

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
FOSTER AND DICKSEE (JOINERY) LIMITED		
Financial records		
Legers		
B/HIG/FD/01/01/001	Private ledger. Indexed 1 volume	1922 Jun-1952 Oct
B/HIG/FD/01/01/002	Private ledger. Indexed 1 volume	1958-1966
Journals		
B/HIG/FD/01/02/001	Transfer journal 1 volume	1958 Sep -1966 Dec
B/HIG/FD/01/02/002	Midlands Branch: journal 1 volume	1962-1966
Cash books		
B/HIG/FD/01/03/001	"Cash book - receipts" 1 volume	1957 Oct-1966 Dec
B/HIG/FD/01/03/002	"Cash book - payments" 1 volume	1957 Oct-1966 Sep
B/HIG/FD/01/03/003	"Midlands branch: cash book - payments" 1 volume	1958 Jul-1970 Jul
B/HIG/FD/01/03/004	Petty cash book 1 volume	1961 Aug -1962 Dec
Statements		
B/HIG/FD/01/04/001	"Profit and loss account statement of accounts and balance sheet" 3 documents	1964
B/HIG/FD/01/04/002	Midlands and Eastern branches: quarterly overheads and balance sheet 1 volume	1967 Mar -1970 Mar
Contracts		
Office of Works		

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/FD/02/01/001	Office of Works schedule of contract prices for the London District 1 volume	1894
New War Office		
B/HIG/FD/02/02/001	"Blank set of quantities for the superstructure of the New War Office Whitehall" 1 volume	1901
B/HIG/FD/02/02/002	Newspaper cutting concerning the use of electricity and diamond saws in the erection of the New War Office (formerly enclosed in B/HIG/FD/02/02/001) 1 document	1902?
Miscellaneous		
B/HIG/FD/03/001	"Manuscript note from JJ Satchell ex-apprentice with Foster and Dicksee giving a very brief history of the firm (formerly enclosed in B/HIG/FD/02/02/001)" 1 document	1946 Mar
HOLLIDAY AND GREENWOOD LIMITED		
Financial records		
B/HIG/HG/01/001/01	Cash book number P4 (payments) 1 volume	1962 May -1966 Dec
B/HIG/HG/01/001/02	Cash book number R6 (receipts) 1 volume	1961 Oct-1963 Mar
B/HIG/HG/01/001/03	Cash book number R7 (receipts) 1 volume	1963 Apr-1966 Mar
B/HIG/HG/01/001/04	Limited company: cash book number R8 (receipts) 1 volume	1966 Mar -1966 Dec
HIGGS AND HILL		
Administrative records		
Minutes		
B/HIG/HH/01/01/001	Minutes of board meetings 1 volume	1898 Feb -1915 Dec

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/01/01/002	Minutes of the first board meeting (formerly enclosed in B/HIG/HH/01/01/001) 1 document	1898 Feb 14
B/HIG/HH/01/01/003	Minutes of board meetings. Indexed 1 volume	1916 Jan-1934 Oct
B/HIG/HH/01/01/004	"Minutes of board meetings number 3"]]]] 1 volume	1934 Oct-1944 Mar
B/HIG/HH/01/01/005	Minutes of board meetings. Indexed 1 volume	1944 Sep -1946 Sep
Administration		
B/HIG/HH/01/02/001	"Memorandum of agreement between the Convent of the Little Sisters of the Poor Fentiman Road Lambeth and Hill Higgs and Hill concerning a window at Hill Higgs and Hill's Crown Works"]]]] 1 volume	1876 Feb
B/HIG/HH/01/02/002	Instructions to the London and County Banking Company issued on the setting up of Higgs and Hill Limited (formerly enclosed in B/HIG/HH/01/01/001) 1 document	1898?
B/HIG/HH/01/02/003	Confidential correspondence with foremen and supervisors 1 volume	1930-1940
Financial records		
Ledgers		
B/HIG/HH/02/01/001	Ledger. Indexed 1 volume	1914-1919
B/HIG/HH/02/01/002	Trading account ledger. Indexed 1 volume	1912-1920
B/HIG/HH/02/01/003	Contracts ledger. Indexed 1 volume	1907-1923

