

BLACK FAMILY GENEALOGY AND HISTORY SOCIETY of
PHOENIX, AZ



FINANCIAL HANDBOOK

August 2019

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Mission Statement

The Black Family Genealogy and History Society (BFGHS) was established to encourage and promote interest in family history and genealogy, particularly that of African Americans. BFGHS is an educational Society, which communicates ethical standards and scientific methods of conducting genealogical research. BFGHS provides guidance on how to archive and preserve documents and information.

Governing Policies and Procedures

A. Fiscal Year

The fiscal year of the Society is January 1 to December 31.

B. Chapter Financial Reports

1. BFGHS (the Society) must file financial reports for each meeting of the Board of Directors (the Board).

Board/Committee Duties and Responsibilities

Officers are fiscally responsible to the membership. To the best of your ability, make sure that the funds of BFGHS are spent in accordance with the approved budget and that financial reports are generated at each meeting of the Board. Each financial officer is responsible, individually and collectively, to the chapter membership for the safe-keeping and proper management of funds or monies collected and disbursed. The financial officers are those officers who are outlined in the governing documents of the organization (President, Vice President, Treasurer, and Financial Secretary). All financial documents will be transferred to the new financial officers within 30 days of the end of the fiscal year. Officers of the Society should transition all data and financial records for the year-end meeting of the Board. All financial records should be retained for 7 years. If an accountant is hired to assist the financial officers and signatories, he/she must follow the stated guidelines for the reports.

Financial Secretary

1. The Financial Secretary is charged with collecting funds and maintaining a record of collections, providing receipts of said collections, and transferring funds/monies collected to the Treasurer, or another signatory, for depositing in the appropriate bank account of the Society. The basic duties and responsibilities of the Financial Secretary are:
 - a. Maintain a record of members in good standing (names and contact information), along with an updated membership application; an itemize breakdown of monies received; and categorized sources of all income. Keep track of the obligations of each member and provide notification of financial status in accordance with the Bylaws of BFGHS. Provide a receipt at the time of payment indicating the date, the amount, the form of payment and the purpose of the payment. A receipt book or electronic receipt is necessary.

- b. Serve as a member of the Budget and Finance Committee.
- c. Work with the Treasurer to prepare documents for annual non-profit filings.
- d. Submit financial reports and documents to the Treasurer.

Treasurer

The Chapter Treasurer is responsible for receiving and disbursing all funds of the Society. The general responsibilities of the Treasurer are to deposit all funds or monies in the appropriate accounts and disburse said monies by check (hard copy or electronic) after receipt of a signed voucher or invoice. All disbursements must contain the signatures of two officers (Treasurer, President or Vice President) and be disbursed according to the budget or a vote of the Board. If a disbursement is for one of the signatories on the account(s), the other two signatories should sign the check and accompanying paperwork. All funds leaving a BFGHS account must have the approval and/or signatures of two of the three signatories of the Society. If an electronic/online form of payment is being provided by BFGHS, the Treasurer must have the written approval of one of the other two signatories, and an accompanying invoice, before forwarding funds electronically. Online transfers between accounts are not allowed. Other duties of the Treasurer are:

- a. Prepare financial reports of income and expenses, (budget to actual) and a balance sheet for members at all regularly scheduled meetings of the Society. The Treasurer will work with the Financial Secretary and/or the hired accountant/bookkeeper to prepare said reports.
- b. Chair the Budget and Finance Committee.
- c. Work with Financial Secretary to prepare a balance sheet, income and expenses (budget to actual), bank reconciliations, and general ledger for all Executive Board Meetings
- d. Ensure that the organization maintain two bank accounts. An account for operations and an account for fundraising.
- e. Monitor all advances (monetary) that are extended to members of the Society for the purpose of covering expenses approved by the appropriate officers of the Society.
- f. All monetary advances must be pre-approved and signed off on by two of the three signatories
- g. Be one of two signatories who must sign off on contracts entered into on behalf of the Society.

- h. Submit financial records to audit committee and maintain all financial records and vouchers for submission.

Work with the Financial Secretary, Webmaster and/or Accountant to set up the necessary icons or details of online payment systems used by members and/or guests.

