

Record Group [RG] #04**Name: Town Financial Records****Dates: 1823-1975****Size: 1 legal sized document box, 3 small drop front boxes (8.75 x 10.75), BVs. 4 li ft.****Name of Creator: Town Treasurer, Town Trustees, Town Farm Superintendent of Amherst NH**

Historical note: The Town Treasurer was an elected officer chosen each year at Town Meeting. The office has existed through the Town's history. The establishment of a Town Farm (Pauper Farm) in 1831 is recorded in Volume 3 of the Town Record Books. The farm continued in operation until 1892. Both the Secomb and *Amherst Awakens* histories provide descriptions.

Scope and Contents: The Record Group is in three series:

Series 1. Treasurer's Records, 1823-1975 (11 bound volumes in 1 legal document box, and 5 folders); 2 small drop-front boxes;

Series 2. Town (Poor) Farm, 1833-1896 (4 bound volumes in 1 small drop-front box);

Series 3. Trust Funds, 1891-1952.

Series 1. Treasurer's Records, 1823-1975, includes working copies and final versions of financial accounts maintained by the Town Treasurer. Note that data about the Town (Pauper) Farm can be found in this series. Of particular note is the earliest record entitled *Memorandum of agreements in support of the poor, sexton's business, collecting taxes, and selectmen's orders*. It provides narrative descriptions of those duties. The rest of this paper bound booklet contains detailed records of Treasurer's payments with many relating to support of the poor.

Two volumes provide the Treasurer's annual accounting for each year, 1834-1857 and 1858-1899. The statements are signed by the selectmen and the names of the Treasurers are also inscribed. The latter volume contains a list of forty one soldiers receiving a bounty of \$1.50 in 1863 (page 28).

Some volumes are workbooks but may be of interest for the details not available in the final accounting. Of note are the two slim volumes by E.K. Burtt for 1894-1895. There also are cash books recording expenditures in chronological order for the first three quarters of the twentieth century.

Three volumes contain notes payable by the town. The two early ones may be of interest for the names of the individuals who were investing in the notes.

Series 2. Town (Poor) Farm Account Books, 1835-1896, contain income and expenditures as well as inventory. There are significant gaps, 1845-1869 and 1872-1891, for which the researcher should consult the annual town reports.

Series 3. Trust Funds, 1891-1952. Three "books" of records have been found. The earliest one, relates solely to cemetery trust funds while the two more recent ones include all trust funds.

Language: English

Source: Town Treasurer, Trustees of the Trust Funds

Subjects:

Accounts
Financial statements
Poor farm
Treasurer
Trustees
Trust funds

Location: Town Hall Vault, Clerk's Office, Town of Amherst, NH

Related archival materials: See RG 2 Annual Town Reports for financial accounts, including those for Town Farm.

The Library has Treasury Book, 1764-1819.

See RG 7, Series 2 Cemetery Records for cemetery deeds and maps.

Other places: DPW and the Cemetery Trustees are responsible for the Town cemeteries; records are retained by DPW.

Preparer: C.G. Swank, K. Holman, 2017

Container List

V= volume; F= folder; PHB = post hole binder. Box 1 is a legal-sized document box. Remaining boxes are in 8.75 x 10.75 drop-front boxes.

Shelf	Box/ Volume or Folder (V or F) #	Title/Description	Date
Series 1. Treasurer's Records			
2f	1/F1	<i>Memorandum of agreements in support of the poor, sexton's business, collecting taxes, and selectmen's orders</i>	1823
2f	1/F2	Statements of Income and Expenditures. <i>Selectmen of the Town of Amherst for the Year ending March 10, 1838. Auditors Report March 12, 1838, Recorded by C.L. Stewart Town Clerk [gives names of auditors]</i> <i>Town of Amherst in account with the Selectmen 1840 & 1841, Auditors Report 1841 [gives names of auditors and selectmen]</i> <i>Report of the Selectmen of Amherst for the Year ending March 1st, 1843. Found in bound volume, Box 3, Vol 1 Copy of Monthly Reports</i>	1838, 1841, 1843
2f	1/F3	Individual receipts, statement of Souhegan National Bank, Office of the State Treasurer money owed by and owing to the State, 1894-1895 found in bound volume, Box 3, Vol 2, Treasurer's Journal of Payments, 1894-1895	1894-1895
2f	1/F4	Trust Fund work sheets, n.d. found in Volume "Cash:, 1918-1930 (Box 3, Volume 4)	c. 1920
2f	1/F5	Town Hall Payroll (gives departments & employees)	1984
2f	1/V1	Inside title <i>Town Treasurer's Book Commencing 1834</i>	1834-1857
2f	1/V2	No title. Treasurer's Accounts. Contains list of soldiers who received bounty, 1863	1858-1899
2f	1/V3	See Series 3. Trust Funds	
2f	2/V1	No title. Town Farm: Inventory, 1833-1834, cash receipts & expenditures, 1837. Treasurer's workbook: Notes outstanding, 1837-1838, 1844-1866	1833-1866
2f	2/V2	No title. Notes Payable	1844-1846
2f	2/V3	No title. Notes outstanding	1866-1868
2f	2/V4	No title. Notes payable issued by the town (partially printed forms). See also: RG 07 Town Clerk: 19th century miscellaneous records, Box 5, Folder 4 for	1867-1915

