FN20 – Revenues and Accounts Receivable

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

This records class is a Personal Information Bank.

Content & Scope

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.

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

Information Steward

Vice President, Administration & Finance

Privacy Classification

Highly Restricted

Responsible Unit

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

Authority

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

Retention Rationale

Income Tax Act, s. 230 (4)(b) specifies that records be kept for 6 years after the taxation year to which they relate.
Approval Date(s)
April 14, 2010