Canada West District Church of the Nazarene

 These are based on guidelines from Canadian Council of Christian Charities

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| Type of Record  | Retention Period  |
| Governing Documents (Letters Patent, Certificate of Incorporation, Bylaws)  | Permanent  |
| Official receipts for Income Tax Purposes (Duplicates)  | 6 years (donor may not claim and request a replacement and as source document back- ing up the general ledgers)  |
| Official Receipts for Income Tax Purposes (Perpetual Endowment Gifts & 10 yr Gifts)  | Permanent  |
| T3010 Annual Charity Information Return  | 7 years (recommended)  |
| Minutes of Directors’ Meetings, Executive Committee Meetings & Member’s Meetings  | Permanent  |
| Payroll Records, T4’s, T4-Summar  | ies  | 7 years  |
| Personnel Information: Sick Leave, Time Sheets, Attendance, Discipline, Vacation  | Permanent (recommended)  |
| Record of Employments (ROE’s)  |  | 7 years  |
| General Ledger  |  | Permanent  |
| Monthly Trial Balances & Bank Reconciliations  | 7 years  |
| Financial Statement Working Papers  | 7 years  |
| Approved Budgets  |  | 7 years  |
| Year End Financial Statements  |  | Permanent  |
| Bank Statements/Cancelled Cheques Invoices/Receipts of payments  | 7 years  |
| Inventory Records  |  | 7 years  |
| Church Envelope Records  |  | 3 years  |
| Insurance Policies  |  | Permanent (recommended)  |
| Certificates of Insurance (for rentals)  | Permanent (recommended)  |
| Employment Applications Performance Reviews  |  | Permanent (recommended)  |
| Volunteer Application FormsConfidential Records of Reference Checks  | Permanent (recommended)  |
| Suspected Child Abuse Report Suspected Child Abuse Follow Up  | Report  | Permanent (recommended)  |
| Authorization and Consent for Minors  | Permanent (recommended)  |