

## FINDING AID

### Administrative Records of the Conference of Manitoba and Northwestern Ontario Fonds

#### Series 519/2 Conference Administration Support

- 519/2/1 Congregational Support Committee
- 519/2/2 Administrative Support Committee

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United Church of Canada Archives  
Winnipeg

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**500 Manitoba and Northwestern Ontario Conference fonds. -- 1917 - 2004; predominant 1954-1993. -- 43m of textual records and other material.**

The Conference of Manitoba came into existence in June of 1925 with the creation of The United Church of Canada through the union of the Methodist, Presbyterian, Congregational and Local Union Churches of Canada. The name was changed in 1980 to the Conference of Manitoba and Northwestern Ontario as a result of a successful petition to the General Council of the United Church by Cambrian Presbytery. The Conference encompasses the entire province of Manitoba and the area of Northwestern Ontario drained by the Rainy River and Winnipeg River systems as far east as Marathon, Ontario and south to the United States border.

The Conference has an administrative as well as a geographic meaning. The thirteen conferences within The United Church of Canada function as a governing body or court of the church. Very simply, they are composed of members of the Order of Ministry on the roll of Presbyteries within the geographical bounds of the Conference and lay persons under appointment to administrative or staff positions within the Conference by a court of the church or the United Church General Council. These are matched by an equal number of lay representatives elected from the Pastoral Charges within the Conference. Chairpersons of Conference Committees and the President of the Conference United Church Women are also members of Conference. In addition to the obligation to meet annually and to appoint a Conference Executive, the Conference was charged with appointing Standing and Special Committees to carry out the day to day work of the Conference. In 1925 these were Education and Students, Evangelism and Social Service, Foreign Missions, Home Missions, Pensions, Publications, Religious Education, Missionary and Maintenance Fund, Church Property, Settlement, Statistics, Historical and Obituaries.

With a few exceptions, the structure of Conference remained essentially the same until 1972 when a major realignment of the administrative structure of the United Church at the General Council (National) and Conference levels took place. In 1972, the Boards of Home Missions, Evangelism and Social Service and Christian Education had ceased to exist along with the staff positions associated with that work. New paid staff positions which made their first appearance around this time were Regional Director of Broadcasting in 1971 (lasting only until 1972), the positions of Conference Personnel and Conference Administrative Support in 1972 and the positions of Leadership Development and Program Resource in 1973. In 1975 and 1976, and again from 1989 to 1993, a staff position for Communications was added. In 1983, the Conference staff position of Christian Development and Outreach was created and, in 1986, an Evangelism and Social Action staff person as well as a full time Conference Archivist was hired.

The changes in National and Conference administrative structure, which resulted from a move towards more regional and local control of church programs, were reflected in the evolution of Conference Committees. The powerful Conference Home Missions Committee and its sub-committees, responsible for overseeing the mission initiatives of Conference and the administration of mission grants according to Board of Home Missions directives, had been replaced by the Administrative Support Committee (briefly called the Congregational Support Committee) by 1973. Another major reorganisation of the Conference committee structure took place in 1983 when a system for the division of the work of Conference committees among four Councils (Stewardship, Worship and Education, Ministry and Personnel, Evangelism and Social Action) was devised. Committee chairs reported to their respective Councils that in turn were represented on the Conference Executive.

Another major reorganisation of Conference Structure took place in 1993. At that time, the pressure of meeting current demands with dwindling resources resulted in a move to reduce the number of Presbyteries from eight to six. The work previously allocated among four Conference Councils was then divided between three Program Units (Education and Justice, Ministry and Personnel, and Stewardship and Mission). The number of Committees reporting to the Program Units, and through them to the Conference Executive was reduced. Salaried staff were also decreased and reorganised to include the positions of Executive Secretary, Education and Justice staff person, Stewardship and Mission staff

person, Personnel staff person and Conference Archivist. Further changes to the Conference Structure were made in 2005.

