

Chemeketans Financial Records Retention Policy

Documents to be retained permanently

Document	Responsible Party	Where Stored
Articles of Incorporation	Club Treasurer	Safe Deposit Box
By-Laws	Recording Secretary	Recording Secretary's files
Certificate of Incorporation	Club Treasurer	Safe Deposit Box
Board & Committee meetings – minutes	Recording Secretary	Recording Secretary's files
Form 1024 – Application for tax exemption	Club Treasurer	Club Treasurer's Records
E.I.N allotment letter	Club Treasurer	Safe Deposit Box
IRS Determination letter and related papers	Club Treasurer	Club Treasurer's Records
Contracts and Lease agreements and related documents	Club Treasurer	Safe Deposit Box
Important legal correspondence	Recording Secretary	Recording Secretary's files
Staff personnel records	Outing Treasurer	Outing Treasurer's records
Employment applications of existing staff	Outing Treasurer	Outing Treasurer's records
Financial statements	Club Treasurer	Club Treasurer's Records
General ledgers	Main, Outing & Climbing Treasurers	Chemeketans QuickBooks Online
Subsidiary ledgers	Main, Outing & Climbing treasurers	Chemeketans QuickBooks Online
Cash book	Main, Outing & Climbing treasurers	Chemeketans QuickBooks Online
Fixed Asset records	Main, Outing & Climbing treasurers	Main, Outing & Climbing Treasurer's Records
Tax returns	Club Treasurer	Club Treasurer's Records
Canceled checks – related to important payments	Club Treasurer	Club Treasurer's Records
Current Insurance policy	Club Treasurer	Club Treasurer's Records
Expired Insurance policy	Club Treasurer	Club Treasurer's Records
Accident reports and Claims (Current & settled claims)	Recording Secretary	Recording Secretary's files
Property appraisals documents	Club Treasurer	Club Treasurer's Records
Real asset documents – Property deeds, mortgages, etc.	Club Treasurer	Club Treasurer's Records
Investment records – stock /bond certificates and others	Club Treasurer	Club Treasurer's Records

Document to be retained for 11 years

Employee Workman's Compensation Documents	Outing Treasurer	Outing Treasurer's records
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Documents to be retained for 5 years

Bank statements & reconciliations	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records
All canceled checks	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records
Cash receipts and payments	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records
Expired contracts and leases	Club Treasurer	Club Treasurer's Records
Payroll Records	Outing Treasurer	Outing Treasurer's records
Payroll Reports (Federal, State or Local)	Outing Treasurer	Outing Treasurer's records
Personnel Records of terminated employees	Outing Treasurer	Outing Treasurer's records
Time sheets & Attendance records	Outing Treasurer	Outing Treasurer's records
Tax Return Worksheets	Club Treasurer	Club Treasurer's Records
Form 990	Club Treasurer	Club Treasurer's Records
W-2 / W-4 / etc.	Outing Treasurer	Outing Treasurer's records
Grant Inquiries	Club President	Club President's Records
Inventories register	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records
Vendor invoices	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records
Paid Bills & Vouchers	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records
Vendor Payment register	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records

Documents to be maintained for 3 years

Correspondence of general nature	Recording Secretary	Recording Secretary's files
Bank deposit slips	Main, Outing & Climbing Treasurers	Main, Outing & Climbing Treasurer's Records
Application for employment	Outing Treasurer	Outing Treasurer's records