Shelf	Box/ Volume or Folder (V or F) #	Title/Description	Date
		town promissory note, 1868	
2f	2/V5	No title. Treasurer's workbook. Notes against the town, expenditures	1888-1889
2f	3/ V1	No title. Pages 2-15. Copy of Treasurer's Monthly Reports, 1894-1895. Signed by E.K. Burt, Treas. Pages 50-59. Settlement with County Commissioners (soldiers aid, county poor) Pages 98-99 County Poor, Town Poor, Standing orders for soldiers aid for town, for county. Page 100 account with New Hampshire, Dec 11. Inserts removed and placed in Box 1, Folder 2. Inserts are receipts, State Treasurer settlement with town with amounts owed Amherst from insurance, railroad, saving bank taxes, and literary fund and the amount the town paid the state.	1894-1895
2f	3/ V2	No title. Treasurer's journal of payment. Categories and page number on inside front cover. Removed inserts / individual receipts, statement of Souhegan National Bank, Office of the State Treasurer money owed by and owing to the State.	1894-1895
2f	3/V3	Journal. Treasurer's Cash Accounts. E.K. Burt Feb - Oct 1912; then W.E. Murphy Oct 1912-Dec 1916; then Frederick W. Brown, Jan 1917-June 1918	1912-1918
2f	3/V4	Cash. Town expenditures recorded chronologically by Treasurer E.K. Burt [only him-does not agree with 3/V3 above]. 204 pages of 300 used.	1912-1917
2f	Not boxed	Treasurer's Report (on cover). (1) Copy of annual treasurer's reports 1900-1912 by E. K. Burt, Town Treasurer (pages 1-119); not signed by auditors. (2) Annual treasurer's report 1913 by H. B. Burt, Town Treasurer (pages 120-123); not signed by auditors. Cash accounts by month of 1914-1916 of/by W. E. Murphy, Town Treasurer; pages 126-210 in black and red ink; signed by auditors. Cash accounts of 1917-1918 by Frederick W. Brown, Town Treasurer; pages 202-237; signed by auditors.	1900 - 1918
2f	Not boxed	Cash. Town expenditures recorded chronologically by Frederick W. Brown, Treasurer. Partially printed forms.	1918-1926
2f	Not boxed	Treasurer's Cash Book. Town expenditures recorded chronologically by Z. B. Kemp, Treasurer.	1931-1936

Shelf	Box/ Volume or Folder (V or F) #	Title/Description	Date
		Partially printed forms. 3 inserts.	
2f	Not boxed	Cash Book. Town expenditures recorded chronologically by Z. B. Kemp, Treasurer. Partially printed forms.	1935-1942
2f	Not boxed	Cash Book. Town expenditures recorded chronologically by Z. B. Kemp, Treasurer. Partially printed forms.	1941-1947
2f	Not boxed	Treasurer's Cash. Book. Town expenditures recorded chronologically by Catherine Kruger, Treasurer. Partially printed forms.	1948-1951
2f	Not boxed	Treasurer's Cash Book. Town expenditures recorded chronologically by Catherine Kruger, Treasurer. Partially printed forms. Poor condition.	1951-1956
2f	Not boxed	Treasurer's Cash Book. Town expenditures recorded chronologically by Catherine Kruger, Treasurer. Partially printed forms.	1965-1969
5d	Not boxed	Very large, heavy PHB. Receipts and Payments.	1920-1972
5d	Not boxed	PHB. Payment and Work Book. Preprinted forms, typed names and category, hand-written amounts and adding machine tapes clipping onto pages.	1972-1975
Series 2. Town Farm Accounts			
2f	4/V1	Town Farm Accounts. Fragile and loose pages	1835-1844
2f	4/V2	Town Farm Accounts, H.G. Buzzell, Superintendent	1870-1871
2f	4/V3	Town Farm: Auction Sale, Sep 29, 1892; Accounts	1892-1893
2f	4/V4	Town Farm Accounts (includes tramps and peddlers, no names)	1894-1896
Series 3. Trust Funds			
5d	Not boxed	Cemetery Trust Funds. BV with partially printed forms, loose inserts. Index in front.	1891-1930
2f	Box 1 / V 3	Cash. BV inscribed on front page "Book of Accounts of Trust Funds for the benefit of the Town of Amherst for Cemetery, School, Highway and other purposes formerly held by the Selectmen or other persons as Trustees under different bequests, but all vested in a __ [illegible] Board of Trustees by Virtue of Chap. __ [blank] of the Acts of 1915".	1916-1930
5d	Not boxed	Records of Trust Fund Income & Expenditures. Hard cover but no spine or posts. Typewritten entries on printed forms.	1930-1952