



# The New York Public Library Manuscripts and Archives Division

Guide to the

## **United States Sanitary Commission records. Accounts and Vouchers archive**

1861-1879

MssCol 18820

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Compiled by Elizabeth Delmage and Susan P. Waide, 2013

### **Summary**

**Creator:** United States Sanitary Commission

**Title:** United States Sanitary Commission records. Accounts and Vouchers archive

**Date:** 1861-1879

**Size:** 46.32 linear feet (105 boxes, 21 volumes)

**Source:** Donated by the United States Sanitary Commission to the Astor Library, 1879

**Abstract:** The Accounts and Vouchers Archive, 1861-1879, comprise the financial records of New York and Washington offices; records submitted to those offices by local agencies, branches and departments; and rosters of USSC staff.

**Preferred citation:** United States Sanitary Commission records. Accounts and Vouchers archive, Manuscripts and Archives Division, The New York Public Library

**Processing note:** Compiled by Elizabeth Delmage and Susan P. Waide, 2013 Revised December 2013

### **Creator History**

Throughout its existence, the United States Sanitary Commission maintained a highly professional system of accounting to prevent waste and fraud, and to enable auditing and public scrutiny of its finances. As the custodian of what would eventually amount to millions of dollars in public donations, the Commission established standard fiscal procedures throughout its operations so that those funds could be collected and used as effectively as possible to carry out its goals. The financial affairs of the Commission were largely directed by its treasurer George T. Strong (1820-1875), in collaboration with other members of the Standing Committee, the General Secretary, other USSC officers, accounting staff in Washington and New York, and members of advisory committees. George T. Strong was succeeded as treasurer by Charles E. Strong. George H. Allen, who conducted the USSC's last arrangement of its records in 1878, also handled some final bookkeeping tasks.

Financial accounts and vouchers from USSC departments, offices and some branches were collected

and kept by the Central Treasury in New York and the Central Office in Washington, D.C. The Commission required that all USSC agents in charge at USSC locations forward their monthly cash accounts with corresponding vouchers, classified statements of receipts and expenditures, and staff rosters to either office (depending upon the instructions of their supervisors) for review. Branch accounting practices varied, depending on their auxiliary and fiscal relationships with the USSC.

The monthly cash account, also referred to as a cash account or statement of accounts, was to be a transcript of the USSC office or department's cash book, serving as a detailed description of all receipts and disbursements at their office for each month. Cash books were meant to remain at the USSC location. Every item in the cash account had to be accompanied by a paper voucher, which was any type of document that served as evidence of a business transaction, such as receipts, bills or invoices. The terms "bill" and "invoice" were often used interchangeably; packing lists and bills of lading were often referred to as invoices.

The classified statement of expenditure, also referred to as a statement of disbursement or cash disbursement, was used to show the amounts disbursed each month, classified under operational headings decided upon by the treasurer. USSC agents in charge were also instructed to supply a roster with the name, duty, and rate of monthly compensation of each person employed within a department or office on the first day of each month. In the case of large departments and offices, such as those in New York and Washington, cash accounts might also be compiled on a weekly basis.

In March 1865 General Secretary J. Foster Jenkins circulated instructions to all USSC offices and departments regarding the USSC's financial reporting system. Existing procedures essentially remained the same, but printed forms and cash books were now provided to them so that their accounting would be consistent.

From the very beginning of the organization, Strong and the Standing Committee used various means to ensure fiscal soundness. An Auditing Committee, consisting of USSC officers and staff, reviewed the treasurer's reports and accounts on a regular basis. A Central Finance Committee, formed in the summer of 1861, was organized with the task of reviewing of the Commission's finances, but it did not meet after the spring of 1862. In 1864, the Standing Committee invited the oversight and advisement of another group, the Auxiliary Finance Committee. Its members, consisting of A. A. Low, Jonathan Sturges, and John Jacob Astor, Jr., advised the USSC on the management of its funds and resources. They also examined the treasurer's records with the aid of professional accountants to certify their accuracy. In addition, Washington and New York accounting staff regularly loaned their materials to each other to make sure accounts were balanced correctly.

At various times during and after the war, the Commission published financial statements of its accounts for public review. On November 23, 1865, the front page of *The New York Times* carried an article by the Sanitary Commission presenting a summary of its affairs, future plans, and financial accounts. From June 27, 1861 to July 1, 1865, it had received monetary donations from the public amounting to \$4,813,750.64, and disbursed \$4,530,774.95, for its war efforts as of that date. A final statement of its accounts from June 27, 1861 to May 14, 1878 was prepared and published in 1878.

## **Scope and Content Note**

The Accounts and Vouchers Archive, 1861-1879, comprise the financial records of the USSC's New York and Washington offices; records submitted to those offices by local agencies, branches and departments; and rosters of USSC staff.

The bulk of the records are monthly cash accounts, consisting of statements of receipts and expenditures, accompanying vouchers, and staff rosters, which were required to be submitted to accounting staff in Washington or New York. Account books, bank books, miscellaneous accounts for staff members and particular operations, and occasional correspondence are also found. Records of the New York and Washington offices include their own monthly cash accounts, account books and comparative statements of receipts and disbursements for New York, Louisville and Washington operations. New York records also contain correspondence and records of the Commission's treasurer, George T. Strong, and lists of financial contributions received at New York and Washington, as well as an 1878 financial account of the Commission's work from 1861 to that date. Washington records consist of accounts and some correspondence for the Central Office, Special Relief Department, and Agency for the Purchase of Fresh Hospital Supplies. Records of local or subordinate USSC entities are arranged alphabetically by record group or name. Descriptions of their activities are found in their related record group within the United States Sanitary Commission records.

The materials in this record group provide important resources for the study of USSC operations at every level of its organization. These include such diverse activities such as the daily commercial transactions required to run its offices and agencies, whether on the home front or in the field; the purchase of various kinds of supplies for relief work; the disbursement of special relief funds to individuals; and the receipt of contributions from individuals, community groups, and fundraising events. The USSC's use of paid staff for its operations and the movement of individuals from one agency to another can be examined through the staff rosters. Financial records maintained by Washington and New York accounting staff, including those kept by the USSC's treasurer, provide insight into the scale and scope of USSC operations over time and place, and the USSC's management of its resources. These records are particularly important for the operational information they provide for USSC offices whose records may be incomplete or lacking in the collection.

The Accounts and Vouchers Archive consists of materials which were selectively removed from individual record groups and placed in this newly-created record group during the USSC's last post-war arrangement of its records in 1878. Prior to that time, the bulk were arranged with the New York, N.Y. Archives. Some financial materials, mainly cash books, remain in their original locations; numerous vouchers, receipts and like materials were destroyed.

Related materials, including financial correspondence, can be found in many record groups. For materials documenting the financial activities of individual local aid societies, consult the Aid society reports, 1861-1867, located in the New York, N.Y. Archives (MssCol 22263), Series IVc. Historical Bureau records.

## Container List

### I. New York, N.Y. 1861-1879 (24 boxes, 8 volumes)

George T. Strong (1820-1875), treasurer of the Central Treasury of the United States Sanitary Commission, worked mainly from his business office at 68 Wall Street in New York City. He was assisted by Benjamin Collins and Charles G. Lathrop, both working from the New York Office, and others. The Central Treasury was responsible for the Commission's finances; it processed major donations and contributions as well as disbursements for expenses at USSC offices and departments.

Accounts and vouchers for New York, N.Y. consist of financial records of the Treasurer's office, the New York offices, combined New York and Treasurer's accounts, and miscellaneous documents and volumes. New York offices chiefly refer to the New York Office and the Historical Bureau; records concerning the Lincoln Home are also present. Most series contain some accounts created in New York during the final years of the Sanitary Commission's existence.