- i. Be one of three signatories who have online (password) access to the bank account(s) of BFGHS.
- j. Monitor the banking activity of the Society's operating and fundraising accounts, at least monthly report all financial discrepancies to the President, Vice President, Financial Secretary or to BFGHS Executive Board immediately.
- k. Monitor PayPal, Eventbrite or any other online payment venues as needed.
- l. See that QuickBooks (accounting records) are used to document the finances of the Society. See that the paid accountant/bookkeeper, along with the Treasurer, have administrative access to QuickBooks. Ensure that the President and Vice President, the other signatories on accounts, have "view only" access.
- m. Work with the President and Vice President (and accountant, if appropriate) to complete and file all financial reports as required by city, state and federal entities.
- n. Receive funds from the Financial Secretary. Sign the Confirmation of Funds Exchange Form upon receipt of funds. Need to create BFGHS Fund Exchange form for Appendix.
- o. Cash advance disbursements are not permitted.
- p. The Treasurer must deposit all funds received within ten calendar days of receipt of funds.

President

1. The President is responsible for the overall management of all matters of the Society. The President is not responsible for the technicalities of all duties and tasks, yet must be informed of said duties and tasks and have a clear understanding of what is going on with all finances of the organization. The President must be one of the three signatories who have online (password) access to view the bank account(s) of the Society.

Internal Controls

Confidentiality

As BFGHS deals with confidential information on a regular basis; it is critical that the Executive Board and Board Members understand the importance of the confidentiality of information that they have access to while working on the business of the Society.

Conflict of Interest

A good conflict of interest policy is essential for proper care of funds and helping ensure public confidence. By definition a conflict of interest is considered an activity or interest, which may cause bias for or against a particular transaction being reviewed by the Executive Board/Board of Directors. The Internal Revenue Service (IRS) is now requiring conflict of interest policies for organizations applying for non-profit status; causing the environment of accountability to change in the non-profit sector. Changes such as these will strengthen BFGHS and provide for greater accountability. Please refer to the Appendix A as it addresses our Conflict of Interest policy. (SEE [APPENDIX A](#))

Records Retention and Destruction

BFGHS should have a formal records retention and destruction policy. Sarbanes-Oxley Act of 2002 is a United States federal law passed in response to a number of major corporate and accounting scandals that addresses many issues with accountability with corporations. There is one component of Sarbanes-Oxley that directly impacts the organization, which includes retention of records. Records retention is not a new requirement; the Sarbanes-Oxley Act of 2002 is an effective reminder of its importance. Records retention is also a grant requirement, so it is critical to review the grant awards and check with the accountant/auditor to ensure that federal and state requirements are being met. There is a general requirement that records related to grants be retained for a minimum of three (3) years after submission of the final financial report under the grant or until after any Federal audit is completed and resolved. (SEE [APPENDIX B](#))

Disaster Planning and Recovery Plan

The importance of being prepared for a disaster cannot be measured or anticipated until it is too late. BFGHS has the responsibility to conduct all financial transactions with the highest level of accountability. This responsibility also includes the proper planning to protect all documents of the organization and to have policies and procedures in place to continue business in the face of natural or other disaster.

Accounting Procedures

Every organization should have a separate financial/accounting manual for policies and procedures to ensure there are clear instructions on how financial transactions will be carried out in a consistent, timely and accurate manner.

The purpose of a detailed financial manual is to ensure the safe guarding of assets, the prudent management of those assets and to make certain that financial statements are prepared in conformity with GAAP (Generally Accepted Accounting Principles).

- A. **Authorization of Signers:** All Chapter accounts require the signature of two of three officers. Bank signature cards should bear the signatures of the three officers (President, Vice President and Treasurer).
- B. **Operating funds/monies:** should never be combined with fundraising funds/monies.
- C. **Checks:** for Chapter accounts should be printed in the name of the Chapter as it appears on the Charter of the Chapter.
 - 1. Bank Identification Number
 - 2. Reimbursement Voucher (for Chapter related expenses)

Request for Reimbursement

All requests for reimbursement must be submitted along with the reimbursement voucher form, receipts, the purpose for the expenditure (with the applicable budget line item), and the amount of the expenditure. The voucher submitted must have the signatures required for processing.

