



City of San Antonio  
Office of the City Clerk  
Municipal Archives &  
Records

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**CREATOR:**

City of San Antonio, Finance Department

**TITLE:**

Finance Department Records, 1892-2016

**DATES:**

1892-2016

**QUANTITY:**

30 ft.

**LANGUAGES:**

English

**REPOSITORY:**

[City of San Antonio, Office of the City Clerk, Municipal Archives and Records](#)

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### **Administrative History:**

The Finance Department for the City of San Antonio has been in existence from the City's conception. The department's responsibility is to safeguard the City's financial assets and manage its financial resources in accordance with the goals of the City Council, City Manager and in compliance with applicable laws and generally accepted accounting and financial management principles. Major task for the department included the auditing of various departments and financial documents and the creation of the city budget, which was created with the help of the city auditor and then summarized and presented to the Mayor and City Council by the City Manager.

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### **SCOPE AND CONTENT:**

Records consist of annual reports and ledgers maintained by the Finance Department (née Finance Committee, Department of Finance) from 1911 until 2012, though the bulk of the materials date between the 1930s and 1990s. The records include annual financial reports, audit reports, budget reports, bond ledgers, and grant reports. Various department budgets, funds, revenues, and salaries are summarized in the reports. Each budget or report includes a letter from city auditor and/or city manager, regarding funding for the respective fiscal year. Many of the budgets and reports also include an organizational chart for city structure. Many of the items included in the budget reference supporting ordinances and/or actions by the City Council.

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**RELATED MATERIAL:** City Council Ordinances: 1850-1895; 1915-1964; 2008-Present  
City Council Minutes: 1815-1837; 1915-Present

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### **ARRANGEMENT:**

- I. Audit reports
- II. Annual financial reports
- III. Quarterly (three, six or nine months ended) financial reports
- IV. Financial plans
- V. Financial forecast
- VI. Assorted financial and audit reports associated with grant funds
- VII. Assorted Financial Reports
- VIII. Annual budget reports
- IX. Revenue Contracts
- X. Oversize materials

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**RESTRICTIONS:**

Unrestricted access.

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**PREFERRED CITATION:**

[Box #, Folder title], Finance Department Records, 1911-2012, City of San Antonio, Office of the City Clerk, Municipal Archives & Records.

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**PROCESSING INFORMATION:**

This collection was processed with financial assistance from the National Historical Publications and Records Commission.

Numbers in brackets at the end of the descriptions on the inventory list indicate the number of copies retained in the collection. New content is added to the collection regularly as it is created (ex. annual budget reports).

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**INDEX TERMS:****Organizations:**

San Antonio (Tex.). Finance Dept.

**Subjects:**

Audited financial statements—Texas—San Antonio (Tex.).

Municipal reports – Finance –Texas—San Antonio (Tex.).

Municipal bonds –Texas – San Antonio (Tex.)

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**INVENTORY:**

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**Location                      Contents**

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**I.      Audit Reports**

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**X. Oversize Materials**

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**BF 4.9.2** Statement of bond indebtedness, 1935-1948