

LHB29 BOARD OF MANAGEMENT OF EDINBURGH CENTRAL HOSPITALS

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Introduction

The National Health Service (Scotland Act, 1947, set up Regional Hospital Boards and, within them, Boards of Management responsible for the administration of groups of hospitals. This system operated until the reorganisation of the National Health Service in 1974.

The Board of Management for Edinburgh Central Hospitals formed part of the South Eastern Regional Hospital Board and consisted of the undernoted hospitals. Reference numbers in brackets refer to pre 1948 records of these hospitals.

Chalmers Hospital (LHB4)
Edinburgh Foot Clinic and School of Chiropody (LHB15)
Edinburgh Orthopaedic Clinic
Princess Margaret Rose Orthopaedic Hospital (LHB30)
Royal Hospital for Sick Children (LHB5)

The Board of Management for Edinburgh Central Hospitals was disbanded on 31st March 1970. At that date Chalmers Hospital transferred to the Board of Management for the Royal Infirmary of Edinburgh and Associated Hospitals (LHB2), the Royal Hospital for Sick Children transferred to the Board of Management for the Edinburgh Northern Hospitals (LHB11), while the Princess Margaret Rose Orthopaedic Hospital, the Foot Clinic and the Orthopaedic clinic transferred to the Edinburgh Royal Victoria and Associated Hospitals Board of Management (LHB10).

From 1974 to 1984 these hospitals formed part of the South Lothian District of Lothian Health Board (see LHB28).

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1 Minutes of Board of Management and Committees, 1948-1970

1	wanting	
2	Oct 1951-Mar 1953	Signed
3	Apr 1953-Mar 1955	Signed
4	Apr 1955-Sep 1956	Signed
5	Oct 1956-Mar 1958	Signed
6	Apr 1958-Mar 1960	Signed
7	Apr 1960-Sep 1961	Signed
8	Oct 1961-Mar 1963	Signed
9	Apr 1963-Mar 1965	Signed
10	Apr 1965-Mar 1967	Signed
11	Apr 1967-Mar 1969	Signed
12	Apr 1969-Mar 1970	Signed
13	Jun 1948-Sep 1951	Index to minutes
14	Oct 1951-Mar 1955	Index to minutes
15	Apr 1955-Sep 1956	Index to minutes
16	Oct 1956 Mar 1960	Index to minutes
17	Apr 1960-Mar 1963	Index to minutes
18	Apr 1963-Jan 1964	Index to minutes
19	Jan 1959-May 1970	Matron's copies of minutes (3 folders)

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2 Secretary's Files on Chalmers Hospital, 1948-1970

From July 1948 until March 1970 Chalmers Hospital was part of the Edinburgh Central Hospitals Board of Management. On its disbandment in 1970 Chalmers Hospital joined the Royal Infirmary group. These files were transferred to Royal Infirmary's Board of Management at that time.

The Hospital for Diseases of Women in Archibald Place was amalgamated with Chalmers Hospital in February 1951. It was used as an annex for gynaecological, paediatric and ear, nose and throat cases until its closure in March 1968. The building was demolished in that year to make way for Phase I of the new Royal Infirmary.

The secretaries of the Board of Management were John Kinnaird, G G Savage and J Laidlaw.

1	Jul 1948-Dec 1958	Minutes of Chalmers Hospital Committee
2	Jan 1959-Dec 1969	Minutes of Chalmers Hospital Committee
3	Jan-Mar 1970	Minutes of Chalmers Hospital Committee
4	Feb 1959-Oct 1961	Chalmers Hospital Committee Agendas
5	May 1966-Nov 1968	Chalmers Hospital Committee meeting papers Including agendas, minutes and reports
6	Feb 1967-Dec 1968	Chalmers Hospital Committee agendas and meeting papers including reports of visiting directors and statements of the hospital's expenditure. (207/2)
7	Jan 1969-Mar 1970	As above.
8	Jul 1968-Jun 1970	Minutes of the House Committee of the Hospital for Diseases of Women.
9	1949-1951	Correspondence file: amalgamation of Chalmers Hospital and the Hospital for Diseases of Women.
10	1948-1960	Correspondence file: Chalmers Hospital Administration, containing report on the services provided by the hospital, 1948, and information for patients, 1960.
11	1958	Correspondence file: Chalmers Hospital miscellaneous. Containing report on the will of George Chalmers, founder of the hospital, in response to a genealogical enquiry.
12	1960-1961	Correspondence file: future function of Chalmers Hospital.

