



**ACCOUNTING
POLICIES AND PROCEDURES
MANUAL (DRAFT)**

Version of June 2020

- Board of Directors
- Executive Director
- Third-Party Accountant (TPA)
 - Administration Assistant

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Proposal to strike
sections not
currently
relevant to
the RCLC



Introduction

The purpose of this manual is to describe the accounting policies and procedures currently in use at Regional Coalition of LANL Communities (RCLC) and to ensure that the financial statements and procedures conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors are complied with; and finances are managed with accuracy, efficiency, and transparency.

These policies and procedures have been developed over the past 18 months. Some elements have evolved and may not have been in place nor in practice for that entire period. They are now complete and well established and are presented for formal board approval in this unified financial procedures document.

All Regional Coalition of LANL Communities staff with a role in the management of fiscal and accounting operations is expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually and revised as needed by the staff and Executive Director and approved by the Board of Directors.



Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Formulates and approves organizational policies and fiduciary standards
2. Reviews and approves the annual budget
3. Reviews annual and periodic financial statements and information
4. Recruits the Executive Director and reviews her/his performance annually
5. Negotiate contracts and/or establishes the organization's pay scale and determines the pay of the Executive Director (if an employee)
6. Appoints authorized signing agents on Regional Coalition of LANL Communities bank accounts. (Approval of appointment is by at least two board members).
7. Reviews and approves all contracts, including contracts for Executive Director Services.
8. Reviews and approves all expenditures.
9. Reviews and advises staff/contractors on internal controls and accounting policies and procedures
10. Appoints the external auditor, legal counsel, and TPA, and reviews and approves the annual audit reports

Executive Director

1. Reports periodically to the Board and Executive Committee on the organization's operations and financial performance
2. Ensures that Regional Coalition of LANL Communities complies with all legal, accounting and statutory obligations in accordance with the laws of the state in which it operates
3. Ensures that the organization operates in accordance with approved policies and fiduciary standards
4. Reviews and approves all financial reports including cash flow projections
5. Sees that an appropriate budget is developed annually
6. Reviews issued checks and complies with check signing procedures
7. Reviews and advised board on approval of all contracts (except those for which the Board retains responsibility, as per #7 above)
8. Reviews and approves all grant submissions
9. Approves inter-account bank transfers
10. Oversees the adherence to all internal controls



Division of Responsibilities cont'd

Third Party Accountant (TPA)

1) Accounting

1. Keeps the books of Regional Coalition of LANL Communities, in accordance with the Annual Budget as adopted by the Board of Regional Coalition of LANL Communities, and uses appropriate separate accounts for all projects and activities in financial reports as appropriate

2) Financial reporting

1. Oversees the preparation of financial progress and final reports as mandated by the grants and other collaborative agreements of Regional Coalition of LANL Communities
2. Submits monthly integrated management reports

3) Statutory and Financial Reporting

1. Ensures that Regional Coalition of LANL Communities is compliant with financial reporting requirements
2. Ensure that Regional Coalition of LANL Communities is compliant with its filing with grantor requirements

4) Management

1. Supervises the work of staff, related to finances of Regional Coalition of LANL Communities
2. Assists program staff in budgeting matters when appropriate
3. Generates invoices for coalition member dues

5) External relations

1. Acts as Regional Coalition of LANL Communities contact point for auditors, as contracted by either donor agencies (for project audits) or the Regional Coalition of LANL Communities Board (for annual external audit)



Division of Responsibilities cont'd

Administrative Assistants

1. The Administrative Assistants report to the TPA. The deliverables are:
 - a) Postings of all checks and deposits for all operating accounts in the accounting system;
 - b) Monthly bank reconciliations for all checking accounts in the accounting system;
 - c) Monthly financial reports;
 - d) Prepare checks for signature and maintain journal entry file;
 - e) Trial balance, as generated by the accounting software;
2. Represent Regional Coalition of LANL Communities to partner institutions and funders regarding financial and administrative issues;
3. Provide general support to the Regional Coalition of LANL Communities staff to facilitate the successful management of programs.

Fiscal Agent

The County's role as fiscal agent is to deposit any receipts not handled by the TPA and to process disbursements upon approval by the RCLC Treasurer and the RCLC Board.



Accounting

Regional Coalition of LANL Communities utilizes accounting software that allows for contemporaneous entry of transactions. It is essential that all transactions entered in the accounting software are properly assigned to the specific funds.

The accounting software has been configured to indicate each fund as an “Activity”. All entries in the system must therefore be posted to a specific “Activity” to indicate the funds.

