Register of the

A. J. Hess Collection

Collection 166
A. J. Hess Collection
Collection 166

Scope and Content

Alvin J. Hess (1925- ) served the Seventh-day Adventist Church as an auditor and treasurer in four different unions during a tenure of nearly forty years. He served in the Southern Union in the 1950's and 1960's; in the Atlantic Union during the 1960's and 1970's. He went west to the Pacific Union in 1980's. And lastly to the Lake Union in the late 1980's and early 1990's.

The collection reflects Hess's work of roughly four decades in denominational service. The collection consist of chiefly of financial statements, committee documents (agendas and minutes), and correspondence. It also contains other documents which relate to Hess's position as a conference officer.

Arrangement:

The majority of the Hess materials are arranged according to union conference, which are listed in alphabetical order. Following the union conference materials are three sections that consists of Trust Services, Auditing and Treasury documents. The final parts of the collection contain materials best arranged by Division. These two sections are categorized as North American Division documents and Other division documents.

The A. J. Hess collection is quite extensive comprising 38 boxes of materials or 16.25 linear feet.

Provenance:

The collection was donated to the James White Library by A. J. Hess in two installments. The first portion was donated between 1976 and 1978. The remainder of the collection was donated between 1988 and 1989.

Use:

All users of this collection are required to complete the “Application to Use Unpublished Records,” and to observe the regulations specified in the “Patron Agreement” and “Researcher’s Code of Conduct.” All records in this collection are open and available for research. Citation for this collection:

Box___, folder___, A. J. Hess Collection (collection 166), Center for Adventist Research, James White Library, Andrews University, Berrien Springs, MI.
A. J. Hess Collection
Collection 166

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| Box 24 Fld 31 | Board of Trustees Minutes (1981-1983) |
| Box 24 Fld 32 | Finance Committee Minutes (1981-1982) |
| Box 24 Fld 33 | Meeting Agenda (July 15, 1982) |
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13. **Lynwood Adventist Academy**

| Box 24 Fld 35 | Minutes of Executive Board Meeting (June 6, 1988) |

14. **Newbury Park Adventist Academy**

| Box 25 Fld 1 | Annual Board Report (1966) |
| Box 25 Fld 2 | Annual Board Report (1967) |
| Box 25 Fld 3 | Annual Board Report (1968) |
| Box 25 Fld 4 | Annual Financial Statement (1969) |
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| Box 25 Fld 6 | Annual Board Report (1970) |
| Box 25 Fld 8 | Annual Board Report (1983) |
| Box 26 Fld 1 | Annual Board Report (1985) |
| Box 26 Fld 2 | Newbury Park Feasibility Proposal |
| Box 26 Fld 3 | Comparative Balance Sheet (Aug. 31, 1984) |
| Box 26 Fld 4 | Newbury Park Studies, Marshall Stevens Presentation |
| Box 26 Fld 5 | Total Discussion of the Newbury Park Land Proposal, 55th Constituency Session (March 1987) |
15. Publishing Department Documents
Box 26 Fld 11 Funds for Listen Drug Abuse Program Leadership (1981)
Box 26 Fld 12 Literature Evangelism Report (Nov. 4, 1982)
Box 26 Fld 13 Literature Evangelism Sales Report (March 23, 1983)
Box 26 Fld 14 Financial Scale Chart for Reimbursement of HHES Leaders
               (Dec. 21, 1981)

16. Sabbath School Productions
Box 26 Fld 15 Balance Sheets (1982-1983)

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1. Agency & Demand Funds
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2. Annual Reports
Box 27 Fld 2 Financial Statements (Conference & Association) (1966)
Box 27 Fld 3 Funded Balance Sheet (1967)
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Box 27 Fld 7 Annual Report (1971)
Box 27 Fld 8 Annual Report (1973)
Box 27 Fld 10 Annual Report (1976)
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Box 27 Fld 12 Annual Report (1978) (2 co.)
Box 28 Fld 1 Annual Report (1979)
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Box 28 Fld 3 Annual Report (1981)

3. Annuities Fund
Box 28 Fld 4 Balance Sheets (1977-1986)

4. Audited Financial Statements
Box 28 Fld 6 Audited Financial Statements (Dec. 31, 1982 & 1981)
Box 28 Fld 7 Audited Financial Statements (Dec. 31, 1983 & 1982)
Box 28 Fld 8 Audited Financial Statements (Dec. 31, 1984 & 1983)
Box 28 Fld 9 Audited Financial Statements (Dec. 31, 1985 & 1984)
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Box 28 Fld 11 Audited Financial Statement (Dec. 31, 1987)

5. Consolidated Funds
Box 28 Fld 12 Balance Sheet (1977-1978)
6. Current Fund
Box 28 Fld 13  Balance Sheets (1977-1983)
Box 28 Fld 14  Balance Sheets (1983-1987)

