

FINANCE OFFICE - TREASURY

RETENTION SCHEDULE

NOVEMBER 2010

FINANCE OFFICE - TREASURY

ACTIVITY AREAS

- 1 Foreign Currency
- 2 Committees (internal)
- 3 Payments
- 4 Receipts
- 5 Treasury Management
- 6 VAT
- 7 Corporation Tax
- 8 Statutory accounts working paper
- 9 Signed accounts

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store (Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> (Archive\Shred)	<u>Authorised by:</u>
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Foreign Currency	Request for currency	NVA	For period of processing only	Returned to Accounts Payable	Cashier
Other	F & GP Minute Extracts showing list of signatories	NVA	Retained until superseded	Delete\Shred	Cashier
Payments	Oracle Payment Reports (signed hardcopy required for audit)	Hardcopy after 2 years	Electronic information retained in Oracle for current financial year + 6 years. Hardcopy retained for audit purposes current financial year + 6 years.	Delete\Shred	Cashier
Payments	BACS Submission Reports	Hardcopy after 2 years	Electronic information retained in Oracle for current financial year + 6 years. Hardcopy retained for audit purposes current financial year + 6 years.	Delete\Shred	Cashier
Payments	BACS Approval Reports	Hardcopy after 2 years	Electronic information current financial year + 6 years. Hardcopy retained for audit purposes current financial year + 6 years.	Delete\Shred	Cashier
Payments	Remittance Advices (Note: Advice generated from Oracle automatically and issued to supplier\staff)	NVA	(Information) retained in Oracle for current financial year + 6 years.	Delete	Cashier

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Payments	Stop cheque request form	N/A	For period of processing only	Returned to Accounts Payable	Cashier
Payments	Payment document	N/A	For period of processing only	Returned to Accounts Payable	Cashier
Payments	Voided\cancelled cheques	N/A	Current Financial year + 1 year	Shred	Cashier
Procurement	Cash Security Company Contract	Termination of Contract	Termination of Contract + 6 years	Shred	Cashier
Receipts	Remittance Advices (Received)	After 2 years	Current financial year + 6 years	Shred	Cashier
Receipts	Credit Card Receipts - Merchants Copies	After 2 years	Current financial year + 6 years	Shred	Cashier
Receipts	Banking documents (Oracle) Receipt Batch Summaries	Hardcopy after 2 years	Electronic information retained in Oracle for current financial year + 6 years. Hardcopy retained for audit purposes current financial year + 6 years	Delete\Shred	Cashier
Receipts	Credit Card Charges Invoices	Hardcopy after 2 years	Current financial year + 6 years	Shred	Cashier
Treasury Management	Account application Forms	Closure of account	Closure of account + 5 years	Shred	Cashier

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Treasury Management	Bank Statements	Hardcopy after 2 years	Current financial year + 6 years	Delete\Shred	Cashier
Treasury Management	Bank Reconciliations	Hardcopy after 2 years	Current financial year + 6 years	Shred	Cashier
Treasury Management	Bank transfer Authorisations	Hardcopy after 2 years	Current financial year + 6 years	Shred	Cashier
Treasury Management	Treasury Deposits/Withdrawals Confirmations	Hardcopy after 2 years	Current financial year + 6 years	Shred	Cashier
VAT	VAT Summary Quarterly Spreadsheet GCU	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT	VAT Summary Quarterly Spreadsheet GCUC Ltd	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT	VAT Quarterly supporting documentation GCU	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT	VAT Quarterly supporting documentation GCUC Ltd	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager

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Corporation Tax	Excel spreadsheet containing information from Tax advisors	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Corporation Tax	Corporation Tax Return	Hardcopy after 2 years	Current financial year + 6 years	Shred	Financial Accounting and Treasury Manager
Statutory Accounts	Working Papers	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Signed Accounts	Original signed Accounts	Hardcopy after 2 years	Current financial year + 6 years	Review for Archive	Financial Accounting and Treasury Manager