



SECTION - APPENDIX A: FINANCIAL RECORDS POLICY:

Passed:
Amended:

One Year: All records

Seven Years: Financial Statements (not audited)
Invoice Posting Journal
Detailed open payables listing for vendors
Transaction Batch List and Batch Status Report
Cheque Reconciliation
Cancelled cheques and bank statements
Daily cash sheets
Paid invoices
Summary of vendor statistics with alphabetic vendor list
Purchase orders
Deposit books
Journal entry file (with working papers)

Forever: Audited Financial Statements
General Ledger Transactions at a glance and Consolidation by Account
Cheque Register

PERSONNEL RECORDS

One Year: All records

Seven Years: Payroll Transaction Register by pay period
Payroll Deduction Register by pay period
Payroll Register by pay period
Employee Accrual Account (sick and vacation days and banked time)
Employee Hour Analysis

Forever: Library Staff Transaction Register
Library Staff Deduction Register
Payroll Register - Library
W.C.B. Payment forms
Superannuation annual report showing amounts submitted by City Payroll on behalf of the Board.



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Administration Records

In addition, it is the responsibility of the Chief Librarian to keep those Administration records which will contribute to the continuous smooth operation of the Library.

One Year: Working papers used to determine budgets
Donation letters

Three Years: Employee Personnel files
Correspondence
Budget proposals sent to City
List of donators
Board agenda packages
Board committee agenda packages
Board committee meeting minutes
Agenda packages of all staff committee meetings
Minutes of all staff meetings

Forever: Library Annual Reports
Library statistics
Board minutes
Prince George Public Library study reports
Building documents
Annual budget comparison 1981-present
Annual comparison of staff by departments