7. Current & Plant Fund
Box 28 Fld 15  Balance Sheets (1979, 1981)

8. Education
Bx 29 Fld 1  Comparative Balance Sheet (Aug. 31, 1977)

9. Funds Available Analysis
Bx 29 Fld 2  Analysis of Available Funds (1986)

10. Life Care Contract Funds
Box 29 Fld 3  Balance Sheet (Dec. 31, 1979 & 1978)

11. Plant Fund
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12. Tax & Insurance Fund
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Box 29 Fld 6  Cost-Benefit Analysis (1983)
Box 29 Fld 8  Parsonage Records (1977-1986)
Box 29 Fld 9  Cuddy Ranch (1981, 1985-1987)
Box 29 Fld 10 Estimated Available Cash for 1987 from Collectibles

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Box 29 Fld 11  Association Documents (1977-1987)
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Box 29 Fld 13  Board of Directors (1975-1979)
Box 29 Fld 14  Board of Directors (1980-1983)
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Box 30 Fld 2  Master Plan
Box 30 Fld 3  Committee Minutes
Box 30 Fld 4  Financial Documents
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Box 30 Fld 7  Audit Related Correspondence
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Box 30 Fld 8 Committee Documents

5. General Documents
Box 30 Fld 9 Culver City SDA Church, Church Beautification Plan
Box 30 Fld 10 Inglewood Spanish Church, Church Acquisition Plan
Box 30 Fld 11 Resolution to Change Resident Agent
Box 30 Fld 12 Parsonage Information (April 15, 1986)

6. Legal Affairs/Trust Department
Box 30 Fld 13 General Legal Affairs Documents
Box 30 Fld 14 Financial Documents
Box 30 Fld 15 Deferred Giving Program (1978)
Box 30 Fld 16 Distribution of Matured Trust (Dec. 31, 1982)
Box 30 Fld 17 American Savings and Loan Documents (1984)
Box 30 Fld 18 Trust Services Report (1987)
Box 30 Fld 19 Review of Trust Operations, Report to Management (July 30, 1987)
Box 30 Fld 20 Correspondence

Adventist Health Systems-West
Box 30 Fld 21 President's Report (Jan. 1982)
Box 30 Fld 22 Minutes for the Special Meeting of the Constituency of Adventist Health Systems-West (Sept. 15, 1982)

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Box 30 Fld 23 Financial Statement (1976)

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Box 30 Fld 29 Kentucky-Tennessee Conference (1971)
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Box 30 Fld 31 South Atlantic Conference (1971)
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1. Financial Statements
Box 33 Fld 1 Book and Bible House, Balance Sheet (Dec. 31, 1960)
Box 33 Fld 2 Book and Bible House, Balance Sheet (March 31, 1970)
Box 33 Fld 3 Book and Bible House, Balance Sheet (Unaudited) (Mar. 31, 1970)
Box 33 Fld 4 Book and Bible House, Financial Statement (March 31, 1972)
Box 33 Fld 5 Book and Bible House, Balance Sheet (March 12, 1963)
Box 33 Fld 6 Balance Sheet (Feb. 14, 1962)
Box 33 Fld 7 Balance Sheet, Conf. Association (Feb. 14, 1962)
Box 33 Fld 8 Balance Sheet (December 31, 1960)
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Box 33 Fld 22 Comparative Balance Sheet (June 1970 & June 1971)
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Box 33 Fld 24 Comparative Balance Sheet (Statement Background & Analysis)
(May 1970 & May 1971)
Box 33 Fld 25 Balance Sheet (Dec. 31, 1970)
Box 33 Fld 26 Balance Sheet (Dec. 31, 1971)
Box 33 Fld 27 Proposed Budget, 1971 (2 copies)

2. Bass Memorial Academy
Box 34 Fld 1 Cash Statement (Dec. 31, 1960)
Box 34 Fld 2 Financial Statement (1966)
Box 34 Fld 3 Budget (1966-67)
Box 34 Fld 4 Financial Report (June 30, 1969)
Box 34 Fld 5 Audited Financial Statement (June 30, 1970)
Box 34 Fld 6 Budget (1970-1971)
Box 34 Fld 7 Revised Proposed Budget (1970-1971)
Box 34 Fld 8 Housing Loan (c. July 1970)
Box 34 Fld 9 Paper, “Bass Memorial Academy Finances” (July 24, 1970)
Box 34 Fld 10 Balance Sheet & Financial Statement (June 30, 1971)
Box 34 Fld 11 Monthly Financial Statements (Chuck Hess) (1971)
Box 34 Fld 12 Financial Statement (October 31, 1971)
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Box 35 Fld 5 Oakwood College Expenditures Statement (1971)
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Other Financial Reports
Box 35 Fld 7 Panama City (FL) SDA Church (1966)

