

**Special Collections and University Archives
University of Victoria**

AR010

Bastion Theatre Company

Acc. No: 1991-069

28 Boxes, ca. 200 photographs

SERIES 6. FINANCIAL RECORDS. -- 1963-1989. -- 120 cm (50 files).

Series consists of five sub-series:

- 6.1 Auditor's Reports (Box 11)
- 6.2 Finance Committee (Box 11)
- 6.3 Budget Statements (Boxes 11 & 12)
- 6.4 General Ledgers and Journals (Box 12, contains 12 files, Boxes 13, 14 & 15 contain computer-printout general ledgers.
- 6.5 Banking and Accounting (Box 12)

6.1 Auditor's Reports. -- 1973, 1975-1988. -- 10 files.

Subseries consists of Auditors' Reports produced by Green, Horwood, Munro & Co., chartered accountants, with 1974, which covered the 1973/74 season, missing. Except for 1975-1976, the reports are cerlox bound with grey letter-size card covers. Files with auditors' reports exist for the following sequence of years:

6.1.1-10 Reports, 1973 to 1988.

6.2 Finance Committee. -- 1985-1988. -- 7 files.

Subseries consists of minutes and tabled financial statements for the finance committee.

6.2.1-7 Minutes for meetings, 1985 to 1988.

6.3 Budget Statements. -- 1976-1988. -- 13 files.

Subseries consists of budget folios, statements, forecasts, cash flow projections and sheets.

6.3.1 Budget folios for two seasons, 1976-77, 1977-78.

6.3.2 Budget folio for 1978-79, 3 cm., loose tss. and hol. notes.

6.3.3 Budget statements and folios, 1979-1983.

6.3.4 Budget statements, 1984.

- 6.3.5 Budget statements, 1985.
- 6.3.6 Budget statements, 1986.
- 6.3.7 Budget statements, 1987.
- 6.3.8 Budget statements, 1988.
- 6.3.9 Budgetary forecasts, 1980.
- 6.3.10 Cash flow projections, 1981-1982, 1984-1985.
- 6.3.11 Budget projections, 1985-1987.
- 6.3.12 Financial forecasts, 1986-1987.
- 6.3.13 Cash flow sheets, 1988.

BOX 12:

6.4 General Ledgers and Journals. -- 1963-1968, 1970-1975, 1978-1988. -- 12 files and 3 boxes of computer printouts. Records are missing for 1969, 1976-1977. Records are annual and holographic until 1974, after which monthly account journals appear. The records show that ledgers were computer-processed by outside agencies after July 1978, and possibly before, though no computer printouts exist for 1976-1977. Boxes 13-15 contain the computer-processed ledgers, monthly from August 1978 to May 1981 (Box 13), year-end from 1981/82 to 1985/86 (Box 14), monthly from June 1986 to October 1988 (Box 15).

- 6.4.1 General ledger, 1963/64.
- 6.4.2 Year-end account journal, 1963/64.
- 6.4.3 General ledger with monthly expense sheets, 1964/65.
- 6.4.4 General ledger with monthly expense sheets, 1965/66.
- 6.4.5 Year-end account journal, 1965/66.
- 6.4.6 General ledger with monthly expense sheets, 1966/67.
- 6.4.7 Account journal, June 1967.
- 6.4.8 General ledger, 1967/68.
- 6.4.9 General ledger, 1970-1974, 3 cm.

6.4.10 Monthly account journals, 1974.

6.4.11 Monthly account journals, 1975.

6.4.12 Account worksheets, 1976/77.

6.5 Banking and Accounting. -- 1972-1988. -- 9 files.

Subseries consists of bank guarantees, reconciliations, charts of accounts, correspondence, resolutions, accounting manuals and classification systems and promissory notes. Many items in this subseries relate to the Board series, as all the signatories are Board members.

6.5.1 Bank guarantees, 1972-1975, four items, signed with seals.

6.5.2 Bank reconciliations, July 1976 - June 1978.

6.5.3 Chart of accounts, June 1978.

6.5.4 Correspondence with the Royal Bank of Canada, 1979-1985.

6.5.5 Bank resolution forms, 1981, 1988.

6.5.6 Accounting manual, 30 October 1981.

6.5.7 Chart of accounting classifications, 1984.

6.5.8 Promissory note, signed by H.L. Henderson, February 1986.

6.5.9 Correspondence with the Royal Bank re cash crises, 1988.