

Indian Affairs
School Files

(RG 10, Volume 6210)

File 468-11, part 1	Caradoc Agency - Mount Elgin Day School - Vocational Training - Supplies - Accounts - General Administration. 1940 - 1946.
File 468-11, part 2	Caradoc Agency - Mount Elgin Day School - Vocational Training - Supplies - Accounts. 1947 - 1949.
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Indian Affairs. (RG 10, Volume 6210, file 468-24, part 1)

THE MOUNT ELGIN INDIAN RESIDENTIAL SCHOOL

THE UNITED CHURCH OF CANADA

Muncey - Ontario

June 12, 1935.

List of Staff	Occupation	Salaries as at present.
Rev. O.B.Strapp	Principal	\$ 1,500.00
Mrs. M. Erratt	Superintendent	720.00
Miss H. Carlson	Nurse & Girls' Supervisor	540.00
Miss O. Barrberrie	Sewing Teacher	480.00
Miss J.Lind	Dietician	480.00
" E. Leslie	Asst. Dietician	420.00
" Currie	Boys' Supervisor	360.00
" N. Heuther	Intermediate Teacher	480.00
" H. Bandy	Kindergarten	480.00
Mr. F. J. Dodson	Senior Teacher	1,200.00
" J. Kapayo	Mechanic	840.00
" A. Jamieson	Farm Instructor	720.00
" M. E. Lane	Herdsmen	900.00
" Cecil Cady	Utility Man	420.00
Mrs. A. Jamieson	Music Teacher	264.00
		<u>\$ 9,804.00</u>

\$2,830.

E.H. Berthe
E.H. Berthe.

H.B. Rayner
H.B. Rayner.

Auditors

Indian Affairs. (RC 10, Volume 6210, file 468-24, part 1)

THE MOUNT ELGIN INDIAN RESIDENTIAL SCHOOL

THE UNITED CHURCH OF CANADA

Muncey - Ontario

Statement of Receipts & Expenditures
for Fiscal Year ending March 31, 1935.

Revenue:-

Grants - Payments received from Mission Board		\$ 19,004.15
Farm and Garden Proceeds:-		
Cream.....	\$ 1,442.52	
Miscellaneous	6,848.10	8,290.62
Estimated value of food produced		✓ 8,500.00
Sundry refunds and rebates		460.14

Expenditures:-

Salaries	\$ 9,824.08
Clothing	2,628.52
Food (actual)	3,500.67
Estimated value food	8,500.00
Fuel and light	2,104.60
Buildings and repairs	323.76
House equipment	1,548.10
Farm and garden	5,885.50
Trans. Trav. Freight & Ex.	677.96
Extra labour	774.38
Miscellaneous	359.67
	<u>36,127.24</u>

Balance March 31, 1934		162.24
" on hand March 31, 1935	289.91	
	<u>\$ 36,417.15</u>	<u>\$ 36,417.15</u>

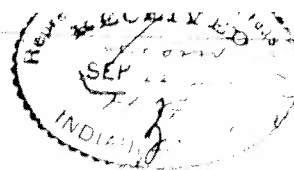
E.H. Berthe
E.H. Berthe.

H.B. Rayner
H.B. Rayner

Auditors.

Indian Affairs. (RG 10, Volume 6210, file 468-24, part 1)

OFFICE OF
REPRESENTATIVE OF THE TREASURY
DEPARTMENT OF INDIAN AFFAIRS



OTTAWA, CANADA

June 29th, 1936.

Mount Elgin Residential School

United Church of Canada

Muncey, Ontario

Dear Sir:

I beg to submit a report of an audit of the books at the above-noted school which I visited on June 4th, while at Caradoc Agency.

The period under review was the fiscal year ending March 31st, 1936 and the cash book was balanced with the Bank Pass Book as at that date as per statement No. 1, attached.

Cash Book, Cheques, Invoices, Bank Account

The new cash book was put into effect after our visit last year but was written as from April 1st, 1936. This book provides a better record for revenue and receipts and the Principal is well pleased with it.

The cancelled cheques and invoices were examined and checked to cash book. The bank account and additions of the cash book were checked by test.

Receipts and Expenditures - Statement No. 2.

The total receipts were \$33,607.68 as compared with \$36,417.15 last year. There was quite a reduction in the sale of the Farm and Garden produce from the previous year which partly accounts for the difference. Last year the produce sold amounted to \$2,949.67 as compared with \$8,290.62 ~~last~~ year. The reduction is due mostly to the sale of a large number of T.B. cattle during the previous year. During the last year only two head of cattle had to be disposed of.

It will be noted that the estimated value of food produced and consumed is \$4,370.73 as compared with \$8,500.00 the previous year which was only a rough estimate as no records had been kept. During the last year a record has been kept and according to the principal the amount was \$8,305.23, but after a close scrutiny of the items it was observed that \$3,934.50 covered hay, grain, corn, roots, etc., which had been fed to the stock, therefore only \$4,370.73 represented the value of food produced and consumed.

The total of the monthly grants received by the school from the Mission Board amounted to \$21,600.00 as compared with \$19,004.15 during the previous year.