V. Trust Services

General Documents
Box 35 Fld 8 Social Security and Medicare Slide-O-Scope
Box 35 Fld 9 “A New Approach to Excellence,” Guidelines for the Pacific Union Educational Grant.
Box 35 Fld 11 Paper, “Personal Property Acceptable in Trust.”
Box 35 Fld 12 Paper, “Record Keeping for Trusts.”
Box 35 Fld 13 Paper, “Uniform Plan for Fiduciary Reporting by the Associations of the Pacific Union as Required by the IRS.” (1974) (2 copies)
Box 35 Fld 14 Paper, “Acceptable Assets for a Trust Agreement” by Barclay Martin (n.d.)
Box 35 Fld 16 1990 Trust Services Meetings Notebook
Box 35 Fld 17 “A Guide to Your Christian Will,” by Lee Bernard
Box 35 Fld 18 Various Pamphlets
Box 35 Fld 19 Paper, ‘A Brief Summary (What is a Trust?),’ Loma Linda Office of Planned Giving
Box 35 Fld 20  Trust Acceptance Proposal, by Loma Linda University (c. 1976)
Box 35 Fld 21  General Conference and Accreditation Committee Summary
               Standards for Accreditation
Box 35 Fld 22  Paper, “Investment Policy and Opportunities,” by Robert E. Osborn
               (Aug. 23, 1982)
Box 35 Fld 23  Estate Planning and Investment Meeting Notebook (1969)

Florida Conference Association
Box 36 Fld 1  Pamphlets, “Partnership with God Series,” Florida Conference.

Northern California Conference Association
Box 36 Fld 2  Trust Services Manual, “A service to Pastors” (n.d.)

North American Division
Box 36 Fld 3  N.A.D. Trust Services Seminar Notebook, 1986
Box 36 Fld 4  Minutes of the North American Trust Services Advisory
               (April 11-12, 1982)

Pacific Union Conference
Box 36 Fld 5  Trust Coordinating Committee Agenda, Leoni Meadows (c. Oct. 1982)
Box 36 Fld 6  Program Schedule, Trust Services Council (Feb. 1-4, 1987)
Box 36 Fld 7  Annual Trust Services Report (1987) & Trust Service Council Program
               Schedule (Feb. 15-18, 1988)

Pacific Union Association
Box 36 Fld 8  Program Schedule, Association Trust Services Council
               (Nov. 12-13, 1974)
Box 36 Fld 9  Paper, “The Division of Association Time Between Trust and
               Non-Trust Activity” (Nov. 12, 13, 1974)
Box 36 Fld 10 Pacific Union Investment Fund (Scudder, Stevens & Clark Inc.)
             (Feb. 1977)
Box 36 Fld 11 Trust Services, Cost-Benefit Analysis, By E. L. Becker (May 1978) (2c.)
Box 36 Fld 12 List of Trust Accounts (1984)
Box 36 Fld 13 Declaration of Trust Form
Box 36 Fld 14 Audit Program Manual

Southeastern California Association
Box 36 Fld 15 Schedule of Distributions—Trust Gifts & Wills (Sept. 30, 1981) (2c.)

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Box 36 Fld 16 Trust & Estate Distributions (1980 & 1979)
Box 36 Fld 17 Trust Services Report (1983)
Box 36 Fld 18 Hypothetical Trust Scenarios (Spring 1988)

Southern California Conference Association
Box 36 Fld 19 Condensed Report of Association Trust Benefits to Conference (c. 1974)
Box 36 Fld 20 Trust Documents (1975,1976 & 1978)
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Box 37 Fld 1  Fall Association Council Program Schedule (Oct. 1980 & 1981)
Box 37 Fld 2  Department of Legal Affairs, Operations & Financial Summary (1982)
Box 37 Fld 4  Depository Agreement, Great Western Savings (Dec. 1987)
Box 37 Fld 5  Department of Legal Affairs, Report & Financial Summary (1987)
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Box 37 Fld 6  Trust Document Seminar Materials (Jan. 3, 1990)

VI. Auditing and Accounting Manuals
Box 37 Fld 7  “Fund Accounting Manual for Local Conference and Union
Conference Associations SDA Church” (1968) (2 co.)
Box 37 Fld 8  “Accounting Manual for Local Conferences” (1972)
Box 38 Fld 1  “Auditors’ Manual of Policies and Procedures.” G.C. Auditing
Department (1973)
Box 38 Fld 2  “Trust Auditing Manual.” GC Auditing Department
Box 38 Fld 3  “A Manual for Workshops on Conference Accounting.” (1985)
Box 38 Fld 4  “The Trust Audit—How to Prepare and What to Expect” (1990)