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2 Secretary's Files on Chalmers Hospital, 1948-1970

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|----|-------------------|---|
| 13 | 1964 | Correspondence file: Chalmers Hospital centenary. |
| 14 | May 1964-Oct 1968 | Correspondence file: future of Chalmers Hospital Annex. (5/8/CX) |
| 15 | 1948-1961 | Patient statistics: includes quarterly statistics of Chalmers Hospital patients; annual summaries of Chalmers Hospital x-ray statistics and of waiting lists. |
| 16 | 1962-1967 | Patient statistics: includes correspondence concerning non-waiting list admissions to the Edinburgh hospitals, 1962-1965; quarterly statistics of Chalmers Hospital patients, 1966-1967; Emergency Bed Bureau returns showing C.V.A. Admissions to Edinburgh Hospitals, 1966-1968; quarterly summaries of non-waiting list admissions to minor general medical and general surgical units in Edinburgh, 1965-1967. (10/5/C) |
| 17 | 1968-1970 | Patient statistics: includes quarterly statistics of Chalmers Hospital patients, 1968 - 1970; Emergency Bed Bureau returns showing C.V.A. Admissions to Edinburgh hospitals, 1968 - 1969; quarterly summaries of non-waiting list admissions to minor general medical and general surgical units in Edinburgh, 1968 - 1969. (10/5/C) |
| 18 | 1950-1951 | Correspondence file: X-Ray Department. |
| 19 | 1967-1970 | Correspondence file: X-Ray facilities for G.P.s. (5/10/C) |
| 20 | 1963-1970 | Correspondence file: Redevelopment for X-Ray Department: includes plans. (5/7/C) |
| 21 | | Correspondence file: dietary survey. |
| 22 | 1958-1961 | Correspondence file: cancer services. |
| 23 | 1959-1960 | Correspondence file: Chalmers Hospital Annexe – children's surgical beds. |
| 24 | 1963-1964 | Work study of portering services. |
| 25 | 1968-1970 | Correspondence file: expenditure control, containing summaries of expenditure on medical supplies. (108/C) |

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2 Secretary's Files on Chalmers Hospital, 1948-1970

26	1948-1954	Correspondence file: Chalmers Hospital endowments.
27	1948-1960	Correspondence file: Hospital for Diseases of Women endowments.
28	1949-1956	Correspondence file: Chalmers Hospital fire precautions, containing reports on the buildings.
29	1949-1951	Correspondence file: Hospital for Diseases of Women fire precautions, containing reports on the buildings.
30	n.d.	Property file: St Catherine's Convent.
31	1948-1957	Property file: 30 Chalmers Street
32	1949-1955	Property file: feu duties
33	1950-1956	Property file: 38 Chalmers Street
34	1955-1956	Property file: 39 Chalmers Street
35	1955-1957	Property file: 22/24 Chalmers Street
36	1964-1968	Property file: shrubbery at Chalmers Street (114/5)
37	1968-1969	Property file: sale of property
38	1962-1964	Correspondence file: replacement of out patient department. (5/4/C)
39	1965-1966	Correspondence file: replacement of out patient department. (5/4/C)
40	1950-1961	Personnel file: matron, Chalmers Hospital, containing standing orders for the senior matron.
41	1949-1960	Personnel file: matron, Hospital for Diseases of Women, containing standing orders for the matron in charge of Chalmers Hospital. Annexe.
42	1943-1955	Personnel file: domestic staff, containing list of porters' duties 1943 and list of domestic staff with hours worked, 1955.
43	1959-1961	Personnel file: pharmacist.
44	1959	Personnel file: radiographer

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2 Secretary's Files on Chalmers Hospital, 1948-1970

