

## **MYSMALLHELP AUSTRALIA LIMITED**

### **RECORD KEEPING POLICY**

#### **Introduction**

MySmallHelp Australia Limited (**MySmallHelp**) keeps records in accordance with this policy and in line with its statutory obligations. The board shall be responsible for implementing and ensuring compliance with this policy.

#### **1. Retention periods**

As a minimum, records must be retained for the periods set out below.

##### **(a) Operational records**

The following documents must be retained for 7 years after the transactions, operations or acts covered by the records are completed. Note that for some documents (such as governing documents, policy documents and contracts/agreements) this will mean retention for 7 years after the life of the organisation:

- (i) Governing documents (e.g. constitution, trust deed or rules);
- (ii) Meeting minutes (board meetings and general minutes);
- (iii) Operating policies and procedures;
- (iv) Annual / donor / other reports;
- (v) Strategic / program plans;
- (vi) Monitoring and evaluation reports;
- (vii) Contracts and agreements relating to operations (e.g. funding agreements);
- (viii) Memoranda of Understanding; and
- (ix) Media releases.

##### **(b) Financial records**

The following documents must be retained for 7 years after the transactions, operations or acts covered by the records are completed:

- (i) Account books;
- (ii) Cash books;
- (iii) Banking records (e.g. statements, deposit books);
- (iv) Creditors' records (e.g. creditors ledger, invoices, paid bills);
- (v) Debtors' records (e.g. debtors ledger, invoices, receipts);
- (vi) Investment records;
- (vii) Contracts (e.g. service agreements, office equipment leases, property rental agreements);
- (viii) Grant payments;
- (ix) Tax invoices and records;
- (x) Expenses records;

- (xi) Assets list / register;
- (xii) Records of tax-deductible receipts; and
- (xiii) Important correspondence relating to finance.

## **2. Retention process**

All documents (hard copy, online or other media) must be kept either digitally or in hard copy. The board of MySmallHelp is responsible for the retention and safekeeping of same. On a quarterly basis, the board will make enquiries as to the filing of relevant documents.

## **3. Sensitive records**

Sensitive records will be kept in a secure location with limited and monitored access.

## **4. Safe destruction of records**

At the end of the retention period, hard copies of documents may be destroyed by shredding after they have been retained until the end of the period. Electronic copies and computer backups will be destroyed at the instruction of the board.

## **5. Review of policy**

This policy shall be reviewed by the board of MySmallHelp every two years as a minimum.

Policy adopted on [insert date].