- A. **Reimbursement Vouchers:** should be signed by the Treasurer and one of the other two signatories (President or Vice President).
 - 1. Financial officers are required to review reimbursement vouchers to ensure that expenditures are appropriate and in accordance with budgeted items.
 - 2. All reimbursement vouchers must be approved and signed off on by the appropriate committee chairperson and/or member of the executive board. Said voucher may/must include the budget line item from which the money will be extracted.
 - 3. The use of the debit card(s), issued to the Society by its banking institution, is prohibited.
- B. **The receipts:** submitted must stay with the voucher.
 - 1. If a receipt is lost and the reimbursement requested is under \$50 (and is a budgeted item), the President and Treasurer can agree to reimburse as requested. The signatures of the aforementioned officers would be required on such a reimbursement.
 - 2. A receipt that has been lost, and the amount of the requested reimbursement is greater than \$50 (for a budgeted item), the request must be approved by a majority of the Executive Board.

3. If a request for reimbursement is made for a non-budgeted item, the Treasurer will not issue payment until the Executive Board has approved the matter.

Budgets

- A. The budget should be a realistic financial picture of the finances and operations of the Society.
- B. The Treasurer and the Budget and Finance Committee are responsible for drafting an operating budget and a fundraising budget.
- C. The Chairperson of the Budget and Finance Committee (the Treasurer) is responsible for preparing a proposed budget to be presented to the Executive Board of the Society prior to the end of the first quarter for final approval.

Revenue

- A. All monies are to be given to the Financial Secretary. This officer will issue receipts, hard copy and/or electronic, for funds received.
- B. The Financial Secretary should reconcile receipts to the total cash/checks received on a funds exchange form and provide a set of receipt copies to the Chapter Treasurer.
- C. The Treasurer verifies the totals and makes the deposit to the appropriate bank account revenue line item.
- D. The Financial Secretary keeps track of the obligations of the individual members and notifies each of his/her financial status in accordance with the Chapter Bylaws.
- E. The Society may use Eventbrite, PayPal or other electronic platforms for receipt of funds.
 1. PayPal instructions must indicate that members are not allowed to cancel payment via the chargeback option. Members who use the “cancel payment option” will be charged a fee based on the associated charges.
 2. Please note an administration fee will be specified for all credit card and online memberships.

Expenditures

- A. The Treasurer maintains accurate records to ensure that officers and committees adhere to the budget.

- B. Said officer regularly informs officers of their remaining budget balances. A expenditure that would represent an excess of the budget should be approved by the Executive Board, if funds are available.
- C. A “zero based” budget should be kept. (Retaining seed money for identified expenditures is the exception).
- D. All “Restricted Fund” must be used as defined and any use other than for the restricted purpose must be pre-approved by the majority of Societies Executive Board.

Integrity of Accounting

The income and expenditures (restricted and unrestricted) must be carefully accounted for to maintain credibility. To ensure the integrity of our finances, an internal audit will be completed annually, by January 31st. The internal audit will be done by at least three members of BFGHS who will volunteer to meet with the Treasurer, the Financial Secretary and the hired accountant, to review the financial records of the Chapter. The Treasurer, Financial Secretary and hired accountant will be present to provide the records for review and to answer questions that may arise.

Fundraisers

(Follow guidelines for Financial Secretary and Treasurer stated earlier in this document.)

Donations that are tax deductible.

1. Checks made payable to the BFGHS Society, or
2. Deposits made to the BFGHS Society accounts (from entities such as PayPal, Eventbrite or from Fund Development Grants in the Society’s name must be placed in a Fundraising Account/Fund Development account

Disclosure requirements for fundraising

Fundraising solicitations for BFGHS (a 501c3 entity), contributions must include a statement that contributions are tax deductible. When possible, the percentage of the purchase that can be deducted should be included on advertisements, tickets and electronic purchase sites.

Members

- A. Each new member must pay dues, assessments, and fees, for the coming fiscal year. Said assessments, dues, and fees must be paid by December 31st and prior to the member receiving the rights and privileges of the Society.

Contracts

Contracts entered into on behalf of BFGHS are to be signed by two of the three Chapter signatories (President, Vice President and Treasurer).

