

**RECORDS RETENTION SCHEDULE- UNITED METHODIST WOMEN
DISTRICT AND CONFERENCE TREASURERS**

RECORD SERIES TITLE	DESCRIPTION	Total Years	Current	Drop Box	WHO
Expense Vouchers and Receipts	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, and a Listing by Chronological Order of all expenses	7	2	NO	Treasurer
Local Unit Remit Forms	Local Unit Remit Forms with date received by District.	7	2	NO	District Treasurer
District Remit & SMR Forms	Conference should keep copy of District online Remit and SMR forms, along with any Love Offerings sent; mark date received and attach to Conference Consolidated Remit & SMR to National.	7	2	NO	Treasurer
End of Year Financial Reports, including Budgets, Break-out by District or Local Units	Financial Reports to District/Conference Administrative Team, Minutes,	Permanent	2	YES	Treasurer & Secretary
Annual Fiscal Reports	End of Year Financial Reports, Balance Reconciliation Records,	Permanent	4	YES	Treasurer & Secretary
Audit Records	Calendar Year Audit report. Conference should include conference and district reports.	Permanent	4	YES	Treasurer & Secretary
Bank Deposit Books/Slips	Listing of by date and copy of deposit tickets if not on bank statements	3	2	NO	Treasurer
Bank statements	All 12 months, all accounts. Bank Reconciliation Report attached to bank statement.	7	3	NO	Treasurer
Cancelled Checks & Check Copies	Photocopy of checks if bank statement does not have on statement	7	3	NO	Treasurer
Budget Records	Annual Budget including Annual Conference Set Rates Chart	7	3	NO	Treasurer & Secretary
IRS Documents	Status of IRS 501©3 (Form 8822)	Permanent	n/a	YES	Treasurer & Secretary
Bank Changes, UMC Finance	Any time bank change whether account, bank or officer. Current UMC COUNCIL FINANCE AND ADMIN TAX AUTHORIZATION LTR	7	4	NO	Treasurer
National Pledge & Bonding Report and SEJ Pledge Report.	Includes listing of all officers bonding with Pledge Report	7	4	NO	Conference Treasurer
Finance Committee	Minutes, Report to Administrative Team, any Financial Reports	7	2	NO	Treasurer
Registration Events	Registration Sheets by Event, Recap of all money paid and money spent.	2	2	NO	Registrar Treasurer Secretary
Bylaws, Officer Listings, Calendar	District/Conference Secretary should maintain	Permanent	Active	YES	Secretary