



## THE FRIENDS OF PRESQU'ILE PARK POLICIES & PROCEDURES

**Policy Name: DOCUMENT RETENTION & RECORD KEEPING**

**Reference: 008**

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### POLICY

The Board of Directors is responsible to the members for prudent document retention and record keeping of The Friends of Presqu'ile Park in compliance with all appropriate legislation including but not limited to the *Ontario Not-for-Profit Corporations Act, 2010*

("ONCA") and *Income Tax Act* ("ITA"), including any amendments thereto, in paper format or electronically accessible and readable format. The Secretary of the Board will ensure the following procedures are complied with.

### PROCEDURES

1. **All governing documents and by-laws** kept for as long as the charity is registered and for two years after the date the registration of the charity is revoked.
2. **Minutes of meetings of the members** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
3. **Minutes of meetings of the Board of Directors** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
4. **Official Register of Members**, which will include names, addresses and phone numbers of members, kept for six years from the end of the last tax year.
5. **Copies of official donation receipts** (other than for 10-year gifts) kept for a minimum of two years from the end of the calendar year in which the donations were made.
6. **All records concerning 10-year gifts** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.



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7. **General ledgers or other records of final entry containing summaries of year-to-year transactions and the vouchers and accounts necessary to verify the entries** kept for six years from the end of the last tax year to which they relate, for as long as the charity is registered, and for two years after the date the registration of a charity is revoked.
8. **Financial statements, source documents, and copies of T3010 returns** kept for six years from the end of the last tax year to which they relate or, if the charity is revoked, for two years after the date of revocation.
9. **All governing documents and by-laws** should be kept in one area for easy access in the case of an audit or when there is a change to the governing board and/or documents and by-laws.