

POLICY

RETENTION OF RECORDS

Effective (12 June 2007)



The purpose of this document is to prevent the loss or destruction of documents belonging to Swimming SA:

THE POLICY

RETENTION OF SWIMMING SA RECORDS

Minutes of Meetings

Board Meetings	Retain
Executive Meetings	Retain
Quarterly Club Forum,/Presidents Forum	Retain
Special General Meetings	Retain
Annual General Meetings	Retain

Reports

Annual Report	Retain
Competition Calendars	Retain (Electronically)
Financial Reports (monthly)	Current Year
Financial Reports (annual audited report)	7 Years
Committee and Sub-committee Reports	2 Years

Financial Documentation in accordance with the ATO publication NAT 3029-08.2010

By law, we must keep business records:

- ✓ for **five years** after they are prepared, obtained or the transactions completed, whichever occurs latest
- ✓ in English or in a form that the ATO can access and understand in order to work out the amount of tax we are liable to pay.

Financial records stored electronically, must be able to produce a hard copy if the Tax Office or ASIC request it.

Cash Payments (C1.8 Reg'n under Assoc. Inc Act)	7 Years
Cash Receipts (C1.8 Reg'n under Assoc. Inc Act)	7 Years
Bank Reconciliations (C1.8 Reg'n under Assoc. Inc Act)	7 Years
Payroll Reports (C1.8 Reg'n under Assoc. Inc Act)	7 Years
Invoice Books (C1.8 Reg'n under Assoc. Inc Act)	7 Years

Membership Forms

All membership forms for Member Clubs	Current Year
All membership forms for Individual Members	25 Years

Club Constitutions

Constitutions shall be retained for Member Clubs who maintain continuous membership.

Any Member who did not join Swimming SA in the previous year, who now wishes to rejoin, must meet the requirements of the Constitution and By-Laws and Policy Statements and Guidelines for membership.

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Meet Programmes and Results

S.A. Meet Programmes

Current Year + 1

S.A. Meet Results

Current Year + 1

Interstate and International Results

Current Year + 1

Miscellaneous other documents and reports should be retained at the discretion of the General Manager.