To ensure all transactions are recorded and accounted by funds, the correct activity must be selected for **every** entry in the accounting software. This applies also to time reporting.

Each user has the responsibility to ensure the correct activity is selected when inputting entries inclusive of time recording.

The TPA, as part of the internal control function, will review accounting information in the accounting software and enforce corrective measures to ensure compliance with this policy and make adjustments where necessary.



Chart of Accounts and General Ledger

Regional Coalition of LANL Communities has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. administration) and by funding source. The TPA is responsible for maintaining the Chart of Accounts and revising it as necessary.

The general ledger is automated and maintained using TPA accounting software. All input and balancing is the responsibility of the TPA with final approval by the Executive Director.

The Executive Director should review the general ledger on a periodic basis for any unusual transactions.



Receipts

Receipts generally arise from:

Contracts and Grants
Coalition Member Fees

The principal steps in the receipt process are:

1. The TPA must prepare invoices for grants to be received (using the accounting software);
2. Grant and any other income must be accounted for by fund. To ensure this, the TPA must select the correct activity (fund) when generating an invoice;
3. The Administrative Assistant must check the grant contract for the stipulated (expected) date of deposit as indicated by the grantor;
4. The Administrative Assistant must liaise with the Project Administrators to confirm the date of deposit for each project;
5. Once funds have been received, the Administrative Assistant must inform the fiscal agent, TPA and the Executive Director;
6. The Administrative Assistant must update the accounting system with deposits (real time) by entering the receipt in the system;
7. The Administrative Assistant must book any bank transfers in the accounting system accordingly (real time);
8. The Administrative Assistant must account for deposits in each fund and should select the correct activity (fund) when updating the accounting system.



Accounts Receivable

1. Invoices should be generated in the accounting system when there is an executed grant contract and for coalition member fees;
2. All invoices generated should be numbered sequentially and the correct activity (fund) selected. (The accounting system has been configured to automatically generate sequentially numbered invoices);
3. The Administrative Assistant should monitor the receipt of funds;
4. The Administrative Assistant will update the accounting system with funds received by using the “Receive Payments” function in the system;
5. The TPA should review aging accounts receivable reports on a weekly basis and follow up on overdue receivables;



Procurement

The following procedures have been implemented to ensure that the organization meets its policy objective of managing and expending its grant funds and member fees:

1. All expenditures are to be reviewed and approved by the Executive Director and the Board Treasurer prior to submission to the Board for final approval;
2. Quotation/Bids are to be obtained as follows:
 - a. Purchases in excess of US\$15,000 - tender
 - b. Three quotations are required for all purchases from restricted funds
 - c. Purchases from preferred supplies should be justified by noting on the vendor bill the reason why the purchase was made from that preferred supplier
3. Program Officers are responsible for obtaining Quotation/Bids in accordance with Regional Coalition of LANL Communities procurement policies;
4. Program Officers submit Quotation/Bids for review to the Executive Director and approval by the Board;
5. TPA ensures expenditures are in line with the approved project budget;
6. Executive Director must ensure that a file is maintained to document all stages of the procurement process (including failed bids and rejected quotations) for specific expenditures in accordance with thresholds above to facilitate audit reviews etc;
7. Program Officers forward the approved quotation/invoice to the Administrative Assistant who will update the accounting system with vendor bill;
8. Administrative Assistant must select the correct fund when inputting the final vendor bill in the accounting system;



Disbursements

The following procedures are to be actioned after compliance with procurement procedures and approval against the budget line:

1. The Administrative Assistant checks the expenditure against budget and ensures the expenditure is duly approved,
2. Administrative Assistant generates checks and processes payments using the following methods:
 - a. Check printing:- print checks from the accounting system.
3. The Administrative Assistant is to apply the payment against the specific vendor bill previously entered in the accounting system (see Procurement above) and indicate the payment method (checks)
4. In instances where there is no bill (such as reimbursables), the Administrative Assistant must select the correct expense, project and activity
5. The Administrative Assistant submits a check, supported by the appropriate invoice and other support (service order or service reports, goods received notes, etc) and printed checks to Executive Director/Treasurer for approval
6. All checks must be signed using the SOP described below
7. The Administrative Assistant will disburse checks to Executive Director as soon as checks have been signed. A checks delivery log (log book) should be maintained. The log book must be signed by the person receiving the checks as evidence of delivery. The log book would record
 - a. Date of delivery
 - b. Checks payee
 - c. Name of person collecting checks (evidenced by appropriate identification)
 - d. Checks Number
 - e. Signature of the person receiving the checks.
8. Signature Stamp Use – Standard Operating Procedure (SOP)
 - a. Purpose – The purpose of this SOP is to outline the process for use of the signature stamp to sign RCLC checks, which shall only be performed by the third-party accountant of the RCLC.
 - b. Responsibilities – The RCLC Executive Director is responsible for providing all supporting documentation to the third-party accountant for preparation of invoices/disbursements to be paid in accordance with RCLC approval procedures. The current third-party accountant is Zlotnick Laws Sandoval P.C. (ZLS), who is responsible for sending the complete payment request packet of information to the Fiscal Agent.
The Fiscal Agent Finance maintains the authorized signers for the RCLC bank accounts and provides final authorization for the signing of checks. The County will provide electronic (email) approval for ZLS to use the stamp to sign the checks.