Many of the materials which make up this Conference fonds had been stored in the basement of the Conference administrative offices at 120 Maryland Street in Winnipeg in an ad hoc manner for varying lengths of time over a period of approximately forty years before coming into the Archives. Generally, the records of Conference executive, staff and committee chairs were transferred to the basement at the end of their term of office. Renovations to and rearrangement of the basement area resulted in the movement of the materials around the storage area on more than one occasion. It is probable that space constraints resulted in the unrecorded disposal of an undetermined number of documents and other materials throughout the storage period. Administrative records in storage at 120 Maryland were formally transferred to the Archives in 1989. The movement of the Conference administrative offices to a new address in the fall of 1996 precipitated an inventory and the relocation of those records in 1995 prior to the move. The balance of the fonds consists of record series that had been accessioned by the Archives at various periods prior to 1995. The provenance of records accessioned prior to 1976 is often obscure.

The fonds consists of textual and other materials generated by the Conference, the Conference Executive, Conference Staff Associates and Conference Committee members in the fulfilment of their mandate as outlined in *The Manual of The United Church of Canada* from 1925 to 1994. Throughout the life of the fonds, several Conference staff members have served in more than one church or community administration simultaneously while keeping unified files. This has resulted in materials from other administrative jurisdictions being interspersed among the fonds.

Fonds are composed of the following series: Conference Annual Meetings, 1925-1993; Conference Executive, 1925-2002; Conference Offices, 1958-1989; Committees, Task Forces and Working Groups Answering to the Executive and Sub-Executive, 1968-1993; Manitoba Conference Branch of The United Church Woman's Missionary Society, 1918-1962; Manitoba Conference Branch Woman's Missionary Society Archives Collection, [ca.1885-ca.1960]; Manitoba Conference Lay Association, [ca.1910]-1962; District Council AOTS, 1964-1977; Conference Committee on Christian Education, 1927-1992; Conference Home Missions Committee, 1926-1973; Superintendents of Home Missions, 1926-1973; records of the Administration of Norway House Residential School, 1954-1967; Conference Hospitals, 1923-1982; Home Missions Inter-Conference and Ecumenical Groups, 1956-1969; Conference Evangelism and Social Service Committee, 1933-1976; Conference Congregational Life and Work, 1952-1979; Church in Society Committee, 1976-1983; Evangelism and Social Action Council, 1983-1993; Inter-Conference and Ecumenical Groups reporting to the Evangelism and Social Action Council, 1972-1999; Conference Communications, 1964-1992; Worship and Education Council, 1981-1994; Worship and Education Council Women's Groups, 1982-1992; Education and Justice Unit, 1987 - 2004 (predominately 1993 - 1998); Committee on Education, Students and Church Vocations, 1975-1978; Conference Education Committee, 1972-1983; [Interim] Placement Committee, 1970-1972; Conference Settlement Committee, 1971-1980; Conference Staff Committee, 1966-1992; Ministry and Personnel Council, 1982-1993; Conference Personnel Officer, 1972-1993; Conference Personnel Records, 1957-1993; records of the Conference Finance Committee, 1964-1974; records of Conference Administrative Support, 1973-1983; records of Administrative Support Staff, 1972-1993; Conference Stewardship, 1967-1993; Church Camps, 1918-1975; Church Home for Girls, 1945-1976; Women's Union, 1926-1958; Manitoba Conference Woman's Association, 1946-1962; Conference United Church Women, 1963-2002; Fellowship of Professional Women, 1949-1980; Manitoba Canadian Girls in Training, 1918-1990; and the Manitoba Student Christian Movement, 1923-1981.

Title based on contents of fonds.

The fonds also includes ephemera, photographs, slides, audio tape recordings, video tape recordings and 50 sets of blueprints, plans and architects' drawings.

Original order of many of the series of the fonds was substantially obscured during the storage period and many materials were in an extremely disorganised state with no original order or access points apparent; where necessary, order based on administrative function has been reconstructed by the arranging archivist.

Some restrictions on access; see series descriptions.

Finding Aids consist of series descriptions and box lists; some sub-series and file level description available.

Further accruals are expected.

