FINANCE OFFICE -

RETENTION SCHEDULE

NOVEMBER 2010

## FINANCE OFFICE – TREASURY MANAGER

## **ACTIVITY AREAS**

1		VAT

- 2 Corporation Tax
- 3 Statutory accounts working paper
- 4 Signed accounts

Activity		To Records	Suggested retention		
<u>Area</u>	Name of record	store	<u>period</u>	Method of disposal	Authorised by:
		(Inactive			
		Period i.e. each			
		session)		(Archive\Shred)	

VAT Summary Quarterly Spreadsheet GCU	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT Summary Quarterly Spreadsheet GCUC Ltd	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT Quarterly supporting documentation GCU	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT Quarterly supporting documentation GCUC Ltd	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Excel spreadsheet contraining information from Tax advisors	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Corporation Tax Return	Hardcopy after 2 years	Current financial year + 6 years	Shred	Financial Accounting and Treasury Manager
Working Papers	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Original signed Accounts	Hardcopy after 2 years	Current financial year + 6 years	Review for Archive	Financial Accounting and Treasury Manager
	Spreadsheet GCU  VAT Summary Quarterly Spreadsheet GCUC Ltd  VAT Quarterly supporting documentation GCU  VAT Quarterly supporting documentation GCUC Ltd  Excel spreadsheet contraining information from Tax advisors  Corporation Tax Return  Working Papers	Spreadsheet GCU  VAT Summary Quarterly Spreadsheet GCUC Ltd  VAT Quarterly supporting documentation GCU  VAT Quarterly supporting documentation GCUC Ltd  Hardcopy after 2 years  VAT Quarterly supporting documentation GCUC Ltd  Excel spreadsheet contraining information from Tax advisors  Hardcopy after 2 years  Corporation Tax Return  Hardcopy after 2 years  Working Papers  Hardcopy after 2 years  Hardcopy after 2 years  Original signed Accounts  Hardcopy after 2	VAT Summary Quarterly Spreadsheet GCUC Ltd  VAT Quarterly supporting documentation GCU  VAT Quarterly supporting documentation GCUC Ltd  Variable Target Part Spears  Current financial year + 6 years  Variable Target Part Spears  Variable Target Part Spe	VAT Summary Quarterly Spreadsheet GCUC Ltd  Hardcopy after 2 years  VAT Quarterly supporting documentation GCU  VAT Quarterly supporting documentation GCU  Hardcopy after 2 years  Current financial year + 6 years  Shred\Delete  Shred\Delete  Shred\Delete  VAT Quarterly supporting documentation GCUC Ltd  Hardcopy after 2 years  Current financial year + 6 years  Shred\Delete  Shred\Delete  Current financial year + 6 years  Current financial year + 6 years  Shred\Delete  Current financial year + 6 years  Current financial year + 6 years  Shred\Delete  Current financial year + 6 years  Current financial year + 6 years  Shred\Delete