Disbursements cont'd

c. Procedures

1. When an invoice is ready to be paid, ZLS will send the complete payment packet via email to the Fiscal Agent's authorized signers on the RCLC bank accounts.
 2. A Fiscal Agent signer will review the documentation and recommend approval.
 3. Once the CFO or designated alternate sends her electronic approval, ZLS may then use the signature stamp to sign the check.
 4. The final copy of the signed check and completed payment packet shall be emailed to the Fiscal Agent and RCLC Executive Director.
 5. ZLS will maintain safe-keeping procedures over the signature stamp for proper controls over RCLC disbursements.
9. Supporting documentation for each check's payment should be filed by the Administrative Assistant in appropriate vendor files and scanned into the accounting system.



Grant

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the TPA who then forwards it to the Administrative Assistant in the respective offices for filing and dissemination
2. The Administrative Assistant will set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
3. It is the responsibility of the TPA to review the grant contract and extract any fiscal items which must be complied with. Typically, for project sponsors who request specific reporting criteria.
4. It is a policy of Regional Coalition of LANL Communities to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, the Administrative Assistant is expected to bring to the attention of the Executive Director (ED) any instances of non-compliance.
5. The RCLC will comply with the provisions of the federal uniform guidance, specifically 2 CFR 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the New Mexico State Audit Act and Audit Rule.



Internal Control

Internal Control is the system of checks and balances, operated in the organization to ensure that assets are secured and accounted for, the risk of fraud is minimized and the accounting system is operated in such a way as to ensure the accuracy and truthfulness of the accounting records and the resulting financial statements and reports.

The following are the key internal control objectives for Regional Coalition of LANL Communities:

1. Ensure that all grants are received and properly recorded, and that compliance with the terms of any related restrictions is adequately monitored;
2. Ensure that expenditures comply with grant conditions;
3. Budgets are carefully monitored;
4. Executive Director approves all activity;
5. Ensure that controls are effective at all times in lieu of external audit;
6. Accounting records are to be maintained for each project and be available to donors when requested;
7. Donor request for access to accounting records must be communicated through the Executive Director;
8. Each month the TPA and Executive Director should review bank reconciliations, schedules of accounts receivable and the aging of accounts payable, executed contracts and budgets, to support the balances shown on the balance sheet and income statement as follows:
 - a. Cash accounts- these balances should agree with the balances shown on the bank reconciliations for each month.
 - b. Grants and contribution receivable- these amounts should agree to donor reconciliation schedules
 - c. Other assets- these amounts in these accounts should equal advance payments paid to vendors or third parties at the end of the accounting period.
 - d. Property and equipment- these amounts in this account should equal the totals in the detailed asset register when additional purchases are made.
 - e. Deferred revenue- these amounts should agree to donor reconciliation statements.
 - f. Other payables- these amounts should agree to donors and vendor schedules
 - g. Restricted and unrestricted funds- these amounts should agree to the executed contracts or budgets.
 - h. Revenue and expenses- The amounts charged to the various cash accounts should be reconciled with funding requests, funders reports, draw down schedules, budgets and contracts.



Bank Reconciliations

Bank reconciliation involves agreeing the balance of cash as shown by the bank statement(s), with that as shown by the cash book(s). It is to be prepared at the beginning of each month, on the bank balance and cash book(s) balance as at the end of the previous month. It is important that all transactions contributing to any difference between the two balances are identified, and where necessary remedial action is taken.