VII. Treasury Documents
Box 38 Fld 5  Papers, Becker, E. L. “Accounting for Net Worth in Seventh-day
Adventists Organizations” (2 copies)
Dunn, L.D. “Contingent Liabilities and Long Term Leases”
General Conference Auditing Department, “Fixed Assets”
Home Health Education Service, “Accounting Procedures”
Humann , E. S. “Management Service” (April 8, 1962)
Box 38 Fld 6  Housing and Auto Subsidy Survey 1968 (Atlantic, Columbia, Lake &
Southern Unions)
Box 38 Fld 7  Travel Survey 1968
Box 38 Fld 8  Correspondence

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Box 38 Fld 9  Current Fund (Dec. 31, 1972)
Box 38 Fld 10  Educational Institutions (1975-1976)
Box 38 Fld 11  Summary of Progress (Fourth Quarter 1983)

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Box 38 Fld 12  Emmanuel Missionary College Financial Report (July 31, 1949)
Box 38 Fld 13  Opening Reports (1957-1962)

Remuneration Documents
Box 38 Fld 14  Remuneration Scale (July 1, 1982)
Box 38 Fld 15  Remuneration Scale (Jan. 1, 1987)
Box 38 Fld 16  Paper, “Seventh-day Adventist Retirement Plan and Benefits,” by
Major C. White (1984)

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Box 38 Fld 17  Wage Scale Documents

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Box 38 Fld 19  Black Statistics in North America (1983)
Box 38 Fld 20  GC Schedule of Employee Allowances, Taxability Status
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Box 38 Fld 21 Financial Statements (1924)

**Southern African Union**
Box 38 Fld 21 Spion Kop Missionary Institute, Financial Statements (Dec. 31, 1932)

The End
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1. Yearbook–Glendale Union Academy (1950)
2. Yearbook–Glendale Union Academy (1951)
3. Yearbook–Glendale Union Academy (1953)
4. Yearbook–Glendale Union Academy (1954)
5. Anniversary book–Norwalk S.D.A. Church (c. 1973)
6. Basic Educational Opportunity Grant Program Application
7. Paycheck stub for Charles Hess (Greater New York Conference)
8. Pamphlet “Touring the Columbia Gorge”
   International Tract Society: Battle Creek, Mich.
11. Southern California Trust Services Announcement, Send-off Diner for Art Hempel, Jr.
12. Housing Assistance Application
15. “Path to the Heart” Informal Talks, Vol. 1 by G. A. Coon
16. Article, “Money Market Funds,” by Ben Weberman
17. Article, “A Place to Grow” by Ray Tetz
18. Calendar of Health Shows
19. Magazine Article (clipping)–“Adventists Make Conversion From System/3 to Wang Mini
20. Health Care Assistance Plan
21. Glacier View Reports Cover Page (1 p.)
23. Program Planning Worksheet, Appendix D (3 copies)
24. Potential New Member Identification Worksheet (2 copies)
25. Target Audience Action Plan Worksheets (3 copies)
28. Suggestions to Building Planners, Compiled by the Building Plans Committee (1972)
29. Some Reflections and Comments Concerning Insurance (round-table answer given by Arthur L. White in 1959)
30. 1988 Preliminary Budget Preparation Schedule
31. Assignment of Promissory Note
32. Inter-Office Telephone Directory
33. Fall Association Council Program Schedule (Oct. 21, 1980)
35. Paper, “Procedures in Maintaining Communication with Students and Dealing with Student Unrest Leading to Demonstrative Activities.” Southern Missionary College (n.d.)
36. White, E. G. Der Weg Zu Christus. Saatkorn-Verlag: Hamburg
41. “How to Live 365 Days a Year” by John A. Schindler
42. Hudson, A. L. “Supporting Brief to a Proposed Resolution Pertaining to the Book ‘Seventh-day Adventists Answer Questions on Doctrine’ Submitted to the Delegates of the 48th General Conference of Seventh-day Adventists (1958).
44. “Seventh-day Adventist Advanced Reading Series Independent Activities for Out of the Issues: Decisions, I.” GC Dept. of Education (1972)
47. Pamphlet: “Adventist Art, Designed for a Purpose. Loma Linda University Libraries Department of Archives and Special Collections.
49. Selected guides to materials of the heritage of room of LLU Libraries.
50. List of various audio-visual material about or produced by S.D.A.’s., Compiled by F. Donald Yost
57. Glendale Adventist Medical Center, 1984 Medical Staff Roster
58. Chart of Rate of Compression
59. Unified Estate and Gift Tax Rates
60. Invoice, Lamont Advertising Agency (Dec. 1, 1973)
61. Pamphlet, “Atlantic Union College Welcomes You to New England”
62. Worker Evaluation Sheet
63. GC Staff Travel Guidelines
64. Pecan Order Form, Bass Memorial Academy