

## 4 Financial Management

<b>BCS Reference – Level 2</b>	<b>Record Type</b>	<b>Retention Period</b>	<b>Authorised to Dispose</b>
<b>Accounts and Reporting</b>	<b>Corporate Planning/Management Accounts</b>		Head of Corporate Planning & Reporting
	Budget Monitoring Statements	5 years after the financial year to which they relate	
	Budgets	2 years after completion of audit	
	Finance Board Papers	2 years after completion of audit	
	Expenditure Statements	6 years after the financial year to which they relate	
	Expenditure Statements – ad hoc	1 year after the financial year to which they relate	
	Financial Plans	6 years after the financial year to which they relate	
	Funding Data	6 years after the financial year to which they relate	
	Scottish Executive Returns	6 years after the financial year to which they relate	
	<b>Group Accounting</b>		Financial Accountant
	Fixed Asset Reports	6 years after the financial year to which they relate	
	Property Valuations	Permanent	
	Capital Charges Data	6 years after the financial year to which they relate	
	SFR Returns	6 years after the financial year to which they relate	
	Statutory Accounts	Do not destroy signed accounts	
	VAT Returns	6 years after the financial year to which they relate	
	Annual Accounts – working papers	6 years after the financial year to	

		which they relate	
	Balance Sheet Reconciliations – Fixed Assets	6 years after the financial year to which they relate	
	Balance Sheet Reconciliations – Debtors Creditors Stock	6 years after the financial year to which they relate	
	Fixed Asset Forms (Additions, Disposals & Transfers)	6 years after the financial year to which they relate	
	Construction Industry Scheme Records	6 years after the financial year to which they relate	
	Premature Retirement SPPA Letters and Calculations	Permanent	
<b>Financial Transactions Management</b>	<b>Treasury</b>		Principal Finance Manager
	Accounts – minor records – including: <ul style="list-style-type: none"> <li>▪ Paying-in slips</li> <li>▪ Cheque counterfoils, cancelled/discharged cheques</li> <li>▪ Petty cash, expenditure</li> <li>▪ Duplicated receipt books</li> </ul>	3 years after completion of audit	
	Bank Reconciliations	6 years after the financial year to which they relate	
	Bank Statements	6 years after the financial year to which they relate	
	Non Standard Payment Requests	6 years after the financial year to which they relate	
	Income Collection Sheets	6 years after the financial year to which they relate	
	Remittance Advice	6 years after the financial year to which they relate	
	Instructions to Banks	6 years after the financial year to which they relate	
	Government Purchasing Card Records	6 years after the financial year to which they relate	

	<b>Accounts Payable</b>		Principal Finance Manager
	Creditor Payment Runs	3 years after the financial year to which they relate	
	Indemnity Forms	6 years after the financial year to which they relate	
	Bank trace file / legal correspondence	6 years after the financial year to which they relate	
	Supplier Invoice / Credit Notes (including Capital)	6 years after the financial year to which they relate	
	Supplier Statements	Most recent statement	
	Correspondence / cheques for Oxygen Concentrator Patients	3 years after the financial year to which they relate	
	SFR 30 Agreements	6 years after the financial year to which they relate	
	<b>Accounts Receivable</b>		Principal Finance Manager
	Customer Account Details	Permanent	
	Sales Ledger Reports		
	- Aged Debt	3 years after the financial year to which they relate	
	- Audit Trail	3 years after the financial year to which they relate	
	- Balances Due	3 years after the financial year to which they relate	
	Bad Debt Files	6 years after the financial year to which they relate	
	Sales Invoices & Credit Note Requests	6 years after the financial year to which they relate	
	SFR 30 Agreements	6 years after the financial year to which they relate	
	Debit and Credit Adjustments	3 years after the financial year to which they relate	

<b>Payroll and Pensions</b>	<b>Payroll</b>		Payroll Manager
	<b>Pay Records</b>		
	Personal Files	Payroll records from the 1 <sup>st</sup> January 2000 should be kept indefinitely – Equal Pay Recommendations	
	Duty / Timesheets	2 years after the financial year to which they relate	
	Source Documents for Overtime, On Call, Emergency Duty, Lecture Fees, Domiciliary Visits, Bonus, ADHs	2 years after the financial year to which they relate	
	Weekly Sickness for Monthly Paid Staff	1 year on a rolling basis	
	Payroll Expense Claims	6 financial years	
	<b>Travel and Subsistence Claims</b>	3 years after completion of Audit	
	<b>Computer Output</b>		
	Calculate / N.I. Aggregation Report QPA 005	1 year on a rolling basis	
	Banking Output – BACS List QPA 008	1 year on a rolling basis	
	Payroll Fiche QPA 009	Permanent	
	Advance Warnings / Calculate Messages / Other Payments QPA 009	1 year on a rolling basis	
	Cash List (Acquittance) QPA 009	2 years on a rolling basis	
	Allowance Deduction Code Analysis QPA 013	1 year on a rolling basis	
	Zero Net Pays QPA 014	1 year on a rolling basis	
	Protection Report QPA 016	1 year on a rolling basis	
	Residency Return QPA 017	1 year on a rolling basis	
	Non-Duty Sheet Indicator QPA 034	1 year on a rolling basis	
	Superannuation Link QPA 034	1 year on a rolling basis	
	Sickness Absence Report QPA 400	1 year on a rolling basis	
	Temporary Variation Details QPA 702	1 year on a rolling basis	
	Control Totals QPA 770	Retained by Payroll Manager with Tax, National Insurance and	

		Superannuation Reconciliation	
	Daily Log QPA Logprint	1 year on a rolling basis	
	Sickness Absence Log QPA Sickprint	1 year on a rolling basis	
	<b>Crown Cars</b>		Leased Cars Manager or Payroll Manager
	Authorised Cars User Forms	6 years after the financial year to which they relate	
	Driving Licences	6 years after the financial year to which they relate	
	Salary Deduction Sheet	6 years after the financial year to which they relate	
	Lease Car Register	3 year on a rolling basis	
	Successful Tenders	6 years after the financial year to which they relate or contract expires	
	All documentation relating to tender exercises	6 years after the financial year to which they relate or contract expires	
	Quotations	3 years after the financial year to which they relate or contract expires	
<b>Financial Systems</b>	<b>Consortium Project Team</b>		FMIS and Consortium Project Manager
	Cedar e-financials data including sales invoices, purchase orders and goods receipts and returned notes held within the General Ledger / Sales Ledger / Purchase Ledger / Cash Management / Purchase Ordering / Stores / Fixed Assets modules	10 years after the financial year to which they relate	
	Assyst helpdesk records	2 years	
	Systems access request forms	For life of Cedar e-financials	
	Project Plans and Documentation	3 years after the financial year to	

		which they relate	
	Technical Specifications and Proposals	3 years after the financial year to which they relate	
<b>Procurement</b>			Procurement Manager
	Supplier Account Records	Permanent	
	Manual Requisitions	2 years after the financial year to which they relate	
	Requisition Planned Report REQ_R08	1 month on a rolling basis	
<b>Financial Systems Customer Care</b>	<b>Customer Relations</b>		Customer Relations and Performance Improvement Manager
	Service Level Agreements	6 years after the financial year to which they relate	