

85/50/22

Affiliated and Associated Organizations  
ARLIS/Executive Board, Officers, and Executive Director  
Treasurer's Files, 1979-2009

Box 1:

Files of Sherman Clarke, 1977-79 Treasurer, 1979-80

Files of Theresa Cederholm, 1980/81 Treasurer

Finances, 1980-82

Correspondence, Constituent Groups, 1980-81

Files of Jeffrey Horrell, 1982/83 Treasurer

1982-83

Includes: Budget 1984, Budget 1982-83, Executive Board Expenses, Fiscal Reports 1983, Fundraising, Tax Return 1981, Treasurer [RESTRICTED]

1982-83

Includes: Advertising, *Art Documentation* 1983, Calendar Project, Chairman, Conference 1983, Conference 1985, Executive Secretary, Fiscal Reports 1982-83, Special Interest Groups and Type of Libraries

Files of Mary Jane Cuneo, 1984/85 Treasurer

1983-86

Includes: Budget 1984-85, Budget 1986, Executive Board Expenses, Fiscal Reports, Investments, Treasurer

1983-86

Includes: Chair, Chapters and Regions, Cataloging Advisory Committee, Development Committee, International Relations Committee, Publications Committee, Wittenborn Committee, Conference 1987, Conference 1986, Conference 1985, Data Processing, Executive Director, Legal, Self-Evaluation, Special Interest Groups and Type of Libraries

Files of William J. Dane, 1986/87 Treasurer

1985-87

Includes: Treasurer

1985-87

Includes: Budget Requests, Reports, Self-Evaluation, Records Retention, Goals and Objectives Review

1987

Includes: Financial Statements, Type of Libraries and Committees

1987-88:

Includes: Executive Board

William J. Dane and Jack Robertson, 1985-90 Treasurers

Jack Robertson, 1988-90 Treasurer

Eugenie Candau, 1990-92 Treasurer

Investments

Investment Strategies Documents, 1993, 1996-99

Barnett and Company (Warren Barnett)

- Correspondence, 1999-2000
- Investment Proposal, 1999
- Working Arrangement Summary, 2000
- Portfolio Summary, 2000
- Calvert Group, 1997-98
- Charles Schwab Institutional Brokerage Account
  - 1999-2000
  - 2000-2001
- Citizen's Trust, 1998
- Linsco
  - Private Ledger
    - 1997
    - 1997-98
    - 1998
    - 1998-99
    - 1999-2000
  - Short-term Fund and Long-term Fund, Reports, 1998
  - Long-term Fund, Reports, Monthly, 1998-99
  - Short-term Fund, Reports, Monthly, 1998-99
  - Strategic Asset Management Reports, 1998-99
  - Trade Confirmations, 1998
- Merrill Lynch Working Capital Management Account, 1996
- Parnassus Fund, 1992-98
- Pax World Fund, 1998
- Salomon Smith Barney
  - Investment Presentation, 1999
  - December 1999 Reconciliation Report, 2000
  - March 2000 Reconciliation Report, 2000
- Working Assets Money Market Portfolio, 1995
- Advertising
  - Contracts, 1981, 1998
  - Correspondence, 1998
  - Advertising Rates, 1996. 1998
  - Revenue Reports, 1998
  - Commissions, 1998
- Auditing, Accountants' Service Bids, 2000
- Bank Accounts
  - CIBC, 2000 [RESTRICTED]

Box 2:

- Bank Accounts
  - Wells Fargo, 2000-01 [RESTRICTED]

## Conferences Finances

Philadelphia (1998), 1997

Pittsburgh (2000), 2000

Honoraria, Editorial, 1998-99

Finance Committee, 2001-03

Member Donations, 1991-93

## Membership

Application and Renewal Forms, Samples, 1998-2000

Membership Statistics and Numbers, 1998-2000

Reimbursements, Executive Board, 1996-97

Special Funding, Recipients List, ca. 2000

## Taxes

Exemption Status, 2000

1997 [RESTRICTED]

Federal Returns, 1997

North Carolina, 1997

1998 [RESTRICTED]

Federal Returns, 1998

North Carolina, 1998

1999 [RESTRICTED]

Estimated, 1999

Correspondence, 2000

Federal Returns, 1999-2000

California Notice of Proposed Assessment, 1999

California Business Income Tax, 1999-2000

2000 Federal Returns, 2000-01 [RESTRICTED]

2001 Estimated Taxes, 2001 [RESTRICTED]

Treasurer Files, Treasurer Phil Heagy's Electronic Files on CD-R (includes printout listing of files found on CD),