**519/2 Records of Conference Administrative Support. – 1973-1983. – .5m of textual records.**

In 1972 the administrative structure of the United Church in Canada was completely revamped. Seven boards, many of which had been in existence since 1925, were replaced by five divisions as the work of the church was consolidated. The Division of Mission in Canada merged the former Division of Congregational Life and Work with the Boards of Men, Women, Christian Education, Home Missions, and Evangelism and Social Service. Reorganisation at the national level was mirrored at the Conference level, although it was no longer expected that the organisational structures of the various levels of the Church mimic each other and a new Conference model was developed. The work of several Conference committees such as Christian Education and Home Missions was combined under one administrative structure. Responsibility for program development was expected to devolve to the Presbyteries and Congregations with some staff support at the Conference level. All financial aspects of Conference programming (budgeting, funding and accounting) were consolidated. This included administration of loans and grants to missions and church extension within the Conference. This reflected a move at the national level whereby the Division of Finance assumed much of the detailed administrative work of Congregational Life & Work and Home Missions. With the demise of the Home Missions Committee in 1972 and the Congregational Life and Work Committee in 1973, this became the responsibility of the Congregational Support Committee. However, the Congregational Support Committee was created only as an interim measure while a new Conference model for financial administration and program development was implemented.

In 1974, Conference decided that the Finance Committee would assume responsibility for the administration of the Conference fund, the Block Grant and the Conference Staff funds. Finance also took on the obligation for raising Conference funds and for policy development for some Conference programming. The committee was further charged with administering the retention, acquisition, maintenance and disposition of nationally owned church property within the Conference (properties previously administered by the former Home Missions Committee), and Conference Trust funds. To better reflect its new mandate, the name of the Finance Committee was changed to the Administrative Support Committee.

Beginning in 1980, a further review of Conference organisation was carried out. The proposed new structure presented at the 1982 Annual Meeting of Conference reduced the size of the Conference Executive and devolved many administrative duties to four newly created Councils to which almost all Conference committees would now report. This new organisational structure came into being at the rise of Conference in June of 1983. Matters of financial administration previously handled by the Administrative Support Committee then became the responsibility of the newly created Stewardship Council.

The series consists of the following sub-series: Congregational Support Committee, 1973-1974; and Administrative Support Committee, 1974-1983.

Title based on contents.

Access to material containing identifying information about individuals may be restricted; see sub-series and file descriptions.

**519/2/1 Congregational Support Committee. – 1973-1974. – 2 folders.**

In 1973, the Congregational Support Committee took over the responsibilities of the former Congregational Life and Work Committee. Tasks assigned to the Congregational Support Committee were divided between the two Arms of Administration (including all budgeting, funding and financial administration tasks) and Program and Leadership. The main assignment of the Administrative Arm, also called Finance, was to review requests on the Conference Block Grant and Property Budget and to send forward requests under the ceiling of the Conference Block Grant. The Administrative Arm also oversaw the financial administration of former Home Missions initiatives including aid-receiving charges, supply and immigration ministries. The Program and Leadership Arm was responsible for the administration of the Lay Development and Bursary Funds as well as Conference Programming funds, and the Conference Resource Centre. They also oversaw the expenditures of or provided resources for C. G. I. T. and other youth programs, Conference Camping and Crossreach. In addition, Program and Leadership was responsible for identifying social issue priorities, initiating social action and lobbying efforts, co-ordinating outreach and setting educational priorities, and other Conference program development. In keeping with the new emphasis on grass roots program creation, the Congregational Support Committee also worked to facilitate the transfer of responsibility for program development and administration from the Conference to the Presbyteries and congregations.

Co-ordinating Chairmen of the Congregational Support Committee included Bruce Gunn. Convenors included Ms. Mary Rance and Mrs. Anne Mcaulay (Administration) and Mrs. Marion Child (Program & Leadership).

Items described here include a folder that was previously attributed to the Congregational Life and Work Committee and described as part of Conference General Administration. This consists of documents acquired or created by Rev. Raymond Smith (Conference Administrative Support Staff from 1972 to 1980), that pertain to plans for the operation of the Congregational Support Committee, especially the Leadership Development Arm. A second folder was accessioned in 1996 as part of a larger accession of the records of Conference administration that had been stored at the Conference Offices at 120 Maryland. The contents consist of minutes of the Congregational Support Committee and its constituent sub-committees.

Title based on contents.

File level description; box lists available.