Treasurer's office records, 1861-1879, consist of letters received mainly by Strong concerning financial matters, vouchers, cash books, and treasurer's reports. Treasurer's reports were compiled by Strong and his assistants on a regular basis, for examination and approval by the Auditing Committee and others. Also present are receipts and memos regarding gold and silver deposits, donations from the Pacific states and Hawaiian Islands, and insurance policies.

Records of New York offices, 1861-1879, consist of accounts and vouchers for the New York Office and the Historical Bureau, the Lincoln Home, and miscellaneous accounts. The bulk are monthly cash accounts, account books, statements of disbursements, balance sheets and receipt books. Also present are records regarding ships chartered and purchased for the transportation of supplies and other needs, contracts, applications for employment, and a list of persons employed. Lincoln Home records consist of vouchers and monthly cash accounts. Miscellaneous accounts are arranged in alphabetical order by the name of the person or merchant in account with the USSC.

New York and Treasurer's accounts, 1861-1878, consist of account books, statements of accounts, volumes and lists recording contributions, and bank account records. Also present are Auxiliary Finance Committee letters and reports, as well as affidavits, concerning audits. Many of the account books and statements of account combine accounting for the New York Office, the Historical Bureau, and the Treasurer's office. Account books, consisting of cash books, a journal, and ledgers, include the running account balances for the New York offices and the Treasurer, documenting the finances of the entire USSC. Statements of accounts identify receipts and disbursements for the entire USSC, as well as major offices, over specified periods; these include a final statement of USSC accounts from 1861 to 1878.

Contributions to the Sanitary Commission received in New York and Washington are documented in volumes and lists, as well as receipt books maintained by Strong at his office. Donations are also recorded in other accounting records. Bank accounts were between various New York City banks and Strong, except a Bank of New York account used by George A. Blake, and a Manufacturers & Merchants account used by individuals associated with the New York Office and later the Historical Bureau. Records consist of bank books, check stub books, and cancelled checks.

Miscellaneous documents, 1862-1865, consist of loose accounts and memoranda. Miscellaneous volumes, 1863-1865, include a record book and cash books showing early use in the Washington and City Point vicinities, with later re-use by the New York office for accounting purposes. Various items in the New York and Treasurer's accounts document purchases at individual offices, or for specific purposes, which may have been compiled by New York accounting staff at the end of the war or later, for reporting or historical purposes.

#### A. Treasurer's office 1861-1879

b. 1 f. 1

##### Letters received 1868-1879

Letters mainly to George T. Strong concerning financial transactions of the Commission.

##### Vouchers 1861 Jul-1878 May

Vouchers pasted in the following three volumes are numbered consecutively, reflecting rough chronological order by month and year. These numbers correlate to entries in the Treasurer's cash books.

I. New York, N.Y. (cont.)

A. Treasurer's office (cont.)

Vouchers (cont.)

- v. 1      1861 Jul-1864 May  
            #1-2419
- v. 2      1864 May-Nov  
            #2420-5731. A separate name index is housed with the volume.
- v. 3      1864 Nov-1878 May  
            #5731-7120
- b. 1 f. 2    Loose vouchers 1869-1878  
            Cash books 1861-1879
- b. 1      1861 Jun 26-1879 Jun 10  
            v. 1
- b. 1 f. 3    1861 Jun 26-1862 Oct 18  
            Partial copy of above volume.  
            Treasurer's reports 1861-1867  
            These reports were created for the Auditing Committee for examination and approval of the Treasurer's accounts. Reports typically include a copy of the treasurer's cash book for a designated time period, a letter signed by Strong explaining the contents of his reports, and a letter from the Auditing Committee, usually one week after the report's date, approving the accounts. The Auditing Committee consisted of a small number of USSC officers and staff.
- b. 1 f. 4-10    1861 Jun 26-1864 Mar 4
- b. 2 f. 1-3    1864 Mar 4-1867 Jan 1
- b. 2 f. 4    Copies of Treasurer's account 1861 Jun-Oct
- b. 2 f. 5    Duplicate bills of exchange from Pacific states 1861-1865  
            Includes the Hawaiian islands.
- b. 2 f. 6    Foreign duplicate bills of exchange 1863-1866
- b. 2 f. 7    Gold and silver receipts 1863-1865
- b. 2 f. 8    U.S. Treasury deposits 1864 May-Jun
- b. 2 f. 9    Insurance policies 1862 Dec-1865 Feb
- B. New York offices 1861-1879  
    Monthly cash accounts 1862-1879  
    Office vouchers 1862-1868
- b. 3      1862 Jun-1863 Aug  
            v. 1      Also includes an index.
- b. 3      1863 Aug-1864 Jun  
            v. 2
- b. 4 f. 1-7    1864 Jul-1865 Jan
- b. 5 f. 1-8    1865 Feb-Sep
- b. 6 f. 1-6    1865 Oct-1866 Jan
- b. 7 f. 1-7    1866 Feb-Aug
- b. 8 f. 1-14    1866 Sep-1868 Oct
- b. 9 f. 1    Miscellaneous vouchers 1862-1878
- b. 9 f. 2-3    Voucher books for supplies ordered 1864 May 18 -1865 Apr 17  
            Stubs identify date, merchants, articles, and quantities; USSC recipient and packing marks are occasionally noted.
- b. 9 f. 4-9    Monthly cash accounts 1865 Apr-Sep
- b. 9 f. 10    Monthly statements of disbursements 1863 Oct-Nov, 1864 Aug  
            Cash books 1862-1865

## I. New York, N.Y. (cont.)

## B. New York offices (cont.)

## Cash books (cont.)

- b. 10 f. 1 1862 Jun-1865 Nov  
New York Office, 1862 Jun 3-1865 Oct 31; Historical Bureau, 1865 Oct 13-Nov 2.

- b. 10 f. 2 1862 Jun-1865 Nov  
Separated documents.

- b. 10 f. 3 1865 Apr 1-Nov 1  
Volume includes formal entry of Historical Bureau accounts above. Voucher numbers correspond to monthly cash accounts, 1865 Apr-Sep. Volume was printed for the Central Office but used in New York.

## Petty cash books 1862-1867

- b. 10 f. 4 1862 Jul 18-1864 Sep 9

- b. 10 f. 5 1865 Nov 1-1867 Nov 30

## Statements of disbursements

- b. 10 f. 6 1861-1863

- b. 10 f. 7 three months ending June 30, 1864

- b. 10 f. 8 July 1, 1861 to January 1, 1864

- b. 10 f. 9 Special medical inspection from May 1865 to April 1, 1867

## Balance sheets 1861-1867

- b. 10 f. 10 1861-1863

- b. 10 f. 11 1864 Oct-1867 Jan

## Receipt books for money paid 1862-1863, 1865

Payments for merchandise, wages, and other expenses.

- b. 10 f. 12 1862 Jun 27-1863 Jul 14

- b. 11 f. 1 1865 Apr 1-Jun 6

## Ships chartered and purchased 1864-1865

- b. 12 f. 1 Charter parties 1864 May-1865 May

Contracts, arranged in alphabetical order by ship's name, typically between the agent or captain of a ship and a USSC representative, in which terms were agreed upon for chartering the boat. The majority of these contracts were made with Frederick N. Knapp concerning USSC needs at City Point, Virginia.

- b. 12 f. 2 Memorandum of ships chartered 1864 May 11

- b. 12 f. 3 Barge Rhinebeck contract 1864 May, Jul

- b. 12 f. 4 Enrollments 1864 Jul 14, Dec 28

Registration documents for the G. B. Wallace, by Knapp, and the Rhinebeck, by Benjamin Collins.

- b. 12 f. 5 Contracts 1864-1865

- b. 12 f. 6 List of applications for employment 1863 Nov-1864 Jan

- b. 12 f. 7 List of persons employed

## Lincoln Home 1865 May-1866 May

See also M. M. Marsh's accounts in Miscellaneous accounts.

