FN30 – Banking and Cash Administration

These records relate to the University's banking and cash administration.

Content & Scope
The records include deposit slips, account statements, bank reconciliations, transfers, credit and debit memos, petty cash administration records, and related documents and correspondence.

Responsible Unit
Finance

Information Steward
Vice President, Administration & Finance

Privacy Classification
Confidential

Retention
7 years

Disposition
Secure Destruction

Authority
Policy 51: Cash Handling; Procedure 8: Banking

Retention Rationale
Income Tax Act, 1985, 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