**File Description**

**1. Congregational Support Committee Program Materials. -- 1973-1974. -- 1 folder.**

Items found here include proposals for financing the work of the Congregational Support Committee (including budget documents) and the Leadership Development Fund. Resources for Leadership Development are also described and correspondence pertaining to Leadership Development programs is included.

Title based on contents.

Fasteners were removed, items were re-folded, and pages were numbered for these records during previous microfilming projects; some missing fasteners were replaced with plastic clips during description taking place in 2001.

Location: Box 511/1-1.

**2. Congregational Support Committee Minutes. -- 1973-1974. -- 1 folder.**

Items described here consist of minutes of the Congregational Support Committee for the period from September 1973 to April 1974; minutes for meetings of the Administration Arm dating from November 1973 to June 1974; and minutes of the Program and Leadership Arm dating from November 1973.

Title based on contents.

Accession: 96-21.

Location: Box 519/2-1.

**519/2/2 Administrative Support Committee. – 1947-1983. – 30 folders + 2 volumes.**

The purpose of this committee was to carry out the policies and decisions of the newly enlarged Conference Executive relating to financial administration, to alert the Executive to matters requiring decision and to provide the Executive with the information required to facilitate decision making. By 1978, the Committee functioned with a membership of seven plus the Conference Treasurer, Stewardship Convenor, and the Conference Administrative Support staff person, Ray Smith, who was also functioning as Committee Secretary.

Administration of the Block Grant was the major responsibility of the Administrative Support Committee. Block Grant policy decisions were made initially by the Presbyteries, which were responsible for evaluating and approving requests for programs and Pastoral Charges. The Conference Executive acted on the recommendation of the Presbyteries within the financial limits of the Block Grant established by the Division of Mission. Administrative Support facilitated this process, assuring that funds were distributed responsibly and in accordance with the decisions that had been made. The Conference Administrative Support Committee was also responsible for implementing decisions related to the retention, acquisition, upkeep and disposition of nationally owned church property within the Conference. As well, this committee researched, prepared and oversaw the Conference budget within the policy established by the Conference Executive. To insure that proper authority existed for all expenditures this committee also reviewed disbursements of Conference funds.

Chairmen of the Conference Administrative Support Committee included Rev. Wayne Larstone (interim); Paul Duval, 1974-1978; Lloyd Agnew, 1978-1980; and Rev. Terence Hidichuk, 1980-1983.

Records described as part of this series came to the United Church Archives as part of at least two accessions twelve years apart. Items acquired in 1984 and previously attributed to the Manitoba Conference Executive included Administrative Support Committee minutes, reports, budget materials, correspondence, financial statements and ledgers. Items accessioned in 1996 include Administrative Support Committee minutes, correspondence pertaining to various Conference funds, and records of the Administrative Support Committee and Conference budgets. Many of these later materials appear to have been created or acquired by Conference Administrative Support staff (especially Rev. Ray Smith) in the course of their work as members of the Administrative Support Committee. Items also include records created by the Conference Treasurer, including some created prior to 1973 as the records of the Administrative Support Committee also incorporate some items that pertain to the operation of the antecedent Conference Finance Committee.

Items described here include minutes of the Administrative Support Committee, dating from June 1974 to March 1983; Treasurer's files, 1968-1978; funding requests, 1966-1977; general committee correspondence dating from January 1975 to December 1981; correspondence and other records pertaining to the Administrative Support Committee budget and other Conference funds dating from 1973 to 1983. Also found here are the General Ledger with entries dating from 1947 to 1979; Conference financial statements dating from 1963 to 1981; and audit reports for various Conference initiatives dating from 1975 to 1980.

Title based on contents.

Cheque vouchers, cheque stubs, bank statements, Northern Allowance ledgers, T-4s, General Council policy documents pertaining to Block Grants and the Capital Assistance Fund, and Division of Mission Budget documents have been culled along with Division of Finance and Department of Stewardship minutes and other Division of Finance resource materials. A program for a dinner honouring W. Norman Mcleod, Chairman of the Board of Finance from 1946 to 1966 has been removed to the General Council Vertical File.

File level description; box lists available.