- b. 12 f. 8 Vouchers 1865 Mar, May-Oct

- b. 12 f. 9-10 Cash accounts 1865 Jun 18-Sep 1

- b. 12 f. 11-18 Monthly cash accounts 1865 Sep-1866 Mar, May

## Miscellaneous accounts 1861-1879

- b. 13 f. 1 Alcooke, John L 1865 Nov-1866 May

- b. 13 f. 2 Allen, George 1878 May-1879 Jun

- b. 13 f. 3 Bellows, Henry W 1864 Mar-Sep

## I. New York, N.Y. (cont.)

## B. New York offices (cont.)

## Miscellaneous accounts (cont.)

- b. 13 f. 4 Blake, George A 1863 Nov-Dec
- b. 13 f. 5 Buel, Walter P 1861 Sep-Oct
- b. 13 f. 6 Carpenter, Charles 1862 May-Jun
- b. 13 f. 7 Fay, Frank B 1864 Apr-May
- b. 13 f. 8 Fracker, D. S 1861 Sep-Nov
- b. 13 f. 9 Geer, John J 1864 Apr-May
- b. 13 f. 10 Hadley, William H 1863 Dec-1864 Feb
- b. 13 f. 11 J. B. Lippincott & Co 1864 Aug-1866 Jan
- b. 13 f. 12-13 Marsh, M. M 1866 Nov-Dec, 1867 Feb-Apr
- b. 13 f. 14 Peverly, T 1862 May-Jul
- b. 13 f. 15 Prince, David 1865 Oct-Dec
- b. 13 f. 16 Willett, G. A 1862 May-Aug
- b. 13 f. 17 William S. Hunt & Son 1864 Mar-Sep
- b. 13 f. 18 Woolsey, C. W 1862 Mar-Jul

## C. New York and Treasurer's accounts 1861-1878

## Account books 1862-1868, 1878

Separated documents usually consist of loose statements of accounts.

## Cash books

- v. 4 1862 Sep-1864 May  
Cash accounts, 1862 Sep 1-1864 May 1; Miscellaneous accounts, 1864 May 2-30.
- v. 5 1864 May-1868 Nov, 1878  
Cash book, 1864 May 1-1865 May 31; classified statements, 1865 Apr-Jun; and cash book, 1865 Oct 13-1868 Nov 2, 1878 Mar 30.
- b. 14 f. 1 1864 May-1868 Nov, 1878  
Separated documents.
- v. 6 Journal 1864 May 1-1878 May 14  
Chronological record of accounts with ledger page number references.
- Ledgers 1862 Sep-1867 Sep, 1878 May
- v. 7 1862 Sep 10-1864 May 1  
Volume includes an index.
- b. 14 f. 2 1862 Sep 10-1864 May 1  
Separated documents.
- v. 8 1864 May-1867 Sep, 1878 May  
A separate index is housed with the volume.

## Statements of accounts

## United States Sanitary Commission

## Statements of receipts

- b. 14 f. 3 October 1, 1862 to May 1, 1865
- b. 14 f. 4 January 1, 1864 to January 1, 1865

## Statements of disbursements

- b. 14 f. 5 to April 1, 1864
- b. 14 f. 6 April 1-October 1, 1865

## Statements of receipts and disbursements

- b. 14 f. 7 to April 1, 1864

## I. New York, N.Y. (cont.)

**United States Sanitary Commission records. Accounts and Vouchers archive**

## C. New York and Treasurer's accounts (cont.)

## Statements of accounts (cont.)

## United States Sanitary Commission (cont.)

## Statements of receipts and disbursements (cont.)

- b. 14 f. 8 June 26, 1861 to May 1, 1864
- b. 14 f. 9 June 26, 1861 to July 1, 1864
- b. 14 f. 10 June 27, 1861 to July 1, 1865
- b. 14 f. 11 June 27, 1861 to January 1, 1866
- b. 15 f. 1 June 27, 1861 to May 14, 1878  
Final accounting by the USSC.
- b. 14 f. 12 Proposed division of accounts  
undated
- b. 14 f. 13 Classification of disbursements of the financial report of October 1, 1864
- b. 14 f. 14 General classified statements of expenditure 1865
- b. 14 f. 15 Disbursements at Washington, New York and Louisville for three months ending March 31, 1864
- b. 14 f. 16 Washington Office statements 1862-1865
- b. 14 f. 17 Army and Navy Claim Agency expenses from April 1, 1864 to December 31, 1866
- b. 14 f. 18 Supplies purchased by the Baltimore and New Orleans offices, 1864
- b. 14 f. 19 Purchase, transportation and distribution of hospital supplies from May 1 to October 1, 1864

**Contributions 1861-1865**

Volumes and lists recording donations to the Sanitary Commission received in New York, and Washington as noted. Contributions were collected from individuals, citizens of particular towns, companies, church congregations, societies and other groups. Entries in volumes are in alphabetical order by first initial of surname or other identification and chronological order thereunder, giving the name of the donor, the amount, and occasionally the donor's location. Contribution lists are in chronological order. Also present are contribution receipt books kept by Strong at his office.

- b. 16 f. 1 Private cash donations 1861 Jun-1865 May  
Record of anonymous and pseudonymous contributions. Similar entries are found in volumes below.
- b. 16 f. 2 List of donations A-Q 1861 Jun-1863 Jan
- b. 16 f. 3 Alphabetical list of contributions 1861 Jun-1865 Aug
- b. 16 f. 4 Alphabetical list of contributions 1861 Jun-1865 Jun  
Formal entry of donations in above records. However, some volumes above may contain entries not found here, and vice versa.
- b. 16 f. 5 Contribution lists 1861 Dec-1865 Jul
- b. 16 f. 6 Washington Office contribution lists 1861-1863  
Treasurer's contribution receipt books 1861 Jun 26-1865 Oct 24
- b. 16 f. 7 1861 Jun 26-1862 Jul 26
- b. 16 f. 8 1862 Jun 17-1864 Jan 9
- b. 16 f. 9 1862 Jul 31-1865 Oct 24

**Bank accounts 1861-1878**

Bank accounts are with treasurer George T. Strong, with the exception of: a Bank of New York account used by George A. Blake, and the Manufacturers & Merchants account, used by individuals associated with the New York Office and later the Historical Bureau.

**Bank of New York 1861-1865**

- b. 17 Bank books 1861 Jun 26-1865 May 14
- v. 1-3
- b. 18 f. 1-4 Check stub books 1861 Jul 3-1865 Oct 30



