved views of all three of the Academy's buildings. The Academy was reorganized on a non-stock basis in 1974. More than 6,700 recalled certificates have been reinserted into the original stock books, along with wills, correspondence, and transfer papers. This material constitutes a potentially valuable body of documentation on Philadelphia history.

Scope and Contents note

Ledgers, Bankbooks, Cashbooks, 1805–1951 (50 volumes and 2 boxes)

Bills and Receipts, n.d., 1813–79; 1895 (3 boxes)

Stockholders' Association, 1805–1974 (4 boxes and 25 volumes; stock certificates, stock transfers, proxies, admission tickets, and lists of stockholders)

Real Estate Papers, 1805–1987 (5 boxes; legal papers, correspondence, and other records relating to various properties owned by the Academy)

Deeds to Various Properties, 1805–78 (1 oversize drawer)

Building Fund Contributions, 1845, 1872–76, 1917–18 (19 booklets)

Gifts and Bequests, ca. 1860–ca. 1985 (7 boxes; legal papers, correspondence, and other records, filed by name of donor)

Business Manager's General Office Files, 1969–79 (3 boxes)

Arrangement note

Arranged in five series:

1. Finances
2. Stockholders' Association
3. Legal papers (real estate)
4. Legal papers
5. Administrative

Administrative Information

Conditions Governing Access note

Collection is open for research.

The archives reserves the right to restrict access to materials of sensitive nature. Please contact the department for further information.

Conditions Governing Use note

The collection is the physical property of the Pennsylvania Academy of the Fine Arts, Archives. The Museum holds literary rights only for material created by Museum personnel or given to the Museum with such rights specifically assigned. For all other material, literary rights, including copyright, belong to the authors or their legal heirs and assigns. Researchers are responsible for obtaining permission from rights holders for publication and for other purposes where stated.

Immediate Source of Acquisition note

Provenance note

Processing Information note

Processed by Hoang Tran.

Controlled Access Headings

Person(s)

Corporate Name(s)

Genre(s)

Geographic Name(s)

Subject(s)

Physical Characteristics and Technical Requirements note

Collection Inventory

Series	Date	Item Title	Box #	Folder #
Finances	undated	Receipts and invoices - General	1	1
Finances	1813	Receipts and invoices - General	1	2
Finances	1814	Receipts and invoices - General	1	3

Finance records (RG.05.01)

Finances	1815	Receipts and invoices - General	1	4
Finances	1816	Receipts and invoices - General	1	5
Finances	1817	Receipts and invoices - General	1	6
Finances	1818	Receipts and invoices - General	1	7
Finances	1819	Receipts and invoices - General	1	8
Finances	1820	Receipts and invoices - General	1	9
Finances	1821	Receipts and invoices - General	1	10
Finances	1822	Receipts and invoices - General	1	11
Finances	1823	Receipts and invoices - General	1	12
Finances	1824	Receipts and invoices - General	1	13
Finances	1825	Receipts and invoices - General	1	14
Finances	1826	Receipts and invoices - General	1	15
Finances	1827	Receipts and invoices - General	1	16
Finances	1828	Receipts and invoices - General	1	17
Finances	1829	Receipts and invoices - General	1	18
Finances	1830	Receipts and invoices - General	1	19
Finances	1831	Receipts and invoices - General	1	20
Finances	1832	Receipts and invoices - General	2	1
Finances	1833	Receipts and invoices - General	2	2
Finances	1834	Receipts and invoices - General	2	3
Finances	1835	Receipts and invoices - General	2	4
Finances	1836	Receipts and invoices - General	2	5
Finances	1837	Receipts and invoices - General	2	6
Finances	1838	Receipts and invoices - General	2	7
Finances	1839	Receipts and invoices - General	2	8
Finances	1840	Receipts and invoices - General	2	9
Finances	1841	Receipts and invoices - General	2	10
Finances	1842	Receipts and invoices - General	2	11
Finances	1843	Receipts and invoices - General	2	12
Finances	1844	Receipts and invoices - General	2	13
Finances	1845	Receipts and invoices - General	2	14
Finances	1846	Receipts and invoices - General	2	15
Finances	1847	Receipts and invoices - General	2	16
Finances	1848	Receipts and invoices - General	2	17
Finances	1849	Receipts and invoices - General	2	18
Finances	1850	Receipts and invoices - General	3	1
Finances	1851	Receipts and invoices - General	3	2
Finances	1852	Receipts and invoices - General	3	3
Finances	1853	Receipts and invoices - General	3	4
Finances	1854	Receipts and invoices - General	3	5
Finances	1855	Receipts and invoices - General	3	6
Finances	1856	Receipts and invoices - General	3	7
Finances	1859-1860	Receipts and bills	3	8