45	1948-1958	Personnel file: Chalmers Hospital residents.
46	1959-1961	Personnel file: Chalmers Hospital residents.
47	1962-1965	Personnel file: Chalmers Hospital residents. (1/3/C)
48	1966-1970	Personnel file: Chalmers Hospital residents. (1/3/C)
49	1951-1961	Personnel file: Chalmers Hospital senior house officers.
50	1949-1958	Personnel file: Chalmers Hospital Annexe residents.
51	1959-1961	Personnel file: Chalmers Hospital Annexe residents.
52	1962-1965	Personnel file: Chalmers Hospital Annexe residents. (1/3/CX)
53	1966-1967	Personnel file: Chalmers Hospital Annexe residents. (1/3/CX)
54	1951-1960	Correspondence file: Chalmers Hospital preliminary training school for nurses.
55	1958	Correspondence file: arrangements for training in ophthalmology and dermatology for Chalmers
Hospital		nurses.
56	1965-1970	Minutes of the South Edinburgh School of Nursing. (213/1)
57	1965-1966	Correspondence file: South Edinburgh School of Nursing. (213)
58	1967-1970	Correspondence file: South Edinburgh School of Nursing. (213)
59	1960-1961	Correspondence file: theft of coal from Chalmers Hospital.
60	1947	Report on the accounts of George Chalmers' Trust by Charles Keddie, C.A.
61	1948-1969	Correspondence file: Chalmers Hospital Legacies and Bequests

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2 Secretary's Files on Chalmers Hospital, 1948-1970

- | | | |
|----|-------------|---|
| 62 | 1947 | Report by Charles Keddie, CA, on remit by the Faculty of Advocates ... to investigate the Accounts of the late George Chalmers' Trust. Previously LHB29/5/2. |
| 63 | 1947 - 1948 | George Chalmers Trust: Abstracts of Accounts, Statement of Trust Funds, Vidimus of the Estate. 4 items. Previously LHB29/5/3. |
| 64 | 1963 | Applications to the Secretary, Edinburgh Central Hospitals for the post of House Surgeon in Gynaecology at Chalmers Hospitals. 8 items. Previously LHB29/5/4. |

3 Secretary's Files on Royal Edinburgh Hospital for Sick Children, 1947-1962

The following are the files of John Kinnaird, Secretary and Treasurer to the Board of Management of Edinburgh Central Hospitals.

1	1948-1958	Hospital Committee
2	1961	Hospital Committee
3	1959	Joint Planning Committee
4	1950-1954	Joint Consultative Committee
5	1960-1961	Control of Infection Committee
6	1961-1962	Hygiene Committee
7	1948-1951	Department: Child Guidance
8	1952-1955	Department: Child Guidance
9	1948-1952	Department: Child Guidance (staff)
10	1948-1958	Department: Dispensary
11	1948-1958	Department: Douglas Home
12	1951-1958	Department: Douglas Home Child Guidance
13	1948-1958	Department: Forteviot Home & Mansfield Lodge
14	1948-1958	Department: Occupational Therapy
15	1948-1958	Department: Pathological
16	1949-1957	Department: Physiotherapy
17	1961	Department: Plastic Surgery
18	1955-1958	Department: Psychological Medicine
19	1961	Department: Psychological Medicine
20	1948-1958	Department: Speech Therapy
21	1959	Stores, Issue and Receipt of
22	1959	Sterile Syringe Service

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3 Secretary's Files on Royal Edinburgh Hospital for Sick Children, 1947–1962

23	1959-1961	Sterile Syringe Service
24	1948-1957	Postages
25	1949-1958	Miscellaneous
26	1948-1958	Ladies Work Guild
27	1959	Royal Patronage
28	1960	Royal Visit
29	1960	Royal Visit
30	1957-1961	Centenary
31	1960	Centenary - Dr Guthrie's Book
32	1960	Centenary Open Day
33	1960	Centenary Open Day Lecture & Dance
34	1960	Centenary Open Day Dinner
35	1960	Presentation to John Kinnaird
36	1948-1958	Patients Statistics
37	1948-1949	Patients
38	1949-1958	Patients Medical Reports
39	1957-1960	Patients Records
40	1954-1961	Patients Records, Destruction of
41	1959	Patients, Transport for
42	1959	Dental Service
43	1947-1958	Road Traffic Acts
44	1951-1961	Accommodation
45	1948-1952	Gogarburn

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3 Secretary's Files on Royal Edinburgh Hospital for Sick Children, 1947–1962