For records pertaining to the Indian Ministry Training Program Planning Committee, a sub-committee of the Administrative Support Committee, see the sub-series "511/1/3 Project for the Development of Church School Curricula and Training Programs for Indians in Manitoba Conference, 1971-1974" described as part of the series "511/1 Conference Congregational Life and Work".

Records pertaining to Nationally Owned Properties in Manitoba Conference are described as part of the sub-series "509/1/4 Advisory Committee to the Building Administrator" in the series "509/1 Conference Home Missions Committee".

Accession: 84-42; 96-21; and others.

**File Description**

**1. Minutes. -- 1974-1983. -- 5 folders.**

Secretaries of the Administrative Support Committee included Rev. Dr. J. E. Stewart, Rev. Raymond R. Smith and Rev. Norm Velnes.

Minutes of the Administrative Support Committee described here appear to have been acquired from two different sources. One set dating from 1974 to 1978 appears to have been compiled by the former Conference Treasurer and long-time Finance/Administrative Support Committee member, Mr. E. G. Standing. The second set dating from 1973 to 1983 appears to have been compiled by Conference Administrative Support, Rev. Raymond R. Smith and Rev. Norm Velnes, who also served as Secretaries of the Administrative Support Committee. Included with this set of minutes are copies of committee reports to the Conference Executive and Sub-Executive and other related materials.

Title based on contents.

Chronological order.

Location: Box 519/2-1 (formerly housed in 519/2-2/Box S-9-0 - now CA0087; Box 500/3-1.

**2. Treasurer's Files. -- 1968-1978. -- 6 folders.**

Those who served as Conference Treasurers during this period included Mr. E. Graham Standing, Mr. Norman Brand and The Rev. Dr. J. Esek Stewart, who was succeeded by Mr. Paul Duval in 1978. Items described here include the Treasurer's notes and other materials pertaining to the budgeting process for the expenditure of Manitoba Conference funds (including reports and other reference materials from various Conference Committees); notes and other materials pertaining to the development of policies and procedures for the administration of Conference finances; items of the Conference Treasurer's correspondence; Finance/Administrative Support Committee correspondence, reports and reference materials; and notes and other materials (including draft resolutions) pertaining to Conference Annual Meetings and the Annual Report of the Treasurer/Finance Committee.

These folders also contain copies of minutes of the meetings of the Belair [Camp] Sale Committee dating from March and April 1971.

Title based on contents.

Location: Box 500/3-1.

**3. Funding Requests. -- 1966-1977. -- 5 folders.**

Items found here consist of correspondence and other documents that pertain to funding requests received by the Conference Administrative Support Committee in advance of the annual budgeting process. This includes requests for allocations from the Stabilisation Fund/Conference Equalisation Grants and later Conference Block Grants.

Title based on contents.

Location: Box 500/3-1.

**4. Committee Budget. -- 1974-1981. -- 1 folder.**

Items found here consist of correspondence and other documents that pertain to the budgeting process for the Administrative Support Committee itself. This includes an incomplete series of monthly statements of receipts and disbursements for the Congregational Support and Administrative Support committees as well as annual financial statements for 1975, 1976 and 1978.

Title based on contents.

Reverse chronological order.

Location: Box 519/2-1 (formerly housed in Box S-9-0 now CA0087).

**5. General Correspondence. -- 1975-1981. -- 1 folder.**

Items found here largely consist of circular letters generated by the Administrative Support Committee as part of the process of making the yearly Conference budget and Block Grant allocations.

Title based on contents.

Reverse chronological order.

Location: Box 519/2-1 (formerly housed in Box S-9-0 now CA0087).

**6. Conference Planning. -- 1974-1975. -- 1 folder.**

The Conference Finance Committee, and later Administrative Support Committee, was responsible for setting and administering the budget for the Annual Meeting of Conference. Items described here include materials that appear to have been collected as resource material for setting the budget for the Conference Annual Meetings of 1974 and 1975.

Title based on contents.

Location: Box 500/3-1.

**7. Conference Fund. -- 1976-1981. -- 1 folder.**

Items found here consist of correspondence and other documents that pertain to the process of creating the Conference budget.

Title based on contents.

Reverse chronological order.