## I. New York, N.Y (cont.)

## C. New York and Treasurer's accounts (cont.)

## Bank accounts (cont.)

## Bank of New York (cont.)

- b. 19 f. 1-12 Cancelled checks 1861 Jun-1865 Oct
  - Bank of New York in account with George A. Blake 1864-1865
    - b. 17 1864 Aug 27-1865 Aug 18
      - v. 4
    - b. 17 Duplicate 1865 Jul 3-Aug 18, Oct 18
      - v. 5
  - Continental Bank 1864
    - b. 17 Bank book 1864 Jan 25-Jul 1
      - v. 6
  - b. 20 f. 1 Check stub book 1864 Feb 6-Jul 26
  - b. 19 f. 13-15 Cancelled checks 1864 Feb-Jul
    - Fourth National Bank 1864-1865
      - b. 17 Bank books 1864 Jun 15-1874 Mar 20, 1878 Feb 6
        - v. 7-9
      - Check stub books 1864 Jul-1865 Apr
        - b. 20 f. 2-3 1864 Jul 5-Oct 18
        - b. 15 f. 2 1864 Oct 17-1865 Apr 8
    - b. 21 f. 1-12 Cancelled checks 1864 Jul-1868 Oct, 1878 Feb
      - Manufacturers & Merchants Bank 1862-1867
        - b. 17 Bank books 1862 Sep 23-1867 Nov 13
          - v. 10-12
        - b. 22 f. 1-9 Check stub books 1862 Jul 25-1867 Nov 13
      - b. 23 f. 1-15 Cancelled checks 1862 Jul-1867 Nov
        - Metropolitan Bank 1862-1863
          - b. 17 Bank book 1862 Dec 31-1863 Apr 16
            - v. 13
          - b. 22 f. 10 Check stub book 1862 Dec 31-1863 Aug 12
        - b. 23 f. 16 Cancelled checks 1862 Dec-1863 Aug
          - Nassau Bank of Brooklyn 1864
            - b. 17 Bank book 1864 Mar 28-Sep 6
              - v. 14
            - b. 11 f. 11 Check stub book 1864 May 17-Jul 26, Oct 5-8
          - b. 23 f. 17 Cancelled checks 1864 May-Jul
          - b. 24 f. 1 Auxiliary Finance Committee letters and report 1864-1865
            - Letters received by the Committee concerning audits; manuscript draft and proof copy of Sanitary Commission Document No. 91.
          - b. 24 f. 2 Affidavits concerning the examination of accounts 1864 Feb-May
        - b. 24 f. 3 D. Miscellaneous documents 1862-1865
        - E. Miscellaneous volumes 1863-1865
          - b. 24 f. 4 Record book 1864 Oct-1865 Mar
            - Money sent on behalf of soldiers, 1864 Oct-1865 Jan 2; supplies received at Deep Bottom, Virginia, 1864 Oct-1865 Mar; New York financial statements, undated.
          - Cash books 1864-1865
            - b. 24 f. 5 Volume 1 of 3 1864 Jan-Mar
              - Washington Office cash book, 1864 Jan 2-Mar 31; USSC supply accounts, undated

## I. New York, N.Y. (cont.)

## E. Miscellaneous volumes (cont.)

## Cash books (cont.)

- b. 15 f. 3      **Volume 2 of 3 1864-1865**  
Washington Office expenses, 1864 Apr-Jun; Historical Bureau Medical Inspection accounts, 1865 Jun-Oct; USSC supply accounts, undated.
- b. 24 f. 6      **Volume 3 of 3 1864 Jun-Jul**  
City Point cash book, 1864 Jun 1-Jul 22; USSC supply accounts, undated.
- b. 24  
v. 1      **Expense and shipping notebook 1863 May-Jul**

## II. Washington, D.C. 1861-1867 (48 boxes, 13 volumes)

Accounts and vouchers for Washington, D.C. consist of financial records of the Central Office, the Special Relief Department, and the Agency for the Purchase of Fresh Hospital Supplies.

The financial records of the Central Office reflect their work in maintaining the financial integrity of the Central Office accounts and those of the entire USSC in collaboration with New York financial staff. John Bowne served as accountant and cashier at the Central Office in Washington, D.C. from 1862 to April 1865. He was assisted by various staff members, including F. A. Cave, Howard A. Martin, and Joseph H. Wellman. After the closure of premises at 244 F Street in late 1865, USSC Washington expenses were handled by various cashiers at the USSC's Army and Navy Claim Agency.

Central Office records, 1861-1867, consist of cash accounts, account books, statements of accounts and statements of consolidated accounts, trial balances, miscellaneous accounts, orders, bank accounts, and miscellaneous documents and volumes.

Cash accounts chiefly consist of vouchers collected by the Central Office from their own office and other USSC Washington-based departments. These vouchers are numbered and correspond to the weekly and monthly cash accounts as well as the Central Office cash books. Account books, documenting all of the financial transactions completed at this office, consist of cash books, journals, ledgers, daybooks, and cash balances. Statements of accounts, statements of consolidated accounts, and trial balances include financial reports for stated periods for the Central Office, USSC, and other departments or offices, as noted. Statements of consolidated accounts include a comparison of Central Office and Western Department accounts, which was submitted by Frederick Law Olmsted at the time of his resignation from the USSC in 1863. Miscellaneous accounts consist of bills, receipts, rosters, accounting and financial statements, including correspondence largely directed to Bowne and Martin, arranged alphabetically by staff member, USSC location or supply type. Orders document various work orders, supply requests and purchases placed by USSC personnel with merchants and craftsmen for USSC Washington, D.C. locations. Bank accounts consist of bank books, check stub books, and cancelled checks.

Special Relief Department financial records, 1861-1865, are present for the Department's office, the Home, Lodge Number 4, the Alexandria Lodge, and the Lodge in Memphis, Tennessee. Materials from this department were sometimes included in the Central Office's monthly cash accounts.

Records concerning the Agency for the Purchase of Fresh Hospital Supplies, 1863-1864, reflect its efforts to acquire market supplies at lower cost in Philadelphia, and to ship them to Washington or Gettysburg for distribution. The bulk of the records were maintained by the cashiers of the Central Office as they relate to this agency; however, some materials, such as bills and invoices, are the combined records of the Washington and Philadelphia offices of the agency. Also present are freight bills and receipts for two express shipping companies. Philadelphia office account books are found in the Agency for the Purchase of Fresh Hospital Supplies series in the USSC Washington, D.C. Archives record group.

## A. Central Office 1861-1867

## Cash accounts 1861-1866

## Vouchers 1861 Jul-1866 Feb

- v. 9      1861 Jul 1-Dec 18
- v. 10      1862 Jan-Jul
- b. 25 f. 1-5      1862 Aug-Nov
- b. 26 f. 1-6      1862 Dec-1863 Jan
- b. 27 f. 1-7      1863 Feb-Apr

## II. Washington, D.C (cont.)

## A. Central Office (cont.)

## Cash accounts (cont.)

## Vouchers (cont.)

- b. 28 f. 1-6 1863 May-Jul
- b. 29 f. 1-7 1863 Aug-Oct
- b. 30 f. 1-6 1863 Nov-Dec
- b. 31 f. 1-7 1864 Jan-Feb
- b. 32 f. 1-6 1864 Mar-Apr
- b. 33 f. 1-5 1864 May
- b. 34 f. 1-5 1864 Jun 1-26
- b. 35 f. 1-5 1864 Jun 27-Jul 23
- b. 36 f. 1-6 1864 Jul 25-Aug
- b. 37 f. 1-9 1864 Sep-Oct
- b. 38 f. 1-6 1864 Nov-Dec
- b. 39 f. 1-6 1865 Jan-Feb
- b. 40 f. 1-5 1865 Mar-Apr
- b. 41 f. 1-6 1865 May-Jun
- b. 42 f. 1-5 1865 Jul-Aug
- b. 43 f. 1-5 1865 Sep-Oct
- b. 44 f. 1-6 1865 Oct-Nov
- b. 45 f. 1-5 1865 Dec-1866 Feb
- Duplicate vouchers 1863 Dec-1865 Feb
- b. 46 f. 1-8 1863 Dec-1864 Mar
- v. 11 1864 Jan-Jun
- v. 12 1864 Jul-1865 Feb
- b. 47 f. 1 Loose vouchers 1862-1864
- Weekly cash accounts 1861-1864
- b. 47 f. 2-11 1861 Dec 7-1863 Nov 30
- b. 48 f. 1-7 1863 Dec 5-1864 Nov 30
- b. 48 f. 8-12 Monthly cash accounts 1864 Dec, 1865 Nov-1866 Feb
- b. 49 f. 1 Classified statements of expenditure 1865 Jan-Jun
- b. 49 f. 2 Roster 1865 Jun
- Account books 1861-1867
- Cash books 1861 Jul-1867 Apr
- Cash books are the books of first entry for all monies spent and received at the Central Office. Page numbers in black ink to the left of entries refer to the Journal page where an entry was duplicated. Numbers in red ink refer to the corresponding voucher, which were typically numbered consecutively by month. The ledger volume letter in which a particular account can be found is sometimes noted.
- v. 13 1861 Jul 27-1863 Apr 30
- Also includes statements of disbursements and receipts for the New York Office, 1861 Jun 26-1863 Jan 1.
- v. 14 1863 May 1-1864 Jul 30
- v. 15 1864 Aug 1-1865 Oct 31
- v. 16 1865 Nov 3-1867 Apr 30
- b. 49 f. 3-4 Cash book transcripts 1861 Jun 27-1863 Dec 31

