

Retention Schedule - Finance, Housing & Community - Financial & Accountancy

May 2018

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Function	Document Description	Retention Period
Finance, Housing & Community	Accountancy	Audit Rolls (Bundles)	Current year + 1
Finance, Housing & Community	Accountancy	Bank Balances Report	Current year (electronic)
Finance, Housing & Community	Accountancy	Bank Paying-in Slips	Current year + 1
Finance, Housing & Community	Accountancy	Bank Reconciliation Reports	Current year + 1 (if audit certified)
Finance, Housing & Community	Accountancy	Bank Statements	2 years
Finance, Housing & Community	Accountancy	Budget Book	Indefinite
Finance, Housing & Community	Accountancy	Capital Asset Register	Indefinite on database + year end hard copy
Finance, Housing & Community	Accountancy	Capital Returns (COR)	Current year + 6 (electronic). Current year + 2 (hard copy)
Finance, Housing & Community	Accountancy	Car Loans redeemed files	5 years after redemption
Finance, Housing & Community	Accountancy	Cash & Cheque collection slips	Current year + 1
Finance, Housing & Community	Accountancy	Cash Receipting Control Sheet	Current year + 1
Finance, Housing & Community	Accountancy	Cashiers Daily Returns and Adjustments	Current year + 1
Finance, Housing & Community	Accountancy	Charity Accounts	Indefinite
Finance, Housing & Community	Accountancy	Cheque Alteration Authorities	Current year + 6
Finance, Housing & Community	Accountancy	Coast Protection files	Indefinite
Finance, Housing & Community	Accountancy	Collection and Deposit Records	6 years electronic
Finance, Housing & Community	Accountancy	Creditor Batch Reports	Current year + 6
Finance, Housing & Community	Accountancy	Estimate Working Papers	Current year + 2
Finance, Housing & Community	Accountancy	Euro Development Fund Projects	3 years from settlement and closure of programme
Finance, Housing & Community	Accountancy	Grants to Voluntary Organisations	Current year + 2 (database)
Finance, Housing & Community	Accountancy	Housing Act Advances (MIRAS)	Current year + 5
Finance, Housing & Community	Accountancy	Housing Association Correspondence	Period of the mortgage + 2 years
Finance, Housing & Community	Accountancy	Housing Subsidy Claims (including working papers)	Current year + 6 (hard copy)
Finance, Housing & Community	Accountancy	Income Waybills	Current year + 1
Finance, Housing & Community	Accountancy	Interface Daily Reports	Current year + 1
Finance, Housing & Community	Accountancy	Journal Transfer Sheets	Current year + 1
Finance, Housing & Community	Accountancy	Leased Car Tax	For the duration of employees employment or minimum of 6 years
Finance, Housing & Community	Accountancy	Leased Flat Reconciliations	Current year + 5

Finance, Housing & Community	Accountancy	Monthly Budget Monitoring Reports	Current year 1
Finance, Housing & Community	Accountancy	Mortgages (Housing Associations)	5 years after redemption
Finance, Housing & Community	Accountancy	Mortgagors redeemed files	2 years after redemption
Finance, Housing & Community	Accountancy	Petty Cash	Current year + 6
Finance, Housing & Community	Accountancy	Photocopier Reports	Current year + 1
Finance, Housing & Community	Accountancy	Rechargeable Works Completed	Current year + 2
Finance, Housing & Community	Accountancy	Recharges (Internal General)	Current year + 1
Finance, Housing & Community	Accountancy	Remittance Advices	Current year + 2
Finance, Housing & Community	Accountancy	Revenue anticipated (RA) Forms	Current year + 6 (electronic). Current + 2 (hard copy)
Finance, Housing & Community	Accountancy	Revenue out-turn (RO) Forms	Current year + 6 (electronic). Current + 2 (hard copy)
Finance, Housing & Community	Accountancy	Stamp Imprest	Current year + 2
Finance, Housing & Community	Accountancy	Statement of Accounts	Indefinite
Finance, Housing & Community	Accountancy	Temporary Loans Register	Current year + 6
Finance, Housing & Community	Accountancy	Trade refuse payment receipts	Current year + 1
Finance, Housing & Community	Accountancy	Travel Warrants	Current year + 1
Finance, Housing & Community	Accountancy	Unpaid Cheque Records	Current year + 1
Finance, Housing & Community	Accountancy	VAT Returns and Correspondence	Current year + 6
Finance, Housing & Community	Accountancy	VAT/Sub Contractors CIS	Current year + 6
Finance, Housing & Community	Accountancy	Year End Working Papers	Indefinite (electronic) + year end hard copy
Finance, Housing & Community	Accountancy	Mileage Claim Forms	Current year + 4/5
Finance, Housing & Community	Financial Services	Delivery dockets/goods received notes	2 years
Finance, Housing & Community	Financial Services	Income from coffee/refreshment machines	Current year
Finance, Housing & Community	Financial Services	Invoices	Current year + 6
Finance, Housing & Community	Financial Services	Purchase orders	Current year + 5
Finance, Housing & Community	Financial Services	Requisition Records	2 years
Finance, Housing & Community	Financial Services	Stock control cards	2 years
Finance, Housing & Community	Financial Services	Stocktaking records and inventories	2 years
Finance, Housing & Community	Financial Services	Travel Warrants	2 years
Finance, Housing & Community	Financial Services	Cheque Listings	Current year + 1
Finance, Housing & Community	Financial Services	Creditor Payment Lists	Current year + 1
Finance, Housing & Community	Financial Services	Creditor Payment Slips	Current year + 1

Finance, Housing & Community	Financial Services	Invoices (Creditors)	Current year + 6
Finance, Housing & Community	Financial Services	Lease company paperwork	After accounts for year in which car has been returned have been audited
Finance, Housing & Community	Financial Services	Leased Cars - Allocations	Current year + 2