

POTOMAC CONFERENCE CORPORATION OF SDA

RECORD-RETENTION SCHEDULE

CHURCH TREASURER

PROTECTED

Computerized records should be backed up regularly to an external hard drive or memory stick, to help prevent loss of financial documentation. Manual records should be kept protected from damage and stored in a secured area.

ARCHIVED

It is important to retain records for statistical purposes. Sometimes they are needed for research such as to look at a five-year trend in giving, determine the cost of carpeting, etc. When such information is needed, the treasurer should be able to extract the needed information, keeping the records confidential.

Recommendation for retention of documents is as follows:

Audit Report	Permanent
Property Records	Permanent
Accounting Ledger	Permanent
Accounting Software Back-ups	Permanent
Board Minutes	Permanent
Employment Records	Permanent
Payroll journals & earnings record(employee)	Permanent
Legal documents	Permanent
Canceled checks & stubs	6 years
Vouchers (purchase, disbursement, journal)	6 years
Invoices/Receipts	6 years
Bank Statements & Reconciliations	6 years
Deposit Slips	6 years
Tithe Receipts	6 years
Tithe Envelopes	Until audited and 3 years
Time Cards	4 years
Insurance policies	4 years

Important Note: Care should be taken when disposing of confidential documents such as tithe envelopes, receipts, etc.. These documents should be shredded when being disposed of.