## II. Washington, D.C (cont.)

## A. Central Office (cont.)

## Account books (cont.)

**Journals** 1861 Oct-1865 Apr

Journals reflect the financial transactions of the Central Office in chronological order. Amounts credited or debited were entered either daily or after a series of days, and grouped within by account. Entries include the related ledger page number at left. The cash book and ledger volumes refer to entries within these journals by their page numbers.

b. 49 1861 Oct 31-1862 Apr 16, Jul 1-1863 Dec 6  
v. 1

b. 49 1863 Dec 14-1864 Sep 25  
v. 2

b. 50 1864 Sep 28-1865 Apr 29  
v. 1

**Ledgers** 1861 Jul-1865 Aug

Ledgers provide final entry for cash accounts with the Treasurer, departments, and individuals. In Volume C, 1864 entries pertain to the Washington Office and 1865 entries show further use of the volume by New York accounting staff. Volume A contains an index, Volumes B-D have separate index volumes housed with each ledger.

v. 17 Volume A 1861 Jul-1862 Dec

v. 18 Volume B 1863 Jan-1864 Sep

v. 19 Volume C 1864 May-Oct, 1865 Apr-Aug

v. 20 Volume D 1864 Oct-1865 Apr

b. 50 f. 1-2 **Daybooks** 1862 Jul 31-1863 Jan 24

Working record of the receipts and expenditures at the Central Office by order of their occurrence, maintained by Howard A. Martin.

**Cash balances** 1864 Oct-1865 May

Maintained by John Bowne; both volumes include a few miscellaneous accounts.

b. 50 1864 Oct 14-1865 Feb 18  
v. 2

b. 50 1865 Feb 25-May 2  
v. 3

**Statements of accounts** 1861-1865**Monthly statements of accounts** 1862 Sep-1865 Feb

b. 50 f. 3 1862 Sep

b. 50 f. 4 1863 Dec

b. 50 f. 5 1864 Jul

b. 50 f. 6 1864 Oct-Nov

b. 50 f. 7 1865 Jan-Feb

b. 50 f. 8 Army of the Potomac 1864 May-Jun

**Statements of accounts** 1861-1865

b. 50 f. 9 to November 30, 1861

b. 50 f. 10 November 30, 1861 to March 1, 1862

b. 50 f. 11 to September 20, 1862

b. 50 f. 12 July 1, 1861 to October 1, 1863

b. 50 f. 13 quarter ending June 30, 1864

b. 50 f. 14 quarter ending September 30, 1864

b. 51 f. 1 Draft statement of accounts 1864

b. 51 f. 2 Memo balance of accounts 1865 May 1

**Statements of consolidated accounts**

## II. Washington, D.C (cont.)

## A. Central Office (cont.)

## Statements of consolidated accounts (cont.)

## b. 51 f. 3 Central Office, New York, and Louisville 1864 Apr

Balance sheet, 1864 Apr 1; summary of disbursements for the years 1861, 1862, 1863; statement of receipts and expenditures from June 26, 1861 to July 1, 1864.

## b. 51 f. 4 Central Office and New York 1864 Jan

Balance sheet for the years 1861, 1862, 1863; separate balance sheets for New York and Central Office, and statement of Central Office salaries.

## b. 51 f. 5 Central Office and Western Department 1863

Consists of three copies of a "Statement of the disbursements at the Washington Office and in the Western Department from 1 July 1861 to 1 September 1863 and for which vouchers are on file at the Central Office," one of which was signed by Frederick Law Olmsted and presented on the occasion of his resignation on 1863 Sep 3; also an additional statement for the period ending 1863 Aug 1, a financial memorandum, and a statement of disbursements for 1861-1862.

## b. 51 f. 6 Trial balances 1861-1864

Trial balances are mostly monthly, balances for October 1863 also include a monthly statement of disbursements.

## Miscellaneous accounts 1862-1864

Accounts consist of bills, receipts, rosters, accounting and financial statements, and letters. In a late USSC arrangement items were arranged in alphabetical order by the first letter of the merchant or USSC personnel surname, type of good or supply (such as milk, wood, ice, etc.), or a particular USSC location found on the endorsement seen on the reverse side of the item. Accounts of USSC personnel generally include letters, statements, and vouchers sent to John Bowne, cashier, and Howard A. Martin, assistant cashier at the Washington Office. Correspondence and financial statements are also filed under their names.

## b. 52 f. 1 A

## b. 52 f. 2 Ba-Bri

## b. 52 f. 3 Bro-By

## b. 52 f. 4 Bowne, John

## b. 52 f. 5-15 C-M

## b. 53 f. 1 Marsh, M. M

## b. 53 f. 2 Martin, Howard A

## b. 53 f. 3 McDonald, Alexander

## b. 53 f. 4 Muhleck, G. A

## b. 53 f. 5-9 N-S

## b. 53 f. 10 Steiner, Lewis H

## b. 53 f. 11-14 T-W

## b. 53 f. 15 Whitaker, J. Addison

## Orders 1862 Oct-1863 Jun

Orders placed by USSC personnel, usually Frederick N. Knapp, superintendent of Special Relief, and John Y. Culyer, property clerk, with merchants and craftsmen for furniture, appliances, coal, carpentry work, and other necessities required for their Washington, D.C. locations, with some receipts.

## b. 54 f. 1 C. W. Boteler &amp; Son 1862 Nov, 1863 Feb-Mar

## b. 54 f. 2 Boteler &amp; Wilson 1862 Dec-1863 Feb

## b. 54 f. 3 Harrison 1863 Mar

## b. 54 f. 4 O. W. Palmer 1863 Mar

## b. 54 f. 5 Property clerk 1863 May-Jun

## b. 54 f. 6 Joseph L. Savage 1862 Oct-Nov, 1863 Jan-Feb

## b. 54 f. 7 James Skirving 1863 Jan-Mar

## b. 54 f. 8 J. Topham 1863 Mar

## II. Washington, D.C (cont.)

## A. Central Office (cont.)

## Orders (cont.)

- b. 11 f. 2      **Order book 1863, 1865**  
Stub book of order forms. Entries, in chronological order, identify the USSC staff who ordered supplies or repair work, the material ordered, and the name of the USSC administrator approving the order. Orders within each year are numbered consecutively. Some orders are found in files above.
- Bank accounts 1861-1867**  
The Riggs & Co. bank account was with individuals associated with the Central Office at Washington, D.C., and the Brothers McKim bank account with Frederick N. Knapp.
- Riggs & Co., Washington, D.C 1861-1867**
- b. 55      **Bank books 1862 Mar 8-1867 Apr 30**  
                 v. 1-6
- Check stub books 1861 Aug-1867 May**
- 1861 Aug 31-1864 Feb 4**
- b. 55      **1864 Feb 6-Jun 26**  
                 v. 7-19
- b. 56      **1864 Jun 30-1865 May 3**  
                 v. 1-7
- b. 11 f. 3      **1865 May 4-1867 May 2**
- b. 56      **Cancelled checks 1861 Aug-1867 May**  
                 v. 8-13
- b. 57 f. 1-29      **Cancelled checks 1861 Aug-1867 May**
- b. 58 f. 1-8      **Cancelled checks 1861 Aug-1867 May**
- Brothers McKim, Baltimore, Maryland 1863**
- b. 56      **Bank book 1863 Jul 13-22**  
                 v. 14
- b. 56 f. 1      **Check stub book 1863 Jul 11-Aug 5**
- b. 58 f. 9      **Cancelled checks 1863 Jul-Aug**
- Miscellaneous volumes**
- b. 59      **Account book of Alfred J. Bloor 1861 Jul-Dec**  
                 v. 1      Includes notes and entries written by John Bowne.
- Receipt books for cash paid 1862-1866**
- 1861 Aug 10-1862 Aug 30**
- b. 59      **1862 Nov 1-1864 Jan 29**  
                 v. 2
- b. 59 f. 1      **1865 Apr 1-Nov 30**
- b. 59 f. 2      **1865 Jul 1-1866 Mar 31**
- b. 59 f. 3      **Harnden Express money receipts 1864 Jul 7-1865 Jun 17**
- b. 60      **Petty cash book**  
                 v. 1
- b. 60 f. 3      **Miscellaneous documents 1863-1865**  
                 Miscellaneous statements and memoranda.
- B. Special Relief Department 1861-1865**
- b. 61 f. 1-5      **Monthly cash accounts 1865 May-Jul, Sep-Oct**
- b. 61 f. 6      **Rosters 1865 Apr**
- Receipts 1864 Jan-1865 Aug**
- b. 61 f. 7-10      **1864 Jan-1865 Apr**
- b. 62 f. 1-2      **1865 May-Aug**
- b. 15 f. 4      **Receipts for cash paid 1864 Dec 23-1865 Nov 10**
- b. 62 f. 3      **J. B. Abbott accounts 1864 Jul-Aug**

