

PROCEDURE FOR COMMITTEE/COUNCIL RECORD RETENTION

To ensure accountability for record retention and transition between executive members of regional committees and area councils, the following procedures are to be followed:

RECORDS STORAGE LOCATION

- Each Regional Office will ensure committees and area councils have access to a file location that can be locked. Minimum of one key will be provided to an executive member to ensure that they have access even when Regional Office staff are not present.
- Committees and area councils outside the Regional Office area shall ensure that all records are stored in one location as much as possible and that an executive member is assigned to maintain the records. File boxes can be provided by the Regional Office if required.
- Copies of all original receipts will be sent to the Regional Office e.g. scan, photo or hard copy

BANK STATEMENTS

- All committee and area council bank statements are to be mailed to the respective Regional Office.
- Regional Office admin staff will date stamp the statement and forward the original to the Regional Rep assigned to the committee. The Rep will review and sign and print name. If any concerns are noted, the Rep will advise the Chair & REVP. Once initialed, the admin will scan a copy and email to the Chair/President and the Treasurer. A photocopy will be provided to the Treasurer for their records. For committees/area councils outside of the Regional Office area, photocopies can be mailed upon request. Should the Rep not be available for a significant time period, the admin will scan the statement to the committee and the Rep will review when possible.
- The Regional Office admin will be responsible for maintaining a file of original bank statements with a retention period of 7 years. Should the committee/area council auditors request to view the originals, they will be made available.

COMMITTEE/AREA COUNCIL RECORD RETENTION

- Each committee/area council will ensure that all records (including bylaws/terms of reference, copies of bank statements, minutes, meeting notices, annual reporting packages, expense vouchers and original receipts, transaction logs, etc.) are maintained in a central known location. All records are to be filed by calendar year. The committee will maintain records for the current year and one year previous. At the end of each year, the oldest complete year will be forwarded to the admin for retention. The Regional Office admin will keep up to 5 years of committee/area council records. With the 2 years maintained by the committee/area council and 5 years maintained by the Regional Office, 7 years of records will be maintained at all times.

ANNUAL REPORTING PACKAGES

- Committees/area councils are to prepare and ensure their packages are submitted to the REVP's office no later than March 15th of each year. Photocopies of receipts and bank statements are acceptable and the originals are to be maintained by the committee/area council. Committees/area councils are to compile the package and may request the Regional Office to scan the complete package and email to the REVP Office. The package can be sent hard copy or by email to the REVP Assistant prior to the deadline.

CHEQUE BOOK SECURITY MEASURES

- The cheque book is to be kept in the Regional Office either with the Regional Rep assigned or in the committee/area council locked storage. For committees/area councils outside of the Regional Office, the cheque book should be held by one executive member and it should be known by the executive as to who is responsible.
- Cheque books may be taken to events or activities if expenses will need to be paid but should be returned as soon as possible and it should be known by the committee where the cheque book is at all times.
- In the event a cheque book is lost or stolen, it must be reported to the Regional Rep and the REVP office immediately. Depending on the circumstances, it may be appropriate to advise the bank.
- All voided cheques are to be kept with the financial records.