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/02/01/004	Ledger 1 volume	1961-1969
B/HIG/HH/02/01/005	"Ledger: Directors' capital, profit and loan accounts"]]]] 1 volume	1874-1895
B/HIG/HH/02/01/006	Profit and loss ledger: London 1 volume	1953-1968
B/HIG/HH/02/01/007	Ledger: control account 1 volume	1964-1970
B/HIG/HH/02/01/008	Private trade expenses ledger. Indexed 1 volume	1919-1936
B/HIG/HH/02/01/009	Private trade expenses ledger. Indexed 1 volume	1937-1942
B/HIG/HH/02/01/010	Trade expenses ledger and balance sheets 1 volume	1962 Jan-1967 Dec
B/HIG/HH/02/01/011	Trade expenses ledger and balance sheets 1 volume	1968 Mar -1970 Mar
B/HIG/HH/02/01/012	Private ledger. Indexed 1 volume	1905-1920
B/HIG/HH/02/01/013	Private ledger. Indexed 1 volume	1921-1931
B/HIG/HH/02/01/014	Private ledger. Indexed 1 volume	1932-1941
B/HIG/HH/02/01/015	Electrical branch: private ledger 1 volume	1920-1929
B/HIG/HH/02/01/016	City Branch: private ledger 1 volume	1922-1942

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/02/01/017	Nominal and private ledger for Higgs and Hill Midlands Limited and Higgs and Hill Eastern Limited 1 volume	1960-1966
B/HIG/HH/02/01/018	Private ledger: profit and loss account and balance sheets 1 volume	1971-1978
Journals		
B/HIG/HH/02/02/001	Journal 1 volume	1926 Dec -1930 Dec
B/HIG/HH/02/02/002	Journal 1 volume	1931 Dec -1934 Dec
B/HIG/HH/02/02/003	Journal 1 volume	1935 Dec -1940 Dec
B/HIG/HH/02/02/004	Rough journal 1 volume	1960-1962
B/HIG/HH/02/02/005	Private journal 1 volume	1967-1970
Cash books		
B/HIG/HH/02/03/001	Cash book number 1 1 volume	1874-1878
B/HIG/HH/02/03/002	Cash book number 3 1 volume	1882 Oct-1889 Feb
B/HIG/HH/02/03/003	Cash book number 4 1 volume	1889 Feb -1895 Mar
B/HIG/HH/02/03/004	Cash book number 5 1 volume	1895 Mar -1899 Dec
B/HIG/HH/02/03/005	Cash book number 6 1 volume	1900 Jan-1903 Dec
B/HIG/HH/02/03/006	Cash book number 7 1 volume	1903 Dec -1907 May

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/02/03/007	Cash book number 8 1 volume	1907 May -1910 May
B/HIG/HH/02/03/008	Cash book number 10: banking account 1 volume	1913 Jun-1916 Apr
B/HIG/HH/02/03/009	Cash book number 12: banking account 1 volume	1918 Dec -1922 Jun
B/HIG/HH/02/03/010	Cash book number 13: banking account 1 volume	1922 Jun-1926 Jul
B/HIG/HH/02/03/011	"Cash book - Dartmouth number 1"]]]] 1 volume	1900 Jan-1907 Feb
B/HIG/HH/02/03/012	Cash book 1 volume	1961 Jan-1978 Dec
B/HIG/HH/02/03/013	"Higgs and Hill Limited: cash book - receipts"]]]] 1 volume	1955 Feb -1966 Dec
B/HIG/HH/02/03/014	Higgs and Hill Northern Limited: cash book 1 volume	1964 Nov -1966 Feb
B/HIG/HH/02/03/015	Higgs and Hill Northern Ltd: cash book 1 volume	1966 Jan-1970 Jun
B/HIG/HH/02/03/016	Higgs and Hill Developments Limited: cash book 1 volume	1966 Jan-1971 Jan
B/HIG/HH/02/03/017	Higgs and Hill Homes Ltd: cash book 1 volume	1975 Aug -1978 Dec
Balance sheets and accounts		
B/HIG/HH/02/04/001	Yearly balances sheets 1 volume	1876 Dec -1891 Dec
B/HIG/HH/02/04/002	Balance sheets 1 volume	1876-1895

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/02/04/003	Yearly balance sheets 1 volume	1892 Dec -1912 Dec
B/HIG/HH/02/04/004	Approximate balance sheet for 31 December 1913 and notes of properties sold during 1911 (formerly enclosed in B/HIG/HH/02/04/003) 2 documents	1911-1913
B/HIG/HH/02/04/005	"Statements of accounts for 1932-1940, balance sheet and profit and loss account for 1941"]]]] 1 bundle	1932-1941
B/HIG/HH/02/04/006	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 bundle	1932
B/HIG/HH/02/04/007	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 bundle	1933
B/HIG/HH/02/04/008	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 bundle	1934
B/HIG/HH/02/04/009	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 bundle	1935
B/HIG/HH/02/04/010	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 bundle	1936
B/HIG/HH/02/04/011	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 bundle	1937