II. Washington, D.C (cont.)

B. Special Relief Department (cont.)

The Home 1861-1865

- b. 62 f. 4-6 Vouchers 1863 Jan-Feb; 1864 Jan, Jul-Aug
- b. 62 f. 7-13 Monthly cash accounts 1865 Apr-Oct
  - b. 62 v. 1 Receipts for cash paid 1864 Jun 1-1865 Sep 27
  - b. 62 v. 2 Memorandum book 1861 Oct 11-1862 Feb 1

Lodge Number 4 1864

- b. 63 f. 1 Accounts 1864 Apr-May
  - Bills and receipts for washing, milk, and other incidental expenses.
- b. 63 f. 2 Current expenses 1864 Jul

Alexandria Lodge 1863-1864

- b. 63 f. 3 Receipt 1863 Sep 30
- b. 63 f. 4 Expenses 1864 Jun-Jul
- b. 63 f. 5 Lodge in Memphis, Tennessee 1863 Apr-May
  - Copies of documents regarding the establishment of a lodge in Memphis, Tennessee, consisting of bills, a letter giving permission to purchase supplies to build the lodge, and estimated costs for the building.

C. Agency for the Purchase of Fresh Hospital Supplies 1863-1864

- b. 64 f. 1 Abstracts of contingencies 1863 Jun-Aug
  - Printed forms signed by surgeons at U.S. Army hospitals certifying the receipt of supplies listed on the form, which were purchased on requisition from the USSC.
- Bills 1863 Jun-1864 Apr
  - b. 64 f. 2-7 1863 Jun 24-Aug
  - b. 65 f. 1-6 1863 Sep-Nov
  - b. 66 f. 1-6 1863 Dec-1864 Feb
  - b. 67 f. 1-4 1864 Mar-Apr
  - b. 68 f. 1-6 Bills (duplicate) 1863 Jun 24-Aug 14
    - b. 68 f. 7 Bills for which there is no receipt in book 1863 Jun 24-Jul 9
    - b. 68 f. 8 Bills for which others were furnished and in place 1863 Jul 9
- Freight accounts 1863-1864
  - b. 69 f. 1 Arctic Express Company bills 1863 Jun-Jul
  - b. 69 f. 2-4 Arctic Express Company receipts 1863 Jun-Sep
  - b. 69 f. 5 Arctic Express Company shipping manifests 1863 Jul 8-10
  - b. 69 f. 6-8 Adams Express Company bills 1863 Sep 22-1864 Apr 23
  - b. 69 f. 9 Adams Express Company receipts 1863 Sep-Oct
- b. 70 f. 1-5 Invoices of hospital supplies 1863 Jun 24-1864 Apr
- b. 70 f. 6 Receipts for supplies purchased in Gettysburg 1863 Jul-Aug
- b. 70 f. 7 Robert P. Woods accounts 1863 Jun-1864 May
- b. 70 f. 8 Statements of market supply accounts 1864 Jan, Mar
- Account books 1863-1864
  - Records maintained by cashiers at the USSC's Central Office concerning market supply accounts with U.S. army hospitals, army surgeons and doctors, military camps, USSC homes and lodges, and their receiving storehouse in Washington, D.C. and its vicinity. The Cash book and the Journals both include page number reference to specific accounts in the Ledger. Journal folio page numbers seen at the end of an account in the Ledger refer to the account's balance in the Central Office's Cash journal, 1863 Dec 14-1864 Sep 25.

## II. Washington, D.C (cont.)

## C. Agency for the Purchase of Fresh Hospital Supplies (cont.)

## Account books (cont.)

- b. 71 f. 1      **Cash book** 1863 Aug-Dec
- b. 72 f. 2-4      **Journals** 1863 Jun 23-1864 Apr 10  
 Entries, in chronological order, identify the hospital, individual, or other institution where market supplies were received, the type and quantities of supplies issued, and their cost, with aggregate calculations.
- v. 21      **Ledger** 1863 Jan-Dec

## III. Local records submitted 1861-1868 (32 boxes)

Materials consist mainly of monthly accounts submitted to Washington or New York accounting staff during or after the war, by USSC branches, departments, regional offices, and claim agencies. Also present are financial records, including invoices, receipts and bank books, which were culled from individual record groups during the 1868 and 1878 arrangement. Some documents were previously numbered and endorsed by the Archive Department. Records are arranged alphabetically by name or place name of the USSC office.

**Army and Navy Claim Agency 1863-1867**

- b. 72 f. 1      **Vouchers** 1864 May-1865 Jul, Oct
- b. 72 f. 2-9      **Monthly cash accounts** 1866 Mar-Oct
- b. 73 f. 1-6      **Monthly cash accounts** 1866 Nov-1867 Apr
- b. 73 f. 7      **Rosters** 1865 Mar, May; 1866 Jan-1867 Mar
- Accounts related to local agencies**  
 For financial records kept by the local agents themselves see the main record group.
- Vouchers** 1865 May-1866 Jan  
 Items are arranged alphabetically by first initial of locale, regardless of state.
- b. 73 f. 8-12      **1865 May-Aug**
- b. 74 f. 1-5      **1865 Sep-1866 Jan**
- b. 74 f. 6      **Loose vouchers** 1865-1866
- b. 74 f. 7      **Expenses of local agencies** 1865 Mar, Jun
- b. 74 f. 8      **Pay roll** 1865 Aug
- b. 75 f. 1      **Day book** 1864 Apr 20-1865 Dec 21
- b. 75 f. 2      **Ledger** 1864 Apr-1865 Dec
- Protective War Claim Association of the State of New York**
- b. 76 f. 1-2      **Vouchers** 1865 Feb-Nov, 1866 Jan-Oct
- b. 76 f. 3      **Statements of advances made on account of Trust Fund** 1863-1864
- b. 76 f. 4      **Statements of receipts and expenses** 1863-1866
- b. 76 f. 5      **Miscellaneous accounts** 1864-1865
- Brown Brothers & Co**  
 Each check stub book includes a separate statement of account.
- b. 76 f. 6      **Check stub book** 1863 Apr 16-1864 Nov 5
- b. 76 f. 7      **Check stub book (Trust Fund)** 1863 Apr 16-1865 Apr 21
- National Shoe & Leather Bank bank book** 1865 Jul 31-1866 Jun 29
- Adams Express Co. receipts** 1864 Jul 13-1865 Mar 15
- American Express Co. receipts** 1864 Apr 27-1865 Dec 23
- Harnden Express receipts** 1865 Feb 25-1867 Apr 20
- b. 76 f. 8      **Amount advanced and received on account of Trust Fund** 1866 Jan-1867 Apr



