

1932-1966

90 cm. of textual records (4 volumes)

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By-Laws to appoint Treasurers for the Town and City of Port Arthur were made as directed under the provisions of the Municipal Act, which also in part dictated the responsibilities of the position. Duties of the Treasurer included receiving and keeping all monies belonging to the Corporation and paying out same as directed by provincial laws, by-laws and resolutions of Council.

The records in this series, which would have been kept by an employee, under the supervision of the City Treasurer, consist of two receiving cash books (1932 – 1969) and two paying cash books (1959 – January 1961).

The receiving cash books record the date, who the monies were received from, the account, voucher number, ledger folio, ledger postings current A/C, ledger postings arrears A/C and to which account monies were posted, including tax sale, poll tax, marriage licenses, tax certificates, scavenging, engineering and accounts receivable Board of Works, just to name a few.

The paying cash books record details relating to whom monies were paid, amounts and particulars. Some of the departments expenses included in the paying cash books are Finance, Police, Fire and Civic Recreation.

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Further accruals are not anticipated.