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/02/04/012	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 bundle	1938
B/HIG/HH/02/04/013	"City Branch: statement of accounts, report on accounts and schedules of jobs completed"]]]] 1 volume	1939
B/HIG/HH/02/04/014	"Report on plant, machinery and stock accounts"]]]] 1 volume	1937 Jan-1941 Dec
B/HIG/HH/02/04/015	Report on accounts and contract canteens 1 volume	1942 Dec -1943 Dec
B/HIG/HH/02/04/016	Report on accounts and contract canteens 2 files	1943 Dec
B/HIG/HH/02/04/017	Report on accounts 1 volume	1944 Dec
B/HIG/HH/02/04/018	Report on accounts 1 volume	1944 Dec -1945 Dec
B/HIG/HH/02/04/019	"Copy balance sheets and reports on accounts; 1943 and 1947-1949 missing"]]]] 1 file	1932-1954
B/HIG/HH/02/04/020	Final accounts 1 file	1946-1957
B/HIG/HH/02/04/021	Accounts 1 file	1952 Dec
B/HIG/HH/02/04/022	Schedules to accounts (company's official copy) 1 file	1957 Dec
B/HIG/HH/02/04/023	Schedules to accounts (company's official copy) 1 file	1958 Dec

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/02/04/024	Schedules to accounts 1 file	1959 Dec
B/HIG/HH/02/04/025	Report and accounts 1 file	1962 Dec
B/HIG/HH/02/04/026	Higgs and Hill Midlands Limited: balance book 1 volume	1964 Mar -1965 Dec
Taxation		
B/HIG/HH/02/05/001	Excess profits tax book 1 volume	1934?-1945
B/HIG/HH/02/05/002	Record of income tax deductions for staff 1 volume	1941 May -1944 Mar
Wages and salaries		
B/HIG/HH/02/06/001	Weekly wages book 1 volume	1920 Jan-1924 May
B/HIG/HH/02/06/002	Weekly wages book 1 volume	1924 May -1928 Aug
B/HIG/HH/02/06/003	Weekly wages book 1 volume	1928 Aug -1932 Dec
B/HIG/HH/02/06/004	Weekly wages book 1 volume	1933 Jan-1935 Apr
B/HIG/HH/02/06/005	Monthly wages book 1 volume	1930 Sep -1940 Apr
B/HIG/HH/02/06/006 not available for general access	Directors' salary book 1 volume	1944 Jun-1968 Mar
B/HIG/HH/02/06/007 not available for general access	Directors' expenses (formerly enclosed in B/HIG/HH/02/06/06) 1 bundle	1956-1964
Costings		

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/02/07/001	"Notebook containing memoranda of contra charges with personal names index. For Higgs? and later Higgs and Hill"]]]] 1 volume	1868 Apr-1900 Aug
B/HIG/HH/02/07/002	"Volume giving costings for building and repair work in the City of London, Southwark, Lambeth, Paddington, Westminster and Rochester 1 volume	1874 Jan -1874? Oct
B/HIG/HH/02/07/003	"Volume giving costings for building and repair work in Woolwich, Westminster, Stepey and Wimbledon 1 volume	1874 Aug -1874 Sep
B/HIG/HH/02/07/004	"Volume giving costings for building and repair works in the City of London, Southwark, Wandsworth, Greenwich and Camberwell]]]] 1 volume	1874 Oct-1875 Jun
B/HIG/HH/02/07/005	"Volume giving costings for building and other works in Lewisham, Southwark, Shoreditch, City of London, Wandsworth and Warwickshire]]]] 1 volume	1874 Nov -1875 Jan
B/HIG/HH/02/07/006	"Volume giving costings of building and other work in City of London Stepney and Regents Park"]]]] 1 volume	1875 Sep
B/HIG/HH/02/07/007	"Sales book arranged by contract showing cost, certificate of account and cash received" 1 volume	1967-1970
B/HIG/HH/02/07/008	"Higgs and Hill Midlands Eastern and Northern Limited: contract account book showing site address, client and particulars of expenses" 1 volume	1963-1970

Apprentice records

Administration

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/03/01/001	"Apprenticeship indenture for Walter Thomas Clapham apprentice mason]]]] 1 volume	1901 May
B/HIG/HH/03/01/002	Letter from J Clapham to Higgs and Hill Limited stating that his son Walter left home in September and has not been seen since (see B/HIG/HH/03/01/001) 1 volume	1904 Dec
B/HIG/HH/03/01/003	"List of carpenters' tools]]]] 1 volume	1911 Aug
Contracts		
Tenders		
B/HIG/HH/04/01/001 Item no longer in collection	"Tenderbook for William Higgs showing site address, date of tender, client, nature of work]]]] 1 volume	1870 Jun-1873 Apr
B/HIG/HH/04/01/002	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1906
B/HIG/HH/04/01/003	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1910
B/HIG/HH/04/01/004	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1917-1918
B/HIG/HH/04/01/005	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1919