The President must sign and be at least one of the signors and the Treasure must be aware of the agreement. All contracts entered into on behalf of the organization must have been part of a bidding process. (See details listed in Financial Obligations - A,2)

Tax Forms

The Treasurer, or paid accountant, must prepare a 1099 tax form for:

- A. Payment to someone who is not an employee.
- B. Payment for services in the course of doing business.
- C. Payment to an individual, partnership, estate, corporations or LLC's.
- D. Payment to a payee of at least \$600 during the year.
- E. The payee must receive the 1099 Form by January 31st of the following year
- F. A 1096 Form must be mailed/electronically submitted to the Internal Revenue Service (IRS) by February 28th of the following year (or as stated in IRS guidelines).
- G. Review of IRS form 990. Our organization requires all voting members of the Board of Directors to have access for review purposes of the IRS Form 990 prior to it being filed with the Internal Revenue Service. The President will submit a draft copy of the form to the Board of Directors at the earlier of either the Board meeting prior to the due date of the return or 30 days before the return is due. Each board member will be given the opportunity to respond in writing or by e-mail to the President asking any questions or objecting to any information presented on the form. In the event that the objection cannot be resolved between the Board Member and the President then the return shall be extended and the subject is included as an agenda item at the next regularly scheduled Board meeting.

It shall be deemed sufficient for the President/Vice President to provide a draft copy to all voting members by e-mail, and requesting that approval is implied by a no response to the e-mail. The President shall provide evidence in the 990 file that this policy has been complied with and copies of all correspondence, questions and objections.
- H. Arizona Corporation Commission Annual Report is Due June 15th. This duty is the responsibility of the president of the Society.

Insurance

The Society carries a General Liability insurance policy that covers third party bodily injury and property damage. It includes damage to buildings, and the personal property of other people's property. This coverage is for accidents, mistakes and mishaps not intentional or criminal acts. Members must have their own personal insurance and auto insurance when conducting business/doing things on behalf of BFGHS. One of the two BFGHS signatories who are signing a contract for a venue should be the individual who will request an "insurance waiver document" from the insurance company with whom BFGHS has engaged for coverage.

The Finance Committee Chairperson may make recommendations to the Societies Executive Board /Accountant for any changes, deletions, additions, or updates to the Financial Handbook not covered following the date of this version of the Handbook. The purpose of this handbook is intended to ensure compliance with (Generally Accepted Accounting Principles) and compliance with City, State, and Federal laws.

IMPORTANT FINANCIAL DATES

NOTE: When dates are provided, indicate the penalties associated with not meeting the dates/deadlines, Specifically, IRS deadlines.

The end of the Financial Handbook should include all of the forms mentioned in the document. If copies of said forms are not placed at the end of the handbook, the name of said document (and the fact that it can be located in the “members only” section of the Chapter website) should be stated.

APPENDIX

APPENDIX A

Conflict of Interest Policy

IRS APPROVED CONFLICT OF INTEREST POLICY FOR SECTION 501(C)(3) ORGANIZATIONS

Article I Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions 1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

If a person is an interested person with respect to any entity in the health care system of which the organization is a part, he or she is an interested person with respect to all entities in the health care system.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

d. Physicians who receive compensation from the Organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy ,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



Conflict of Interest Statement for Board Members



No officer, board member, or committee member, nor any member of his/her immediate family should accept any gifts, entertainment, services, loans, or promises of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with Black Family Genealogy and History Society, (BFGHS), unless the facts of such benefits, gifts, services, or loans are disclosed in good faith and are authorized by the board. Board and committee members are expected to workout for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No officer, board member, or committee member should perform, for any personal gain, services for any (BFGHS) supplier of goods and services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar associations by a family member of the board or committee member or by any other close relative may be inappropriate.

No officer, board member, or committee member, or any member of his/her immediate family should not have any beneficial interest, or substantial obligation to any nonprofit organization supplier of goods or services or any other organization that has engaged in doing business with or serving (BFGHS) unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to the conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situation to the board for consideration.

Signature

9/5/19

Date

APPENDIX B

Document Retention and Destruction Policy

Document Retention and Destruction Policy

PURPOSE

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding. This policy provides for the systematic review, retention and destruction of documents received or created by the Organization in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Organization's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

The Organization follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent

IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years

Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The Organization’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off site.

Document Destruction

The Organization’s Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees or contract staff and possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.