Finance records (RG.05.01)

Finances	1864-1865	Receipts and bills	3	9
Finances	1866-1869	Receipts and bills	3	10
Finances	1870-1879, 1895	Receipts and bills	3	11
Finances	1845	Building fund contributions	3	12
Finances	1872-1876	Building fund contributions	3	12
Finances	1813-1830	Receipt book	4	
Finances	1830-1845	Receipt book	4	
Finances	1848-1859	Receipt book	4	
Finances	1859-1872	Receipt book	4	
Finances	1872-1875	Receipt book	4	
Finances	1876-1877	Receipt book	4	
Finances	1884-1892	Receipt book	4	
Finances	1808	Receipts and invoices - Miscellaneous	5	1
Finances	1809	Receipts and invoices - Miscellaneous	5	2
Finances	1810	Receipts and invoices - Miscellaneous	5	3
Finances	1811	Receipts and invoices - Miscellaneous	5	4
Finances	1812	Receipts and invoices - Miscellaneous	5	5
Finances	1813	Receipts and invoices - Miscellaneous	5	6
Finances	1829	Receipts and invoices - Miscellaneous	5	7
Finances	1830	Receipts and invoices - Miscellaneous	5	8
Finances	Sept. 18, 1806-Dec. 31, 1812	Bank book	6	
Finances	Jan. 1813- Jan. 1820	Bank book	6	
Finances	Feb. 15, 1820-Nov. 4, 1826	Bank book	6	
Finances	May 16, 1827-Feb. 22, 1836	Bank book	6	
Finances	Jun. 1845- May 1847	Bank book	6	
Finances	Sept. 1848	Bank book	6	
Finances	May 1852- Dec. 1855	Bank book	6	
Finances	1831-1839	Bank book	6	
Finances	Jul. 1813- May 1822	Bank book	6	
Finances	Jan. 1823- Dec. 1830	Bank book	6	
Finances	1907	Peerless Brick Co. Bond	7	1
Finances	1911, 1917- 1918	Trusts; Building Fund Contributions	7	2

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Finances	1912-1924	Investments	7	3
Finances	1939-1941	Investments - Lehigh Valley Coal Co.	7	4
Finances	1939-1946	Transfer of Funds	7	5
Finances	1946-1948	Securities and Audits	7	6
Finances	Aug. 31, 1957	Annual Finance Report	7	7
Finances	Jan. 1956- Dec. 1958	Cash book	8	
Finances	Jan. 1959- Dec. 1961	Cash book	8	
Finances	Jan. 1962- Dec. 1963	Cash book	8	
Finances	Jan. 1964- Dec. 1965	Cash book	8	
Finances	Sept. 1957- Aug. 1960	Financial Record journal	8	
Finances	Sept. 1960- Aug. 1963	Financial Record journal	8	
Finances	1812-Jun. 8, 1813	Account book #3	9	
Finances	1805-1811	Accounts #2a	9	
Finances	1806-1809	Receipts #2b	9	
Finances	1809-1813	Receipts #2b	9	
Finances	1805-1806	Glentworth's [sic] Accounts Late Treasurer	9	
Finances	1807-1809	#1 Accounts A	9	
Finances	Jan. 1, 1817-Aug. 12, 1826	Treasurer Charles N. Bancker and Thomas P. Roberts (1823 start) Cash book	9	1
Finances	1827-1832	Treasurer Thomas P. Roberts Cash book	9	1
Finances	1832-1838	Treasurer Thomas P. Roberts Cash book	9	2
Finances	1832-1847	Treasurer's Accounts	9	
Finances	1848-1857	Treasurer's Accounts	9	
Finances	1857-1871	Treasurer's Accounts	9	
Finances	1879-1881	Ledger	10	
Finances	1881	Disbursements	10	
Finances	1882	Temporary Ledger	10	
Finances	1883	Temporary Ledger	10	
Finances	1884	Temporary Ledger	10	
Finances	1885	Temporary Ledger	10	
Finances	1886	Temporary Ledger	10	
Finances	1887	Temporary Ledger	10	
Finances	1888	Temporary Ledger	10	
Finances	1889	Temporary Ledger	10	
Finances	1898-1903	Disbursements	11	