Location: Box 519/2-1 (formerly housed in Box S-9-0 now CA0087).

**8. Bursary Fund. -- 1980-1983. -- 1 folder.**

The Conference United Church Women Bursary Fund was originally created by the Conference Woman's Association at their annual meeting in 1958. The purpose of the fund was to provide financial help with leadership training expenses for promising candidates for full or part time work in the church. After the demise of the Woman's Association in 1962, the Conference UCW carried on the work of the Bursary Committee. In 1969, responsibilities for the administration of the Bursary Fund came under the supervision of Congregational Life and Work (which ceased to exist in 1973) and later its successors, the Congregational Support and Administrative Support Committees.

Items found here consist of correspondence and other documents that pertain to the awarding of annual bursaries from the United Church Women Bursary Fund between 1980 and 1983. This includes application forms and supporting documentation from successful applicants.

Title based on contents.

Reverse chronological order.

See the series "524/1 Records of the Conference United Church Women" for the records of the UCW Bursary Committee dating from 1962 to 1967.

Location: Box 519/2-1 (formerly housed in Box S-9-0 now CA0087).

**9. Radio Fund. -- 1967-1983. -- 2 folders.**

In 1965, Manitoba Conference United Church Women (UCW) undertook to raise funds to create a two-way radio network for First Nations missions, which at that time had no telephone service. In 1967 the UCW adopted the Radio Network as a Centennial project and all Home Missions in Manitoba and North-western Ontario (24 stations in 1972) were eventually linked to Winnipeg by radios purchased with funds raised by the Conference UCW. In many communities, these radios were the only link with the outside world. The Network remained active until the advent of wide spread telephone service in 1983. In 1969, the Two-Way Radio Program came under the supervision of Congregational Life and Work (which ceased to exist in 1973) and its successor, the Administrative Support Committee.

Items found here consist of correspondence and other documents that pertain to the creation, funding and maintenance of the Manitoba Home Missions Radio Network. Items also include a copy of the United Church Radio Network policy dating from March 1967, fund-raising materials, and reports.

Title based on contents.

Reverse chronological order.

Location: Box 519/2-1 (formerly housed in Box S-9-0 now CA0087).

**10. Investment in People Fund. -- 1974-1983. -- 1 folder.**

The Investment in People Fund (previously known as the Lay Development Fund) was available to United Church lay men and women in order to assist them to attend training events that would enrich their lives and, through them, the congregations they represented. The Fund was administered by the Division of Mission on behalf of the Conferences, however, allocations from the fund were made on the recommendation of Conference 'approving committees'. In 1976, Conference level responsibility for the Investment in People Fund was joined with that of the Conference Leadership Development Fund and supervision became the responsibility of the Administrative Support Committee. One major beneficiary of Investment in People funding up to 1982 was the Northern Elders Annual Meeting.

Items found here consist of correspondence and other documents that pertain to the supervision of and allocations from the Investment in People Fund in Manitoba Conference. This also includes fund reports, sample application forms, event reports, and program evaluations.

Title based on contents.

Reverse chronological order.

For items pertaining to the administration of the antecedent Lay Development Fund see the sub-series "511/1/1 Congregational Life and Work Committee".

Location: Box 519/2-1 (formerly housed in Box S-9-0 now CA0087).

**11. Leadership Development Fund. -- 1982-1983. -- 1 folder.**

The Leadership Development Fund was used to provide support for the mounting of larger outreach and education events such as Camps and Conferences, Congregational Retreats, and educational workshops. Supervision of allocations from the Fund was the responsibility of the Conference Administrative Support Committee.

Items found here consist of correspondence and other documents that pertain to the supervision of and allocations from the Leadership Development Fund in Manitoba Conference. This also includes application forms, event reports, and event evaluations.

Title based on contents.

Reverse chronological order.

Location: Box 519/2-1 (formerly housed in Box S-9-0 now CA0087).