46	1948	Forteviot Patients' Statistics
47	1949-1952	Muirfield Education of Patients
48	1948-1958	Muirfield Property Field
49	1959	Muirfield Property Field
50	1961	Muirfield Property Cottage
51	1956-1961	Donations
52	1947-1958	Endowments
53	1948	Investments, Old
54	1947-1948	Investments and Titles & Accounts
55	1948	Statements of Account, etc
56	1948-1955	Certificates of Deduction of Tax
57	1948-1951	Expenditure: Capital Works - General
58	1952-1958	Expenditure: Capital Works - General
59	1957-1961	Expenditure: Capital Works - Central Sterilizing Room
60	1954-1955	Expenditure: Capital Works - Cold Room
61	1948-1956	Expenditure: Capital Works - Douglas Home
62	1960-1961	Expenditure: Capital Works - Electrical Installation
63	1948-1955	Expenditure: Capital Works - Forteviot Home & Mansfield Lodge
64	1956-1957	Expenditure: Capital Works - Forteviot Home & Mansfield Lodge
65	1951-1952	Expenditure: Capital Works - Heating – Rillbank Terrace
66	1952-1953	Expenditure: Capital Works - Heating – Rillbank Terrace

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3 Secretary's Files on Royal Edinburgh Hospital for Sick Children, 1947–1962

67	1953-1955	Expenditure: Capital Works - Heating – Rillbank Terrace
68	1960-1961	Expenditure: Capital Works – Intermediate Development Scheme
69	1954-1956	Expenditure: Capital Works - Kitchens – Reorganisation & Equipment
70	1954-1961	Expenditure: Capital Works - Laboratories, etc
71	1954-1961	Expenditure: Capital Works - Lecture Theatre & Operating Theatre Extension
72	1960-1961	Expenditure: Capital Works - Major Building Scheme
73	1955-1961	Expenditure: Capital Works - Nurses' Home and Training Unit
74	1948-1957	Expenditure: Capital Works - Out Patients' Block
75	1950	Expenditure: Capital Works – Physiotherapy Department
76	1959-1961	Expenditure: Capital Works - Piped Oxygen & Suction Points
77	1957-1961	Expenditure: Capital Works - Ward Improvements Scheme
78	1949-1957	Expenditure: Capital Works - Cameras
79	1948-1951	Expenditure: Capital Works - Medical
80	1952-1954	Expenditure: Capital Works - Medical
81	1955-1956	Expenditure: Capital Works - Medical
82	1957-1958	Expenditure: Capital Works - Medical
83	1959-1961	Expenditure: Capital Works - Sterilizers
84	1947-1961	Expenditure: Capital Works - X-Rays
85	1949-1952	Expenditure: Estimates

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3 Secretary's Files on Royal Edinburgh Hospital for Sick Children, 1947–1962

86	1949-1958	Expenditure - Laboratory Equipment
87	1948-1958	Expenditure - Property
88	1949-1950	New Hospital
89	1954-1961	Building Developments & Future Function
90	1949	Proposed Laboratory, no 1 Rillbank Terrace
91	1952-1955	Incinerator
92	1955-1958	Lifts
93	1951	Lifts: Mansfield Lodge
94	1948-1955	Property
95	1958-1961	Property
96	1950-1955	Property: 10 Chalmers Crescent
97	1955-1961	Fire Precautions
98	1948-1951	Insurance
99	1952-1954	Insurance
100	1955-1958	Insurance
101	1953-1956	Insurance; Dispensary
102	1948-1958	Insurance; Douglas Home
103	1948-1958	Insurance; Forteviot Home & Mansfield Lodge
104	1953-1959	Medical Research
105	1948-1949	Post Graduate Scheme for Demobilised Medical Officers
106	1948-1949	Teaching
107	1951-1957	Staff: Administrative Officer
108	1957-1962	Staff: Almoner

3 Secretary's Files on Royal Edinburgh Hospital for Sick Children, 1947–1962

109	1948-1952	Staff: Biochemistry Department
110	1949-1959	Staff: Caretaker
111	1953-1958	Staff: Child Guidance Department
112	1959-1961	Staff: Child Guidance Department
113	1951-1954	Staff: Child Guidance Unit - Douglas House
114	1948-1958	Staff: Clerical
115	1959-1961	Staff: Clerical
116	1948-1958	Staff: Clinical Photography
117	1960	Staff: Clinical Photography
118	1948-1958	Staff: Dietitian
119	1948-1958	Staff: Dispensary
120	1959-1960	Staff: Dispensary
121	1948-1958	Staff: Domestic
122	1960	Staff: Domestic
123	1959-1962	Staff: Haematologist
124	1960	Staff: Head Porter
125	1960	Staff: Joiner
126	1949-1958	Staff: Laundry
127	1948-1958	Staff: Medical - Anaesthetists
128	1948-1961	Staff: Medical - Consultant
129	1955-1961	Staff: Medical - Diagnostic Radiology
130	1959-1960	Staff: Medical - J.H.M.O.
131	1948-1953	Staff: Medical - Non Resident
132	1949-1958	Staff: Medical - Registrars