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Finances	Dec. 1907-Jan. 1913	Trial Balances	11	
Finances	Jan. 1917-Jul. 1920	Trial Balances	11	
Finances	1882-1883	Disbursements	12	
Finances	1858-1869	Janitor's Account of incidental expenses	12	
Finances	1813-1816	Accounts Vol. I	12	
Finances	1813-1816	Accounts Vol. II	12	
Finances	1879-1880	Cash book	flat file 2	
Finances	1876-1877	Cash book	flat file 2	
Finances	Jul. 1, 1877-Dec. 31, 1937	Financial Register - accounts paid and received	flat file 2	
Finances	1886-1896	Cash book	flat file 2	
Finances	1872-1880	Miscellaneous financial records - stock, exhibition expenses, prize funds	flat file 2	
Finances	1872-1885	Cash book - miscellaneous accounts	flat file 2	
Finances	1809-1859	Stock Certificates	13	1
Finances	1860-1865, 1876-1877	Stock Transfers (\$25.00)	13	2
Stockholders' Association	1821-1924	Tickets	14	1
Stockholders' Association	1877	Proxies for vote to increase capital stock and indebtedness	14	2
Stockholders' Association		Printed items/tickets	14	3
Stockholders' Association	1976	Robert M. Taylor lawsuit	14	4
Stockholders' Association	Jul. 10, 1974	Special Meeting	14	5
Stockholders' Association	1973-1975	Miscellaneous Correspondence	14	6
Stockholders' Association	1973-1974	Stockholder lists	14	7
Stockholders' Association	1976-1979	Correspondence	14	8
Stockholders' Association	1970-1980	Correspondence	14	9
Stockholders' Association	1980-1989	Correspondence	14	10
Stockholders' Association		Miscellaneous summary information	15	1
Stockholders' Association	undated	List of deceased subscribers	15	2

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Stockholders' Association	undated	List of stockholders	15	3
Stockholders' Association	1805-1806	Subscribers list	15	4
Stockholders' Association	circa 1810	Subscribers list	15	5
Stockholders' Association	1806-1808	Installments paid on shares of stock	15	6
Stockholders' Association	1872-1874	List of stockholders	15	7
Stockholders' Association	1819-1857	List of stockholders	15	8
Stockholders' Association	1809-1812	Stock transfers	15	9
Stockholders' Association	1880-1884	Stock transfers	15	10
Stockholders' Association	1970-1973	Stock transfers	15	11
Stockholders' Association		Stock transfers - incomplete or unable to complete	15	12
Stockholders' Association	undated	Stock transfers	15	13
Stockholders' Association		Stock transfers	15	14
Stockholders' Association		Stock transfers (A-L)	15	15
Stockholders' Association		Stock transfers (M-Z)	15	16
Stockholders' Association		Stock Certificates	15	17
Stockholders' Association		Stock Certificates - donated by owners	15	18
Stockholders' Association	1809-1858	Stock Certificates \$25.00 shares (A-Z)	16	1
Stockholders' Association	1820-1822	Joint stock - PAFA and Society of Artists	16	2
Stockholders' Association	1831-1840	Stock Certificates \$50.00 shares (L-Z)	16	3
Stockholders' Association	1831-1840	Stock Certificates \$50.00 shares (A-K)	16	4
Stockholders' Association	1844-1951	Stock Certificates \$25.00 shares "New Stock" (A-J)	16	5
Stockholders' Association	1844-1951	Stock Certificates \$25.00 shares "New Stock" (K-Z)	16	6
Stockholders' Association	1860-1865	Stock Certificates \$25.00 shares (A-Z)	16	7
Stockholders' Association	1866-1880	Stock Certificates \$25.00 shares (A-Z)	16	8
Legal papers (real estate)	1982	Real Estate Sale- 1809-1811 Chestnut St. (Peale House I)	17	1
Legal papers (real estate)		1809 Chestnut St.	17	2
Legal papers (real estate)		Peale House 1811-1819 Chestnut St.	17	3

