

Girl Guides of Canada - Nova Scotia Council

Finding Aid - Provincial Finance Committee fonds (RG-002)

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Girl Guides of Canada - Nova Scotia Council

32 Glendale Avenue

Lower Sackville

Nova Scotia

B4C 3M1

Telephone: (902) 423-3735

Fax: (902) 423-5347

Email: ggcns@girlguides.ns.ca or ns-archives@girlguides.ca

http://www.girlguides.ns.ca/NS/Volunteers/Archives/NS/Parents/Who_are_we/NS_Council/History.aspx

<https://memoryns.ca/provincial-finance-committee-fonds>

Provincial Finance Committee fonds

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Summary information

Repository:	Girl Guides of Canada - Nova Scotia Council
Title:	Provincial Finance Committee fonds
Reference code:	RG-002
Date:	1931 - 2008 (date of creation)
Physical description:	58 cm of textual records
Dates of creation, revision and deletion:	

Administrative history / Biographical sketch

Note

The Provincial Finance Committee was founded in 1933 by the Executive Committee of the Girl Guide Council of Nova Scotia. In 1949 the By-laws of the GGCNS described the role of the Committee as "to advise and recommend". Its duties as of June 1958, consisted of promoting fund-raising, preparing the Annual Provincial Budget, and petitioning the Halifax City Council for grants. By October 1996, the Committee's responsibilities had grown to include all department budgets, annual budgets, daily financial operations, investments, advising the Executive committee on all financial matters and ensure the safekeeping of the Organization's funds, stock and equipment. Presently, the membership of the Provincial Finance Committee consists of the Provincial Treasurer (chair), Assistant Treasurer, up to 10 members (selected by the chairperson), the Auditor (a consulting member), Provincial Commissioner and the Executive Secretary (as ex officio members). The position of Provincial Treasurer was established ca. 1932, to oversee the financial responsibilities of the Provincial Organization. Currently, the Treasurer is elected, by ballot, at the Annual General Meeting of the Provincial Council.

Custodial history

Records within the fonds were maintained by the Nova Scotia Provincial Headquarters and donated to the Archives.

Notes

Title notes

Other notes

- **Publication status:** Published

Access points

- Textual record (documentary form)

Series descriptions

Reference code	Title	Dates	Physical description
RG-002, Box 1, Folder 4	File - Provincial Finance Committee correspondence <i>Scope and content:</i> File contains correspondence to and from the finance committee.	1950 - 1990	1.5 cm of textual records
RG-002, Box 3, Folder 6	File - Provincial Finance Committee special event records <i>Scope and content:</i> File contains correspondence and financial statements regarding heritage camps.	1957 - 1965	4 pages of textual records
RG-002, Box 3, Folder 7	File - National Treasurers' Workshop <i>Scope and content:</i> File contains correspondence regarding and materials from 1992 National Treasurers' Workshop.	1992	1.5 cm of textual records
RG-002, Box 3, Folder 8	File - Provincial Finance Committee policy records <i>Scope and content:</i> File contain finance committee policy records.	1963 - 1972	8 pages of textual records
RG-002, Box 3, Folder 9	File - Provincial Finance Committee membership records <i>Scope and content:</i> File contain finance committee membership records and contact information.	1964 - 1990	8 pages of textual records
RG-002, Box 3, Folder 10	File - Provincial Finance Committee training account records <i>Scope and content:</i>	1954 - 1957	3 pages of textual records

	File contains financial records for the training account.		
RG-002, Box 3, Folder 15	File - Provincial Finance Committee personalities	1952 - 1969	2 cm of textual records
	<i>Scope and content:</i> File contains correspondence, financial statements and camp documents from Elizabeth Hartling.		

Provincial Finance Committee minutes

Date: 1950 - 1994 (date of creation)

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
RG-002, Box 1, Folder 1	File - Minutes 1950 - 1976	1950 - 1976	2.5 cm of textual records
RG-002, Box 1, Folder 2	File - Minutes 1986 - 1991	1986 - 1991	2.5 cm of textual records
	<i>Scope and content:</i> File contains correspondences about and minutes from meetings of the finance committee.		
RG-002, Box 1, Folder 3	File - Minutes 1992 - 1994	1992 - 1994	2.5 cm of textual records
	<i>Scope and content:</i> File contains correspondences about and minutes from meetings of the finance committee.		

Provincial Finance Committee financial and legal documents

Date: 1966 - 2008 (date of creation)

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
RG-002, Box 1, Folder 9	File - Investments	1971 - 1990	3 pages of textual records
	<i>Scope and content:</i> File contains correspondence regarding financial investments.		

RG-002, Box 1, Folder 10	File - Financial statements	1993 - 1994	1 cm of textual records
	<i>Scope and content:</i> File contains financial statements for the Nova Scotia Council of Girl Guides of Canada.		
RG-002, Box 3, Folder 19	File - Investment receipts, 1984 - 1985	1984 - 1985	1 cm of textual records
	<i>Scope and content:</i> File contains statements and carbon copy forms for financial investments.		

Taxes

Date: 1973 - 1993 (date of creation)

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
RG-002, Box 1, Folder 5	File - GST implementation records	1990 - 1993	2.5 cm of textual records
	<i>Scope and content:</i> File contains correspondence, conference materials and charity importation pamphlets related to the GST implementation.		
RG-002, Box 1, Folder 6	File - GST implementation records, file 2	1990 - 1991	.5 cm of textual records
	<i>Scope and content:</i> File contains correspondence, conference materials and charity importation pamphlets related to the GST implementation.		
RG-002, Box 1, Folder 7	File - GST implementation records, file 3	1990 - 1991	2 cm of textual records
	<i>Scope and content:</i> File contains correspondence, conference materials and charity importation pamphlets related to the GST implementation.		
Rg-002, Box 1, Folder 8	File - Miscellaneous tax records	1973 - 1978	11 pages of textual records
	<i>Scope and content:</i> File contains correspondence regarding tax claims and refunds.		

