FINANCE
Records relating to the management of the university's financial resources

FN20: Revenues and Accounts Receivable

This is a Personal Information Bank

These records relate to monies receivable or received by the university.

Monies received include general revenues, operating grants, research revenues, payments received for goods and services, donations, and fines.

The records include electronic deposits, drafts and wires, cheque logs, invoices, receipts, cash register tapes, fine records, and related correspondence.

Authority: Income Tax Act, 1985, s. 230 (4)(b); Policy 51: Cash Handling

Media: Electronic and/or paper

Related Records: For records relating to tuition and residence fees, see FN25: Student Accounts
For records relating to the administration of endowed funds, see FN50: Endowment Files.
For records relating to donors and donation history, see ERXX: Development Database

Responsible Unit(s): Finance; Office of Development & Alumni Affairs; units receiving payments for goods and services

Retention: 7 years
Note: units invoicing for receivables prior to January 2009 are responsible for retaining the source documents; from January 2009, all invoicing will be handled centrally through Finance, except where units have made a special arrangement with Finance.

Disposition: Secure Destruction

Version: 1.00 Approved: April 14, 2010