Salaries paid during the year amounted to \$9,998.86 over 46% of the total grants received. There are seventeen members of the staff at present. Miss Elford was recently added to the staff owing to the absence of Miss Lind, the dietitian, being on sick leave with pay. Leonard Thomas, an ex-pupil, was engaged as

L.W. McCutcheon, Esq.,
Representative of the Treasury,
Department of Indian Affairs, OTTAWA.

additional

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additional farm help from November last at a salary of 20.00 per month.

The Farm and Garden expense was considerably reduced this last year. During the previous year a replacement of cattle had to be made.

The balance on hand at the close of the fiscal year was 857.45 as compared with 289.91 the previous year.

Staff Occupation and Salaries.

The list of salaries being paid as at June 4th shows a total of 10,524.00. The total salary paid during the year was 9,998.86. The difference is on account of two additional members of the staff and owing to increases in the salaries of Miss Lind and Miss Currie of 60.00 each for only part of the year.

Cost of Operation, Statement No. 4.

This statement shows a slight reduction over the previous year although the average attendance of pupils was only 150. The number of pupils in attendance as at June 4th was 155.

Livestock and Crops.

According to the Principal, the livestock includes 8 horses, 41 head of cattle, 17 calves, 16 hogs, and 400 poultry. There are 24 hives of bees.

The crops produced in 1935 consisted of 2143 bushels of oats, 746 bushels of wheat, 250 tons of corn, 170 tons of hay, 75 tons of straw, 680 bags of potatoes, 300 citrons, 130 cauliflowers, 225 bushels of carrots, 45 bushels of beets, 3500 heads of cabbage, 150 bushels of parsnip, 60 bags of onions, 150 pumpkins, 100 squashes, and 1980 lbs. of honey.

General

The books and records were found to be neatly and accurately kept. The Principal has followed the suggestions which were offered last year, such as numbering and filing his vouchers which has proved a great help during this audit.

The Principal, Rev. O.B. Strapp was most kind and patient and gave me every assistance.

Yours faithfully,


Auditor.

EHB/J

Mount Elgin Residential School

United Church of Canada

Muncey, Ontario

Statement of Receipts and Expenditures
for Fiscal Year ending March 31, 1936.

Revenue:

Grants - Payments received from Mission Board		\$21,600.00
Farm & Garden Proceeds:-		
Cream sold -	\$ 843.68	
Hogs " -	1,501.42	
Cattle " -	335.68	
Misc. -	268.89	
		2,949.67
Estimated Value of Food produced	\$ 4,370.73	
" " " Hay, Grain, etc.,	3,934.50	
		8,305.23
Sundry refunds and rebates		752.78

Expenditures:

Salaries	9,998.86	
Clothing	1,776.04	
Food Purchased	3,420.88	
Estimated Value of food produced	4,370.73	
Fuel, Light and Telephone	2,892.42	
Buildings and Repairs	110.65	
House Equipment	1,798.61	
Farm and Garden	3,205.81	
Estimated Value of Farm & Garden produce consumed by stock	3,934.50	
Trans. Trav. Freight & Express	644.34	
Extra Labour	534.57	
Miscellaneous	352.73	
	33,040.14	33,607.68
Balance April 1st, 1935		289.91
" March 31st, 1936.	857.45	
	\$ 33,897.59	\$ 33,897.59

Compiled from School Cash Book


Auditor

Mount Elgin Residential School

United Church of Canada

Muncey, Ontario.

Summary of Receipts and Expenditure
For Fiscal Year ending March 31, 1937

Revenue:

Grants - Payments received from Mission Board \$ 21,517.73

Farm and Garden:

Cream and milk	\$ 1,062.04	
Hogs	272.19	
Cattle	382.95	
Seed	206.40	
Sundry sales	229.96	
	<hr/>	2,153.54

Estimated value of food produced	3,884.96	
" " " feed & grain "	3,670.20	
	<hr/>	7,555.16

Miscellaneous:

Produce and Groceries	348.08	
Telephone	18.59	
Error - contra	85.00	
Sundry receipts	59.62	
	<hr/>	511.29

31,737.72

Expenditure:

Salaries		10,078.15
Clothing		1,797.60
Food - purchased	\$3,221.45	
" - produced & consumed	3,884.96	
	<hr/>	7,106.41
Phone, Fuel, light & water		2,305.50
Buildings and repairs		237.19
House Equipment		1,293.30
Farm & Garden - purchased	3,518.21	
" " - prod. & cons.	3,670.20	
	<hr/>	7,188.41
Trans., Trav., Freight & Express		1,439.60
Extra Labour		572.35
Miscellaneous		280.41
	<hr/>	32,298.92

Balance April 1, 1936 857.45

" March 31, 1937 296.25

\$32,595.17 \$ 32,595.17

Compiled from School Cash Book.



E.H. Berthe
Auditor.

Mount Elgin Residential School

United Church of Canada

Muncey, Ontario.

as at May 27th, 1937

Cost of Operation Statement

For Fiscal Year ending March 31, 1937.