## III. Local records submitted (cont.)

## Army and Navy Claim Agency (cont.)

## Protective War Claim Association of the State of New York (cont.)

- b. 76 f. 9      Cash book 1863 Jan 27-1867 Apr 30
- b. 76 f. 10      Cash journal 1863 Jan-1866 Oct
- b. 76 f. 11      Ledger 1863 Mar-1866 Sep
- Army of the Potomac 1864-1865
- City Point
- b. 77 f. 1      Vouchers 1864 Jul-Aug
- b. 77 f. 2-4      Monthly cash accounts 1864 Jul-Oct
- b. 78 f. 1-3      Monthly cash accounts 1864 Oct-Dec
- b. 78 f. 3-5      Monthly cash accounts 1865 Mar-May
- b. 78 f. 6      Receipted bills from J. T. Pancoast 1864 Oct-1865 Feb  
Agent at Baltimore for hospital supplies.
- b. 78  
v. 1      Cash balances 1864 Sep-1865 Jan
- b. 78  
v. 2      Supply accounts with U.S. government 1865 May-Jun
- Aquia Creek
- b. 78 f. 7      Bills for Corps Hospitals 1863 May-Jul
- Brandy Station
- b. 78 f. 8      Receipts 1864 Mar 31
- Norfolk
- b. 78 f. 9      Account of C. Burress 1865 Apr 1
- Portsmouth
- b. 78 f. 10      Lodge expenses 1864 Mar-May
- California Branch 1864-1865
- b. 79 f. 1-5      Vouchers 1864 Aug-1865 Feb
- b. 79 f. 6-7      Bills 1864 Oct-1865 Oct
- b. 79 f. 8      Bills and report relating to the Alameda May Day Festival 1865 Apr-May
- b. 79 f. 9      Receipts 1865 Mar-May, Sep
- b. 79 f. 10      Receipts from George T. Strong 1865 Jan-May
- b. 79 f. 11      Cash statements 1864 Oct-Nov
- b. 79 f. 12      Balance sheet 1865 Feb 28
- b. 79 f. 13      Treasurer's reports 1865 May-Jun
- b. 79 f. 14      Accounts 1865 Sep-Oct
- b. 79 f. 15      Deed 1864 Sep 21  
Indenture between Henry W. Bellows and D. C. McRuer, Chairman of the Executive Committee of the California Branch for a lot in San Francisco, California.
- Department of North Carolina 1862-1865
- New Bern
- b. 80 f. 1      Vouchers 1862 Nov-1865 Sep
- b. 80 f. 2      Bill 1863 Jan 16
- b. 80 f. 3      Accounts of J. W. Page 1863 Sep-1865 Sep
- b. 80 f. 4      Charter for schooner J. W. Maitland 1865 Mar 15
- Wilmington

## III. Local records submitted (cont.)

## Department of North Carolina (cont.)

## Wilmington (cont.)

b. 80 f. 5 Bill 1865 Mar 31

b. 80 f. 6 Monthly cash accounts of F. W. Foster 1865 Feb-Jul

## Department of South Carolina 1863-1864

b. 80 f. 7 Voucher 1863 Apr 2

Monthly cash accounts of M. M. Marsh

b. 80 f. 8 1863 Jun-Sep

b. 80 f. 9 1864 Jun-1865 Apr

## Department of the Gulf 1863-1865

b. 81 f. 1 Monthly cash accounts 1863 Jun-Dec, 1864 Feb-Jun, 1865 Sep

b. 81 f. 2 Vouchers 1865 Jun, Sep; 1866 Feb

b. 81 f. 3 Receipt book for cash paid 1865 Apr 1-Nov 30

Services and supplies.

b. 81 f. 4 Relief Corps cash accounts 1863 Nov-1864 Aug

Special Relief Department receipt books

b. 81 f. 5-6 Cash paid 1864 Mar 23-1865 Jul 27

Money paid out to soldiers by O.C. Bullard, as collected from the U.S. Army Paymaster on their behalf.

b. 81 f. 7 Cash received 1864 Jul 18-1865 Jul 26

Soldiers' money held for deposit in Soldier's Home safe.

b. 81 f. 8 Monthly cash accounts of the Texas Expedition 1865 Jul-Sep

## Department of the Shenandoah 1864-1865

b. 82 f. 1-10 Monthly cash accounts 1864 Jun-1865 Mar

b. 83 f. 1-5 Monthly cash accounts 1865 Apr-Jul

## English Branch 1864-1865

b. 80 f. 10 Vouchers 1864 Sep-1865 Oct

b. 80 f. 11 Final statement of accounts 1865 Oct

## Executive Committee of Boston Associates 1863-1866

Quarterly reports typically include vouchers, bills, expense accounts, and other financial statements.

b. 84 f. 1 Quarterly report for June 30, 1863

b. 84 f. 2 Quarterly report for September 30, 1863

b. 84 f. 3 Quarterly report for December 31, 1863

b. 84 f. 4 Quarterly report for March 31, 1863

b. 85 f. 1 Quarterly report for June 30, 1864

b. 85 f. 2 Quarterly report for September 30, 1864

b. 85 f. 3 Quarterly report for March 31, 1865

b. 85 f. 4 Vouchers for ice shipments to Morris Island 1863 Aug-Sep

b. 85 f. 5 Miscellaneous vouchers 1864 May 20, 1865 Nov-1866 Feb

b. 85 f. 6 Accounts of J. Huntington Wolcott 1865 Aug-1866 Jul

## Hospital Directory, Washington DC 1862-1864

b. 86 f. 1 Bills 1862 Feb-1863 Mar

b. 86 f. 2 Account book 1862 Dec

b. 86 f. 3 Cash book and ledger 1863 Jan-1864 Jan

III. Local records submitted (cont.)

Maryland 1862-1865

Annapolis 1863-1865

- b. 87 f. 1 Monthly cash account 1864 Aug
- b. 87 f. 2 Monthly cash account 1864 Oct
- b. 87 f. 3-10 Monthly cash accounts 1864 Nov-1865 Jun
- b. 87 f. 11 Monthly cash accounts for the Home 1863 Jul-1864 Apr
- b. 87 f. 12 Report of sale of furniture at auction 1865 May 29
- b. 87 v. 1 Elias Kunkle account book 1864 May 31-Sep  
In account with J. Addison Whitaker.

Baltimore 1862-1865

- b. 88 f. 1 Bills 1862 Nov-Dec
- b. 88 f. 2 Bills 1863 Feb
- b. 88 f. 3-15 Bills 1863 May-1864 Oct
- b. 89 f. 1-2 Bills 1864 Nov-1865 Jul
- b. 89 f. 3-6 Receipts 1863 Jan-Dec
- b. 89 f. 7 Receipts 1864 Feb, May
- b. 89 f. 8-12 Receipts 1864 Jul-1865 May
- b. 89 f. 13 Check book 1864 May 6- 1865 Aug 7
- b. 90 f. 1-3 Monthly cash accounts 1862 Nov-1863 Sep
- b. 90 f. 4 Monthly cash accounts 1863 Dec
- b. 90 f. 5 Monthly cash accounts 1864 Feb-Jul
- b. 90 f. 6 Donations of goods 1863 Sep
- b. 90 f. 7 Accounts of T. G. T. Hopkins 1864 Jun-Jul
- b. 90 f. 8 Invoice of supplies used and cash received at the Home 1865 Jul
- b. 15 f. 5 Receipts for cash paid 1865 Apr 1-Aug 5
- b. 90 f. 9 Frederick, Md. vouchers 1863 Mar-Jul