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3 Secretary's Files on Royal Edinburgh Hospital for Sick Children, 1947–1962

133	1948-1953	Staff: Medical - Residents
134	1954-1958	Staff: Medical - Residents
135	1959	Staff: Medical - Residents
136	1960-1961	Staff: Medical - Residents
137	1951-1959	Staff: Medical - Residents (Locum)
138	1960-1961	Staff: Medical - Residents (Locum)
139	1949-1959	Staff: Medical - Senior House Officers
140	1960-1961	Staff: Medical - Senior House Officers
141	1951-1961	Staff: Medical - Students and Clinical Assistants
142	1948-1959	Staff: Nursing
143	1961	Staff: Nursing; Clinical Instructors
144	1948-1957	Staff: Occupational Therapist
145	1948-1959	Staff: Pathological Department
146	1960-1961	Staff: Pathological Department
147	1948-1959	Staff: Physiotherapists
148	1959	Staff: Sister Tutor
149	1956-1959	Staff: Speech Clinic
150	1949-1958	Staff: Store Keeper
151	1960-1961	Staff: Teaching
152	1948-1959	Staff: Telephone
153	1948-1959	Staff: X-Ray Department
154	1956-1961	Medical Staff Committee
155	1950-1952	Matron
156	1953-1958	Matron

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4 Financial Records, 1947-1968

The following are files of the Secretary and Treasurer to the Board of Management.

1	1947-1968	Inventories of Investments
2	1948	Hospital Endowments Commission: Notes on Return of Funds as at 5 th July 1948
3	1948	Endowment Funds: Investments transferred to Board of Management at 5 th July 1948
4	1950-1964	Endowment Fund: Tax Claims on Investment Income
5	1955-1959	Payments from Endowment Interest
6	1951-1968	Annual Statements of Legacies & Bequests
7	1953-1968	Abstracts of Accounts and Revenue Account
8	1950s	Standing Financial Instructions. Typescript booklet. 2 copies. Previously LHB29/5/1.
9	1948	Princess Margaret Rose Hospital for Crippled Children – Abstract of Accounts, 31 st Dec 1947 - 4 th Jul 1948. Previously LHB29/5/5.
10	1951	Court of Session: Special Case - Barbara Thomson's Trust, Sarah Thomson's Trust. 3 items. Previously LHB29/5/6.
11	1958	Account of Charge & Discharge - Executors of Miss Rosita Carmen Zoller. 2 items. Previously LHB29/5/7.
12	1947	Edinburgh Foot Clinic and School of Chiropody: Returns of property and endowments transferred to the Secretary of State for Scotland. Previously LHB29/5/8.
13	1947	Edinburgh Orthopaedic Clinic - Returns of property and endowments as above. Previously LHB29/5/9.

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5 Secretary's Files on Edinburgh Foot Clinic, 1968-1969

This file was found amongst case notes of Simpson Memorial Maternity Pavilion (LHB3 CC/1).
The secretaries for the period covered by this file were G G Savage and J Laidlaw.

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|---|-------------------------|--|
| 1 | 4 Jan 1968 – 1 Oct 1969 | Foot Clinic – Transfer. Includes chiropody services for the elderly; the transfer of the school to the Education Department; and an earlier memorandum on staff economies, 1953. Original ref: 11/F. |
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6 Secretary's Endowment Correspondence Files, 1948-1980

These were the files of John Kinnaird, Secretary of Edinburgh Central Hospitals Board of Management. They were arranged in alphabetical order by the name of the bequestor or trust. The files consist of ingoing and outgoing correspondence relating to endowments of the hospitals controlled by the Board of Management but primarily the Royal Hospital for Sick Children and Princess Margaret Rose Hospital. Originally in lever arch files. Acc 04/33.