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/04/01/006	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1921
B/HIG/HH/04/01/007	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1922
B/HIG/HH/04/01/008	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1923
B/HIG/HH/04/01/009	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1924
B/HIG/HH/04/01/010	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1925
B/HIG/HH/04/01/011	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1926
B/HIG/HH/04/01/012	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1927
B/HIG/HH/04/01/013	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1928
B/HIG/HH/04/01/014	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1929

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/04/01/015	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1930
B/HIG/HH/04/01/016	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1931
B/HIG/HH/04/01/017	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1932
B/HIG/HH/04/01/018	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1933
B/HIG/HH/04/01/019	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1934
B/HIG/HH/04/01/020	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1936
B/HIG/HH/04/01/021	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1937
B/HIG/HH/04/01/022	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1938
B/HIG/HH/04/01/023	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1939

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/04/01/024	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1940
B/HIG/HH/04/01/025	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1941-1944
B/HIG/HH/04/01/026	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1945
B/HIG/HH/04/01/027	"Tenderbook showing site address, date of tender, client and nature of work]]]] 2 volume	1946
B/HIG/HH/04/01/028	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1947
B/HIG/HH/04/01/029	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1948
B/HIG/HH/04/01/030	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1949
B/HIG/HH/04/01/031	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1950
B/HIG/HH/04/01/032	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1951

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/04/01/033	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1952
B/HIG/HH/04/01/034	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1953
B/HIG/HH/04/01/035	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1954
B/HIG/HH/04/01/036	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1955
B/HIG/HH/04/01/037	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1956
B/HIG/HH/04/01/038	"Tenderbook showing site address, date of tender, client and nature of work]]]] 2 volume	1957
B/HIG/HH/04/01/039	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1958
B/HIG/HH/04/01/040	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1959
B/HIG/HH/04/01/041	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1960

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/04/01/042	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1961
B/HIG/HH/04/01/043	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1962
B/HIG/HH/04/01/044	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1963
B/HIG/HH/04/01/045	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1964
B/HIG/HH/04/01/046	"Tenderbook showing site address, date of tender, client and nature of work]]]] 1 volume	1965
Miscellaneous		
Albums		
B/HIG/HH/05/01/001	"Album showing views of buildings in London and elsewhere]]]] 1 volume	19--
B/HIG/HH/05/01/002	"Album showing views of buildings in London and elsewhere]]]] 1 volume	19--
B/HIG/HH/05/01/003	"Album showing views of buildings in London and elsewhere]]]] 1 volume	19--

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/05/01/004	"Album showing views of buildings in London and elsewhere]]]] 1 volume	19--
B/HIG/HH/05/01/005	"Interior and exterior views of Charters, Ascot. Constructed by Higgs and Hill."	
B/HIG/HH/05/01/006	"These Ten years: a pictorial record of some principal contracts assigned to Higgs and Hill since 1921"	
Publications		
B/HIG/HH/05/02/001	"'The Crimond Chronicle': organ of the Joint Welfare and Production Committee]]]] 1 volume	1943 Nov 12 -1944 Apr 14
Branch finance		
Ledgers		
B/HIG/HH/06/01/001	"Profit and loss ledger for Holliday and Greenwood Limited]]]] 1 volume	1950-1972
B/HIG/HH/06/01/002	"Trade expenses ledger and balance sheets for all branches of Higgs and Hill Limited]]]] 1 volume	1964 Jan-1970 Mar
Accounts		
B/HIG/HH/06/02/001	"Statements of accounts for Higgs and Hill Midlands Limited]]]] 3 volumes	1961-1964
B/HIG/HH/06/02/002	"Statements of accounts for branches of the company]]]] 1 bundle	1964 Dec

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
B/HIG/HH/06/02/003	"Statements of accounts for all branches of the company]]]] 1 bundle	1965 Dec -1967 Dec
B/HIG/HH/06/02/004	"Statements of accounts for all branches of the company]]]] 1 bundle	1967 Dec
Branch contracts		
B/HIG/HH/07/001	"Chief Accountant's Department: list of contracts arranged by area and whether carried out by Higgs and Hill]]]] 1 volume	1956-1964
A. HONE AND SONS		
Administrative records		
B/HIG/HS/01/001	"Report on A. Hone and Sons Limited 2 documents	1945
B/HIG/HS/01/002	"Old correspondence concerning debentures and service agreements 1 file	1949-1965
PATMAN AND FOTHERINGHAM LIMITED		
Financial records		
B/HIG/PF/01/001	Patman and Fotheringham Limited: private ledger 1 volume	1953-1964
B/HIG/PF/01/002	Balance book 1 file	1964 Mar -1966 Dec