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Legal papers (real estate)		1819 Chestnut St.	17	4
Legal papers (real estate)		2nd and Arch Sts. (SW Corner)	18	1
Legal papers (real estate)		604 Arch St.	18	2
Legal papers (real estate)		1834 Arch St.	18	3
Legal papers (real estate)		27-29 Bank St.	18	4
Legal papers (real estate)		Burge St.	18	5
Legal papers (real estate)		510 Carpenter Lane	18	6
Legal papers (real estate)		117-119 Chestnut St.	18	7
Legal papers (real estate)		1328-1336 Chestnut St.	18	8
Legal papers (real estate)		1409 Chestnut St.	18	9
Legal papers (real estate)	2004	1315 Cherry St. (Gilbert Building-leased space for student shows)	18	10
Legal papers (real estate)		1452-58 Cherry St. (YMCA)	18	11
Legal papers (real estate)		1009 Duncannon St.	18	12
Legal papers (real estate)		184 E. Willow Grove Ave.	18	13
Legal papers (real estate)		George St.	18	14
Legal papers (real estate)		5358 Hazelhurst St.	18	15
Legal papers (real estate)		5529 Landsdowne Ave.	18	16
Legal papers (real estate)		Macon Co. Georgia - Tina Cohen Property	19	1
Legal papers (real estate)		Market and Schuylkill (NE Corner)	19	2
Legal papers (real estate)		36-38 N. Front St.	19	3
Legal papers (real estate)		1921 North Park Ave.	19	4
Legal papers (real estate)		2027 North Park Ave.	19	5
Legal papers (real estate)		5332 Oxford St.	19	6
Legal papers (real estate)		40-42 S. Front St.	19	7
Legal papers (real estate)		1217 S. Peach St.	19	8
Legal papers (real estate)		2821-23 Warnock St.	19	9
Legal papers (real estate)		Warnock at Somerset	19	10
Legal papers (real estate)		228 W. Cheltenham Ave.	19	11
Legal papers (real estate)		West Vincent Township, Chester County	19	12
Legal papers (real estate)		70 N. 2nd St. (SW Corner 2nd and Arch)	19	13
Legal papers (real estate)		468 N. 2nd St.	19	14
Legal papers (real estate)		266 S. 3rd St.	19	15
Legal papers (real estate)		4th St. between Brown and Poplar	19	16
Legal papers (real estate)		5000 N. 8th St.	19	17
Legal papers (real estate)		3341 n. 20th St.	19	18
Legal papers (real estate)		109-115 S. 24th St.	19	19
Legal papers (real estate)		864-66 N. 40th St.	19	20
Legal papers (real estate)		656 N. 43rd St. Rawle Estate	19	21
Legal papers (real estate)	1946-1949	Real Estate Transactions	19	22
Legal papers (real estate)	1981	Peale House II - 1818-20 Chestnut St. (Purchase)	20	1