2001-06

Treasurer Position, 1997

## Yearly Financials

1994

Auditor's Report, 1994

Balance Sheet and Income Statement, 1994

1995

Auditor's Report, 1995

Balance Sheet and Income Statement, 1995

1996

Auditor's Report, 1995

Balance Sheet and Income Statement, 1995

1997

Auditor's Report, 1997

Balance Sheet and Income Statement, 1997-98  
1998  
Auditor's Report, 1998  
Balance Sheet and Income Statement, 1998-99  
Advertisers, 1998  
General Ledger, 1998  
1999  
Balance Sheet and Income Statement, 1999  
Chart of Accounts, 1999  
Customer Aged Summary, 1999  
Finance Committee Annual Report, 1999  
General Ledger, 1999  
2000  
Auditor's Report, 2000  
Balance Sheet, 2000  
Customer Aged Summary, 2000  
Finance Committee Annual Report, 2000  
General Ledger, 2000  
Income Statement, 2000  
Journal Entries, 2000  
2001  
Balance Sheet, 2001  
Customer Aged Summary, 2001  
General Ledger, 2001  
Income Statement, 2001  
2002  
Balance Sheet, Budget, Conference Budget, Customer Aged Summary, Finance  
Committee Annual Report, and General Ledger, 2002  
Income Statement, Journal Entries, Visual Resources Summer Institute Budget,  
2002  
2003  
Auditor's Report, 2003-04  
Balance Sheet and Budget, 2003  
Conference Budget, Customer Aged Summary, and General Ledger, 2003  
Income Statement and Journal Entries, 2003  
2004, Conference Budget, 2004  
Files of Phil Heagy, 2002/03 Treasurer  
Budget, Fiscal Year 2003, 2003  
Taxes, Internal Revenue Service (IRS), 2001-02 [RESTRICTED]  
Files of Lynda White, 2004/05 Treasurer  
2004-05 ARLIS/NA and VRA Summer Educational Institute, 2002-05  
35th Annual Conference 2007, Atlanta, Georgia, Hotel Contract, 2005  
Auditors' Reports, Correspondence, 2003-05

Budget, Fiscal Year 2006, 2005-06  
 Getty Foundation Grant, Participants from Latin America to Attend the 33rd Annual  
     ARLIS/NA Conference, 2004-05  
 Management Reports, 2005-06  
 Membership, Dues Restructuring, 1998-2006  
 Special Funding Requests, 2002-05  
 Taxes, Internal Revenue Service (IRS), 2003-05 [RESTRICTED]  
 Treasurer Position, Manuals and Policies, 2002-04  
 Files of Fran Scott, 2006/07 Treasurer  
     2006 ARLIS/NA and VRA Summer Educational Institute, 2005-06  
     Communications and Publications Committee, Budget, 2007-09  
     MemberClicks, Web Host Company, 2006-08

Box 3:

Files of Edward C. Goodman, 1992/93 and 2008-10 Treasurer  
     1992/93 Term  
         Annual Reports  
             1991  
             1992  
             1993  
         ARLIS/NA Archives, 1989  
         Executive Board Meetings  
             1993  
                 Post-Conference, 1993  
                 Midyear, 1993  
         Membership, Dues Restructuring 1991, 1996-98 (includes ARLIS/NA Salary  
             Survey 1990)  
     2008-10 Term  
         36th Annual Conference 2008, Denver, Colorado, 2008  
         37th Annual Conference 2009, Indianapolis, Indiana, 2008-09  
         Aged Summaries, 2008-09  
         Balance Sheets, 2008-09  
         Check Runs, 2007-09

Box 4:

Files of Edward C. Goodman, 1992/93 and 2008-10 Treasurer  
     2008-10 Term  
         Detailed Budget and Budget Chart, 2007-10  
         General Ledger Reports and Journal Entries, 2008-09  
         Income Statements, 2008-09  
         Profit and Loss, 2009

Special Funding Applications, 2008-09

Transaction Detail By Account, 2009

Auditor, Letters of Engagement, 2003-08

Auditors' Reports, 2000-09

Charles Schwab Account, 1999-2006 [RESTRICTED]

Contracts, Management Agreements, 2000-09 [RESTRICTED]

Insurance, 2000-08

Vanguard Account, 2004-07 [RESTRICTED]