**12. General Ledger. -- 1947-1979, predominant 1970-1979. -- 2 folders + 2 volumes.**

Items found here consist of loose pages that have been removed from ring bound general accounts ledgers as well as two bound general ledgers containing the financial accounts of the Conference of Manitoba and North-western Ontario. Included are ledger pages detailing receipts and expenditures from various investment, bond and trust accounts (including bequests) for the period from 1947 to 1978. Also detailed are Presbytery assessments and expenses, Conference committee expenses; Executive, Field Staff and Office expenses; and other Conference expenses for the period from 1970 to 1979.

Title based on contents.

Various memos and other items were affixed to the pages of the bound volumes with staples; these fasteners appear to have been removed when these items were originally accessioned.

Location: Box 519/2-1 (former Temporary Box I).

**13. Financial Statements. -- 1963-1981. -- 3 folders.**

Items found here include Manitoba Conference Financial Statements for the years ending December 31 1963, 1966, 1968, 1969, and 1971 to 1977 including in many instances the Auditor's Report. Many also show evidence of hand-written notes and corrections assumed to have been made by the Conference Treasurer. Also included here are Conference Field Staff Office Accounts Statements of Receipts and Disbursements dating from 1976 to 1980. Financial Statements for the Committee accounts include Manitoba Conference Congregational Support Committee for the year ended December 31, 1974; Manitoba Conference Congregational Support Committee-Indian Project for the year ended December 31, 1974; and Administrative Support Committee Budgets and Statements of Receipts and Disbursements dating from 1976 to 1981.

Title based on contents.

Several financial statements were originally bound with coil bindings that appear to have been removed when these items were originally accessioned.

The Financial Statement for the Winnipeg Presbytery Society for Senior Citizens Homes in Winnipeg for the year ended December 31, 1967 previously housed with these records has been removed and re-housed with the records of Winnipeg Presbytery.

Location: Box 500/3-1.

**14. Audit Reports. -- 1975-1980. -- 1 folder.**

Correspondence and other items found here appear to have been generated by E. Graham Standing in his capacity as Associate Conference Treasurer. However, they were accessioned along with the records of Conference Administrative Support Staff Raymond Smith and Norman Velnes in 1996.

Items described here consist of correspondence and other documents pertaining to auditor's reports for MacLean House (1978), the Indian Ministry Training Program (1978), the United Church Book and Audio Visual Centre (1975-1977), Indian Metis Reception Lodge/Ministry with Native People (1976-1980).

Title taken from folder label.

Reverse chronological arrangement.

Accession: 1996-21.

Location: Box 519/2-2 (former Box S-9-1).

**Box Lists**

**Box 500/3-1**

**Records of the Conference Administrative Support Committee**

- Minutes. -- 1974-1978. -- 2 folders.
- Treasurer's Files. -- 1968-1978. -- 6 folders.
- Funding Requests. -- 1966-1977. -- 5 folders.
- Conference Planning. -- 1974-1975. -- 1 folder.
  - Financial Statements. -- 1963-1981. -- 3 folders.

**Box 511/1-1 Former CL&W-A)**

**Records of the Conference Congregational Support Committee**

- Congregational Support Committee Program Materials. -- 1973-1974. -- 1 folder.

**Box 519/2-2 (former Box S-9-1/CA0088)**

**General Files of the Superintendent of Home Missions**

McMurtry & Smith, 1966-1972

- Institutional Mission Board (Winnipeg). -- 1966-1972. -- 1 folder.

**Records of the Conference Administrative Support Committee**

- Audit Reports. -- 1975-1980. -- 1 folder.

**Box 519/2-1 (Former Temporary Box 1)**

**Records of the Conference Congregational Support Committee**

- Minutes. -- 1973-1974. -- 1 folder.

**Records of the Conference Administrative Support Committee**

- Minutes. -- 1973-1983. -- 2 folders.
- Committee Budget. -- 1974-1981. -- 1 folder.
- General Correspondence. -- 1975-1981. -- 1 folder.
- Conference Fund. -- 1976-1981. -- 1 folder.
- Bursary Fund. -- 1980-1983. -- 1 folder.
- Radio Fund. -- 1967-1983. -- 2 folders.
- Investment in People Fund. -- 1974-1983. -- 1 folder.
- Leadership Development Fund. -- 1982-1983. -- 1 folder.
- General Ledger. -- 1947-1979, predominant 1970-1979. -- 2 folders + 2 volumes.