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Legal papers (real estate)	1981	Sale of parking garage 109-15 S. 24th St.	20	2
Legal papers (real estate)	1987	Correspondence - Purchase of 1301 Cherry St. (Metzger Building)	20	3
Legal papers (real estate)	1988	Correspondence - Purchase of 1301 Cherry St. (Metzger Building)	20	4
Legal papers (real estate)	1988	Sale of 1820 Chestnut St. (Peale House II/Oliver Bair building)	20	5
Legal papers (real estate)	1987-1988	Peale House II - 1818-20 Chestnut St. (Sale)	20	6
Legal papers (real estate)		Chester Springs - property and buildings	21	1
Legal papers (real estate)		Chester Springs - property and buildings	21	2
Legal papers (real estate)		Chester Springs - property and buildings	21	3
Legal papers (real estate)		Chester Springs - property appraisal	21	4
Legal papers (real estate)		Chester Springs - furnishing	21	5
Legal papers (real estate)		Chester Springs - sale to good news	21	6
Legal papers (real estate)	2004	City Ordinance re: sidewalks	22	1
Legal papers (real estate)		First Building - 10th and Chestnut St.	22	2
Legal papers (real estate)		Second Building - 10th and Chestnut St.	22	3
Legal papers (real estate)	1877	Mortgage Bonds	22	4
Legal papers (real estate)	1878	Annex	22	5
Legal papers (real estate)		Broad and Arch	22	6
Legal papers (real estate)	1977	Broad and Cherry Sts. "Deed of Façade"	22	7
Legal papers (real estate)	1807	Deed	flat file 44	2
Legal papers (real estate)	1809	Deed	flat file 44	2
Legal papers (real estate)	1836	Deed	flat file 44	2
Legal papers (real estate)	1837	Deed	flat file 44	2
Legal papers (real estate)	1839	Deed	flat file 44	2
Legal papers (real estate)	1845	Deed	flat file 44	2
Legal papers (real estate)	1848	Deed	flat file 44	2
Legal papers (real estate)	1849	Deed	flat file 44	2
Legal papers (real estate)	1853	Deed	flat file 44	2
Legal papers	1854	Deed	flat file	2

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(real estate)			44	
Legal papers (real estate)	1870	Deed	flat file 44	2
Legal papers (real estate)	1878	Deed	flat file 44	2
Legal papers (real estate)	1878	Poster: re sale of adjoining Broad St. lot	flat file 44	2
Legal papers (real estate)	1870 December 1	Deed between James Steel, Sarah Ann, and PAFA	flat file 41	3
Legal papers	1961-1969	State Aid - Budgets, forms, and correspondence	23	1
Legal papers	1960-1968	City of Philadelphia - Appropriations to PAFA - Agreements, audits, and related correspondence	23	2
Legal papers	1940	Tradesmen's National Bank and Trust Co. - Agency Agreement	23	3
Legal papers	1939-1946	Woodmere Art Gallery - Estate of Charles K. Smith - PAFA Proposal and related papers	23	4
Administrative	1956-1960	Quarterly Federal Tax Return	24	1
Administrative	1972	Capital requirements report for FY 1973	24	2
Administrative	1972-1973	Peale House I - Retirement of Mortgage	24	3
Administrative	1971-1976	Proposed gifts of art works	24	4
Administrative	1973-1976	Quarterly financial reports to commonwealth of Pennsylvania	24	5
Administrative	1975-1977	Purchase of 1809 Chestnut St.	24	6
Administrative	1975-1978	Financial Statements and projections	24	7
Administrative	1920-1969	Employee salaries	24	8
Administrative	1920-1970	Employee records	25	
Administrative	1907	Insurance on building	26	1
Administrative	1930-1954	Insurance on art	26	2
Administrative	1940-1945	Insurance on building	26	3
Administrative	1943-1950	Insurance - objects on loan to University of Pennsylvania	26	4
Administrative	1970-1975	Insurance on art	26	5
Administrative	1980	Insurance perpetual policies	26	6
Administrative	1941, 1950s, 1967-1970	Insurance on permanent collection	26	7
Administrative	1901-1904	Insurance policies on works in exhibitions	flat file 1	1
Administrative	circa 1980	Job description - institution wide	27	1
Administrative	1994-1996	Job description - museum	27	2
Administrative	1980	Personnel manual	27	3
Administrative	1992	Employee handbook	27	4
Administrative	2000	Email and internet usage policy	27	5
Administrative	2003	Emergency procedures manual	27	6

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Administrative	1997	Emergency/Fire evacuation plan	27	7
Administrative	2004	Employee handbook	27	8
Administrative	2006	Human resources memoranda	27	9