

Nevada-Utah Conference Church & School Record Retention

The following are guidelines to be followed in retaining the following documents:

1. Tithe Envelopes	3 years and until audited
2. Deposit Tickets	3 years and until audited
3. Expense Reports	3 years and until audited
4. Receipts	6 years and until audited
5. Cancelled Checks	6 years and until audited
6. Insurance Policy's	6 years and until audited
7. Sales Invoices (bills)	6 years and until audited
8. Bank Statements & Reconciliation Reports	10 years and until audited
9. Audit Reports	Permanent
10. Financial Statements	Permanent
11. General Ledger Book	Permanent
12. Board Minutes	Permanent
13. Contracts and Employment Agreements	Permanent

If possible, insurance policies, deeds, mortgages, payroll, should be kept in a fireproof locked file