

Document Retention

The following records shall be retained for a period of (7) seven years in a secure location: All church financial records and statements (bank statements and records checks, contribution statements, copies of contributor’s cash envelopes, vendor documentation, purchase orders, housing allowance designations, weekly counting sheets), accident reports, personnel records (applications for employment, terminated employee records, expired contracts, personnel files, payroll records), property documents (appraisals, expired insurance policies, tax or other financial matters), contracts and agreements, wills of deceased donors, federal/state/local filings, insurance documents (accident reports, claims (after settlement), expired policies, safety reports), expired trust Agreements.

The guidelines are not intended to be legal advice and when in doubt a tax advisor should be consulted.

_____ United Methodist Church of _____

is in compliance with the Fiscal Controls, Policies, and Procedures

_____ Date

_____ Pastor

_____ Finance Chairperson

_____ Treasurer

_____ Church Council Chairperson