Audited financial statements

Date: 1966 - 2008 (date of creation)

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
RG-002, Box 2, Folder 4	File - Audited financial statements, 1966 - 1985 <i>Scope and content:</i> File contains audited financial statements and related correspondence.	1966 - 1985	2 cm of textual records
RG-002, Box 2, Folder 5	File - Audited financial statements, 1986 - 1994 <i>Scope and content:</i> File contains audited financial statements and related correspondence.	1986 - 1994	2 cm of textual records
RG-002, Box 2, Folder 6	File - Audited financial statements, 1995 - 2008 <i>Scope and content:</i> File contains audited financial statements and related correspondence.	1995 - 2008	3 cm of textual records

Provincial Finance Committee reportsDate: 1931 - 1998 (date of creation)Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
RG-002, Box 2, Folder 1	File - Annual reports and meeting reports <i>Scope and content:</i> File contains reports from the finance committee presented at annual and executive meetings.	1950 - 1998	2.5 cm of textual records
RG-002, Box 2, Folder 2	File - Provincial Treasurer's reports <i>Scope and content:</i> File contains financial statements and provincial treasurer's reports.	1931 - 1976	1 cm of textual records
RG-002, Box 2, Folder 3	File - Provincial Executive Secretary's reports <i>Scope and content:</i>	1969 - 1975	1.5 cm of textual records

	File contains reports and correspondence from the provincial executive secretary to the finance committee.		
Provincial Finance Committee Ad Hoc and subcommittee records			
<u>Date:</u> 1969 - 1986 (date of creation)			
<u>Access points:</u>			
<ul style="list-style-type: none"> • Textual record (documentary form) 			
<u>Publication status:</u>			
Published			
File / item list			
Reference code	Title	Dates	Physical description
RG-002, Box 3, Folder 1	File - Miscellaneous ad hoc records <i>Scope and content:</i> File contains reports from the finance advisory committee.	1986	2 pages of textual records
Jubilee Fund Committee records			
<u>Date:</u> 1969 - 1984 (date of creation)			
<u>Access points:</u>			
<ul style="list-style-type: none"> • Textual record (documentary form) 			
<u>Publication status:</u>			
Published			
File / item list			
Reference code	Title	Dates	Physical description
RG-002, Box 3, Folder 2	File - Jubilee Fund Committee minutes <i>Scope and content:</i> File contains minutes from, correspondence regarding and reports from the meetings of the Jubilee Fund committee.	1969 - 1978	.5 cm of textual records
RG-002, Box 3, Folder 3	File - Jubilee Fund Committee correspondence <i>Scope and content:</i> File contains correspondence to and from the Jubilee fund committee.	1970 - 1983	1 cm of textual records
RG-002, Box 3, Folder 4	File - Jubilee Fund Committee reports <i>Scope and content:</i> File contains reports from the Jubilee fund committee.	1973 - 1974	6 pages of textual records

RG-002, Box 3, Folder 5	File - Jubilee Fund Competition records	1975 - 1984	1 cm of textual records
	<i>Scope and content:</i> File contains Jubilee competition information and participant list.		

Provincial Finance Committee ledgers and cash books

Date: 1934 - 1992 (date of creation)

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
RG-002, Box 3, Folder 16	File - General ledger sheets, 1958 - 1985	1958 - 1985	2 cm of textual records
RG-002, Box 3, Folder 17	File - General ledger sheets, 1958 - 1985, file 2	1958 - 1985	2 cm of textual records
RG-002, Box 3, Folder 18	File - Subsidiary ledger sheets for standing committees, 1984 - 1988	1984 - 1988	1 cm of textual records
	<i>Scope and content:</i> File contains tax receipts and subsidiary ledger sheets.		

Treasurer's books

Date: 1934 - 1992 (date of creation)

Physical description: 11 cm of textual records

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
RG-002, Box 4, Folder 1	File - Cash book, 1980 - 1991	1980 - 1991	4 cm of textual records
RG-002, Box 4, Folder 2	File - Cash book, 1934 - 1944	1934 - 1944	2 cm of textual records
RG-002, Box 4, Folder 3	File - Cash book, 1963 - 1964	1963 - 1964	1 cm of textual records

RG-002, Box 4, Folder 4	File - Cash books, 1981 - 1992	1981 - 1992	3 cm of textual records
<p>Merchandising Committee records</p> <p><u>Date:</u> 1997 - 2000 (date of creation)</p> <p><u>Access points:</u></p> <ul style="list-style-type: none"> Textual record (documentary form) <p><u>Publication status:</u></p> <p>Published</p>			
File / item list			
Reference code	Title	Dates	Physical description
RG-002, Box 3, Folder 11	File - Merchandising Committee minutes	1998 - 2000	7 pages of textual records
	<p><i>Scope and content:</i></p> <p>File contains minutes from meetings of the merchandising committee.</p>		
RG-002, Box 3, Folder 12	File - Merchandising Committee correspondence	1998 - 1999	.25 cm of textual records
	<p><i>Scope and content:</i></p> <p>File contains correspondence to and from the merchandising committee.</p>		
RG-002, Box 3, Folder 13	File - Merchandising van	[1997?]	.5 cm of textual records
	<p><i>Scope and content:</i></p> <p>File contains price lists and inventory information for the merchandising van.</p>		
RG-002, Box 3, Folder 14	File - Merchandising Committee budgets	1998 - 2000	.25 cm of textual records
	<p><i>Scope and content:</i></p> <p>File contains budget information for the m,merchandising committee.</p>		