Cost per month	\$ 2,691.58
" " day	88.49
" " pupil per day	.57.46
Amount allowed by Grants received per pupil per day	.38.34
Cost of Clothing per pupil per year	11.67
" " food " " " "	46.14
" " " actually purchased per pupil for year	20.92

Number of pupils in attendance - 154

Average number of pupils 1936-37 - 154

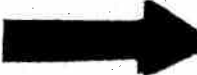


E.H. Berthe
Auditor.

Indian Affairs. (RG 10, Volume 6210, file 468-24, part 1)

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Indian Affairs. (RG 10, Volume 6210, file 468-29, part 1)

OFFICE OF THE
INDIAN AGENT



CANADA
DEPARTMENT
OF
MINES AND RESOURCES
INDIAN AFFAIRS BRANCH

7-9 5

PLEASE QUOTE
FILE 125-12

W. B. 7

Muncey, Ontario,
Dec. 16, 1946.

I wish to recall your letter, under date of November 1st, with regard to the appointment and salary of Mr. Earl Burch as driver of the new school bus.

To date, Mr. Burch advises that he has not received his salary cheque. I am therefore wondering, although you did not state in your letter, whether it is required that I should voucher each month for his salary. In any case I have attached voucher as Mr. Burch is becoming anxious and would request that you give this matter urgency.

Yours truly,

Geo. W. Down

Geo. W. Down,
INDIAN AGENT.

*VR 5-58
Passed
2/11/2/46*

Indian Affairs Branch,
Dep't of Mines & Resources,
Ottawa, Ontario.

Should the voucher not be necessary

GWD/JA

Burch is an Indian. Therefore income tax would not apply

Indian Affairs. (RG 10, Volume 6210, file 468-20, part 1)

PUBLIC ARCHIVES
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CANADA

WELFARE AND TRAINING
SERVICE



7-9-5 (W.T. 1)

CANADA
DEPARTMENT
OF

MINES AND RESOURCES

INDIAN AFFAIRS
BRANCH

Ottawa, 14 January 1947.

Memorandum:

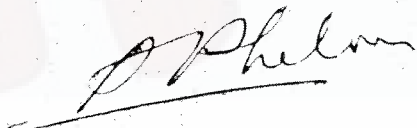
Miss B. Phelan

Re: Mount Elgin Day School, Caradoc Indian
Agency, Province of Ontario.

The Mount Elgin Indian Residential School was closed on June 30th and is being replaced by a new 4 room day school. This new building is not yet completed but we are using rooms in the former residential school and at the present time there is an enrolment of approximately 40 pupils. It is likely that this enrolment will increase to over 100 when the new school is completed.

As many of the children attending this school are taking high school work, it is necessary to bring them from different parts of the agency and as a consequence, the Department is obliged to provide transportation for them. A suitable bus has been purchased and Mr. Karl Burch has been engaged as bus driver and utility man. Mr. Burch is an Indian. He is a veteran with overseas service in World War II and has had considerable experience in handling motor vehicles. Indian Agent Down states that Mr. Burch is a steady worker and that he is the most suitable Indian on the reserve for the type of work required. Mr. Burch would not accept the position with a less salary than \$1200.00 a year.

As the new school began operations on Nov. 1, 1946, it was found necessary to engage Mr. Burch from that date and it would be appreciated if you would arrange the establishment of the necessary position which will be continuous.


Philip Phelan,
Chief, Training Division.

Indian Affairs. (RG 10, Volume 6210, file 468-29, part 1)

PUBLIC ARCHIVES
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CANADA

STATEMENT OF DUTIES

DEPT. **MINES and RESOURCES** NAME **BURGH** **Earl**
(Surname) (Given names)

SERVICE OR BUREAU STATUS Pos. REF. No.
(Perm., Temp., Sess., P.T.)

BRANCH **INDIAN AFFAIRS** CLASS TITLE

DIVISION **Training** FIRST APP'D PRESENT SALARY

SECTION YEAR OF BIRTH PROMOTED TO PRESENT RANK

This information to be prepared and written by the employee.

1. Name and class of your immediate Senior
2. Describe each duty and give approximate per cent of time spent on each duty. Continue on plain sheet if necessary.
3. List last, occasional duties, or those which are of a seasonal nature.

	Time %
1. Driving school bus from 7 to 9.30 A.M. and from 3 to 5.30 P.M. daily. Reserve is split and separate trips required to cover all roads.	50%
2. Maintenance of Agent's car, school bus, road lorry, farm truck and four tractors used on former Residential School farm now run as an Agency farm.	25
3. Driving above road lorry, farm truck and tractors as required by Indian Agent. In the summer when farm work is at a peak, he will be thus employed all the time.	25

4. Mark with a star the duties which are new or recently changed, indicating date of change.

Have performed above duties since Signature of Employee Date

5. Remarks of Unit Head; state briefly, Employee's responsibilities if not clear above.

Countersigned or Initialled for the Department

Signature of Unit Head

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1943.


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School - High School Entrance Centre.
1936 - 1945.

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1946 - 1948.

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School - Bus Driver - Salary & Expenses.
1946 - 1948.