New England Women's Auxiliary Association 1861-1863

- b. 80 f. 12 Bills paid 1861-1863
- b. 80 f. 13 Monthly cash account of Dr. S. G. Howe 1861 Dec
- b. 80 f. 14 Accounts of Dr. S. G. Howe 1862 Sep-Dec

Pennsylvania 1864-1865

Philadelphia Agency 1864-1865

- b. 91 f. 1 Accounts of R. M. Lewis 1864 Jul 2-Sep 3  
Supplies purchased for City Point, Virginia.  
Soldiers' Lodge
- b. 91 f. 2-8 Monthly cash accounts 1865 May-Nov
- b. 91 f. 9 Muster and pay roll of the Lodge 1865

Canvassing and Supply Department 1864-1865

- b. 92 f. 1-8 Monthly cash accounts 1864 Oct-1865 May
- b. 92 f. 9 Monthly cash accounts 1865 Jun-Jul 9
- b. 92 f. 10 Monthly cash accounts 1865 Jul 9-Nov 27

## III. Local records submitted (cont.)

## Pennsylvania (cont.)

## Canvassing and Supply Department (cont.)

- b. 92 f. 11 **James J. Marks letters** 1864 Nov 16-Dec 30, 1865 Apr 22-May 18  
Letters written mostly to Joseph Parrish, officer in charge of the Canvassing and Supply Department, reporting on his travels throughout upstate New York and the Boston area to promote the USSC, and his expenses. Parrish forwarded these letters to Charles G. Lathrop, bookkeeper at the New York Office, to provide insight into Marks' financial accounts.
- b. 92 f. 12-13 **Receipt books for cash paid** 1864 Sep 27-1865 Jun 6
- b. 80 f. 15 **Rhode Island Agency account book** 1861 Oct-1865 Oct  
The USSC's Rhode Island Agency, headed by R. M. Larned, was located at 16 Water Street in Providence. Volume also includes newspaper clippings and a transcribed letter from Abby W. Chace to F. B. Goodrich, 1864 Dec 7, describing the work of the Rhode Island Relief Association, auxiliary to the USSC. The Agency's other records were apparently not transferred to the USSC.
- Statistical Bureau 1865-1868**
- b. 80 f. 16 **Vouchers** 1865 Feb-Mar, 1866 Jun-Aug, 1867 Jan-Feb
- b. 80 f. 17 **Rosters** 1865 Mar-May, Nov-1866 Oct; 1867 Jan-Apr, Jul-Sep
- b. 80 f. 18 **Monthly cash accounts** 1866 Jul, 1867 Jul-Aug
- b. 80 f. 19 **Unsettled account of Benjamin A. Gould** 1868 Jul
- Western Department 1861-1866**
- b. 93 f. 1-12 **Monthly cash accounts** 1862 Mar-1863 Jun
- b. 94 f. 1-8 **Monthly cash accounts** 1863 Jul-1864 Feb
- b. 95 f. 1-5 **Monthly cash accounts** 1864 Mar-Jul
- b. 96 f. 1-4 **Monthly cash accounts** 1864 Aug-Nov
- b. 97 f. 1-4 **Monthly cash accounts** 1864 Dec-1865 Mar
- b. 98 f. 1-4 **Monthly cash accounts** 1865 Apr-Jul
- b. 99 f. 1-7 **Monthly cash accounts** 1865 Aug-1866 Jun
- b. 99 f. 8 **Schedule of property belonging to the Western Department** 1863 Jul 1
- b. 99 f. 9 **Cash disbursements** 1863
- b. 99 f. 10 **Balance sheet** 1864 Jan 1
- b. 99 f. 11 **Quarterly classifications of cash expenditures** 1864 Oct-1865 Mar, Jul-Dec
- b. 99 f. 12 **Accounts with the Central Office, Washington, DC** 1861 Sep 17-1866 Oct 31
- b. 99 v. 1 **Bank book of Dr. John S. Newberry** 1864 May 12-1865 Aug 2
- Woman's Central Association of Relief 1861-1865**  
Records consist of vouchers, 1861-1865; a set of cash books, 1862-1865, as well as a separate set of cash books for the Committee on Supplies, 1861-1865; bank account records for the East River Bank in account with Ellen Collins, 1862-1865; and accounts of the treasurer, Howard Potter, 1863-1865. The treasurer's accounts consist of bills, vouchers, and related correspondence from WCAR staff, in chronological order by year, and no further order within.
- b. 100 f. 1-8 **Vouchers** 1861 May-1863 Jan
- b. 101 f. 1-10 **Vouchers** 1863 Feb-Dec
- b. 102 f. 1-9 **Vouchers** 1864 Jan-Sep
- b. 103 f. 1-7 **Vouchers** 1864 Oct-1865 Apr, Jul-Sep
- b. 103 f. 8 **Vouchers for postage and expressage** 1864 May-1865 Jul
- Cash books** 1862 Nov-1865 Aug
- b. 104 v. 1-9 **1862 Nov 7-1864 Aug 24**
- b. 103 f. 9 **1864 Aug 24-1865 Aug 8**

III. Local records submitted (cont.)

Woman's Central Association of Relief (cont.)

- b. 104  
v. 10-14      Committee on Receiving and Forwarding Supplies cash books 1861 Oct 1-1865 Jul 8
- b. 104  
v. 15          Bank book 1862 Aug 1-1865 Jul 25
- b. 104  
v. 16          Check stub book 1862 Aug 1-1863 Aug 14  
#1-155
- b. 104  
v. 17          Check stub book 1864 Mar 22-1865 Jul 28  
#264-424
- b. 104 f. 1      Cancelled checks 1862 Aug 1-1863 May 2  
#1-109
- b. 104 f. 2      Cancelled checks 1865 Jan 7-Jul 28  
#384-424
- b. 104 f. 3      Treasurer's accounts 1863
- b. 104 f. 4-6     Treasurer's accounts 1864
- b. 104 f. 7      Treasurer's accounts 1865

IV. USSC staff rosters 1863-1866 (1 box)

Records consist of two types of staff rosters maintained by the USSC: those created by individual departments and offices for inclusion in their monthly reports in account with the USSC; and those created sporadically by the Central Office in Washington or the New York Office, listing the staff of all or most of what the USSC called "working departments" across the country, and sometimes agencies abroad. Many rosters found here appear to have been removed from accounting and other records. Rosters typically include the name, position, and salary of staff members listed; condensed rosters give only the total number of employees and gross salaries. Additional rosters may be found in monthly accounting records within Accounts and Vouchers and in other record groups.

- b. 105 f. 1      Army of the Potomac 1863 Feb, 1865 Feb-Apr
- b. 105 f. 2      Department of the Gulf 1865 Mar
- b. 105 f. 3      Department of the Shenandoah 1865 Feb-Apr
- b. 105 f. 4      Maryland. Annapolis 1865 Mar
- b. 105 f. 5      Medical Committee's assistance 1866 Jan-Mar, Jun-Jul
- b. 105 f. 6      New York Office 1863 Jan, 1864 Oct, 1865 Apr
- b. 105 f. 7      Pennsylvania. Canvassing and Supply Department 1865 Mar
- b. 105 f. 8      Washington Office 1863 Jan; 1864 Apr-May, Jul, Oct
- b. 105 f. 9      Western Department 1863 Jul-Aug, Oct; 1865 Jan, Mar-Apr
- USSC
- b. 105 f. 10     1862 Oct
- b. 105 f. 11     1863 Apr
- b. 105 f. 12     1863 Oct
- b. 105 f. 13     1864 Jul
- b. 105 f. 14     1864 Oct
- b. 105 f. 15-16   1864 Dec-1865 Jan
- b. 105 f. 17     1865 Apr
- b. 105 f. 18     1865 Jun
- b. 105 f. 19     Undated
- b. 105 f. 20     Draft rosters 1863
- b. 105 f. 21     Condensed rosters 1864 Jan, Oct-1865 Jan