1	Jul 1948 – 1965	Legacies and Bequests A-B. 3 folders
2	Jul 1948 – 1974	Legacies and Bequests H-K. 4 folders
3	1949 – 1970	Legacies and Bequests L-Mc. 4 folders
4	1948 – 1980	Legacies and Bequests V-Y. 4 folders

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7 Files of Financial Receipts, 1948-1950

These contain receipts for a range of financial transactions, although the majority are for donations to Hospital funds. Originally in lever arch files. Acc 04/33.

- | | | |
|---|--------------------------|---|
| 1 | 5 Jul 1948 – 31 Dec 1948 | No 2 Cash Book Income – No 2 Cash Book Receipts. Folder originally labelled 'Letters'. |
| 2 | Sep 1949 – Mar 1950 | No2 Cash Book Receipts. (Folder originally labelled 'R.H.S.C – Muirfield and Forteviot - Lady Caroline Charteris Fund and Subscription Vouchers') |

8 Cash Books, 1948-1954

These books contain information relating to the donations and interest payments made to hospitals controlled by the Board of Management: Royal Edinburgh Hospital for Sick Children, Princess Margaret Rose Hospital, Chalmers Hospital, Hospital for Diseases of Women, Edinburgh Foot Clinic, Edinburgh Orthopaedic Clinic and Muirfield. They contain the names of individuals and groups, and the amounts of money donated to each Hospital. Acc 04/33.

1	Sep 1948 – 25 May 1949	No 2 Cash Book.
2	25 May 1949 – 8 Sep 1950	No 2 Cash Book.
3	11 Sep 1950 – 14 Jan1952	No 2 Cash Book.
4	14 Jan 1952 – 28 May 1953	Also contains a breakdown of bank balances.
5	6 Jun 1953 – 3 Dec 1954	

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9 Group Endowment Fund No 2 Account Cash Books, 1956-1971

These books contain details of expenditures and investments by the Board of Management of the Group Endowment Fund. Acc 04/33.

1	1 Feb 1956 – 31 Mar 1962	
2	2 Apr 1962 – 3 Jun 1968	Cash Book No2 Account
3	3 Jun 1968 – 22 Nov 1971	Cash Book No2 Account

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10 Petty Cash Book, 1943-1967

This book details petty cash expenditures, primarily travelling expenses and wages. There are monthly abstracts showing a breakdown of the areas which money was spent. Acc 04/33.

1	Jun 1943 – Oct 1967	Petty Cash Book – April – June – October – December.
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11 Day Book, 1967-1970

This book has a daily breakdown of expenditures, primarily for meals, travelling expenses and accommodation. The pages are headed No 1 Account. Acc 04/33.

1 24 Feb 1967 – 7 Aug 1970 Day Book.

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12 Endowment Fund Investment Book, 1941-1955

This is divided by Hospital and details the stock and holdings endowed to each, and the interest and tax amount for each year. Acc 04/33.

1 1941 – 1955

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13 Endowment Funds Journal, 1951-1959

This book details endowments and interest accrurement on funds for Hospitals within the Board of Management's control. Arranged chronologically. Acc 04/33.

1 31 Mar 1950 - 23 Jun 1959

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14 Endowments Scheme Ledger, 1945-1969

This ledger is arranged by the type of investment or expenditure relating to different accounts. Acc
04/26.

1	1945 – 1969	No2 A/C Group Endowment Funds.
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15 Amenities Fund Ledgers, 1961-1970

These volumes record the donations and expenses of the Royal Hospital for Sick Children, Princess Margaret Rose Orthopaedic Hospital, Chalmers Hospital, Hospital for the Diseases of Women, Edinburgh Orthopaedic Clinic and the Edinburgh Foot Clinic. Acc 04/33.

- 1 21 Mar 1961 – 31 Mar 1969
- 2 1 Apr 1969 – 31 Mar 1970
- 3 1 Apr 1970 – 29 Oct 1970

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16 Publications, 1966

- 1 1966 Opening - New Laboratory Block – Royal Hospital for Sick Children. Booklet produced by the South-Eastern Regional Hospital Board, University of Edinburgh and The Edinburgh Central Hospitals Board of Management to accompany the ceremony marking the opening. Ceremony performed by Principal Michael Swann. Contains photographs and articles on the pathology laboratory and the biochemistry laboratory. Acc 04/33.