1. Administrative Assistant has the responsibility to ensure that all bank statements are received.
2. The TPA review the contents for inconsistent check numbers, signatures, cash balances and payees and endorsements at a minimum.
3. The reviewed bank statement should then be forwarded to the Administrative Assistant (an individual without check signing rights) to reconcile the bank accounts using the reconciling feature in the accounting software.
4. The Administrative Assistant should reconcile each account promptly upon receipt of the bank statements, no later than 7 days after receipt. In the event it is not possible to reconcile the bank statement the Executive Director should be notified by a written memo.
5. The Administrative Assistant will check off the bank statement entries with the cashbook within the Accounting software, entries appearing on the bank statement which are not shown in the cash book should be investigated, and if correct should be immediately entered into the cash book such as bank charges and gross interest income.
6. the bank accounts, the following should be done:
 - A comparison of dates and amounts of daily deposits as shown on the bank statements with the deposits in the cashbook.
 - A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - An investigation of items rejected by the bank, i.e., returned checks or deposits.
 - A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
 - An accounting for the sequence of checks both from month to month and within a month.



Bank Reconciliations cont'd:

6. When reconciling the bank accounts, the following should be done cont'd:
 - An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
 - A review and proper mutilation of void check.
 - Investigate checks which have been outstanding for more than six months.
7. After completing the bank reconciliation the Administrative Assistant will scan the applicable bank statement, along with all documentation to the accounting system.
8. The Administrative Assistant will notify the TPA via email that bank reconciliations have been completed.
9. The TPA will review and approve bank reconciliations
10. The TPA will include bank reconciliations in the monthly report to the Executive Director



Property, Plant and Equipment

An inventory of all property, plant equipment will be maintained. The inventory documentation will contain sufficient information for insurance and grant requirements. This inventory should be maintained in the current accounting system database.

Regional Coalition of LANL Communities has established a capitalization threshold of \$5000 for property expected to benefit the operations of the organization for multiple years to be considered a capital asset.

- All furniture and equipment purchases must be pre-approved by the Executive Director
- All property with an acquisition cost or donation value in excess of (Capitalization threshold) are to be capitalized.
- Capital assets include buildings and improvements.
- Property purchased meeting the capital asset definition are to be tagged with a pre-numbered asset tag and added to the list of assets maintained by the RCLC. This list is categorized by type of capital asset, i.e. buildings, furniture and equipment, plant assets, etc. and includes the asset number, date of installation, cost including taxes, shipping and installation fees, and life expectancy for depreciation purposes. A copy of the invoice(s) should be maintained with these asset records until asset is sold or deleted.
- Every year a physical inventory of all furniture and equipment is to be completed prior to year-end. Any discrepancies are brought to the attention of the Executive Director and the TPA for appropriate action.
- Equipment to be retired is documented with an explanation for release. The listing of equipment to be retired is authorized by the Executive Director. Any salvage value received is so noted on the records.



Depreciation

The purpose of depreciation is to recognize the decreased value of the property over its useful economic life.

- A fixed asset, as previously defined, is depreciated according to Regional Coalition of LANL Communities Depreciation Policy.
- The Depreciation Policy sets the useful life of property types (Buildings, Capital Assets, Furniture & Equipment, Vehicles, etc.).
- Depreciation Schedules are to be prepared for the full fiscal year utilizing the guidelines of the Depreciation Policy.
- A separate schedule is made for each property/asset type. The schedule is maintained by the TPA. As depreciable property is purchased, it is added to the depreciation schedule in the month following purchase/installation.
- A recurring journal entry is set up for posting depreciation charges each month. The journal is to be updated to account for any additions/disposals.
- Below are the estimated useful life of fixed assets for Regional Coalition of LANL Communities:
 - Furniture, Fixtures & Equipment - 8 years
 - Motor Vehicle - 5 years
 - Computer (equipment & software) - 3 years
 - Leasehold Improvement - 40 years



Financial Reporting

1. TPA will prepare a set of monthly financial reports for distribution to the Executive Director the Board Treasurer for his/her review prior to presentation to the Board. The reports should include The reports should include:
 - Statement of Financial Position (balance sheet);
 - Statement of Activities (statement of revenue and expenditures for month ended for each fund [operating project]);
 - Statement of Activities (statement of revenue and expenditures for year to date for each fund [operating project]);
 - Budget-to-actual report for all accounts included in the annual operating budget;
 - Accounts receivable aging;
 - Accounts payable aging summary;
 - General Ledger
2. TPA to produce grant reports to report and analyze the expenditure or net result of each project and the accountability of donor funds. Production of grant reports by the TPA includes the following reports:-
 - Budget-to-actual reports by project for all accounts included in the consolidated revenue and expenditure report;
 - Schedule of Grants and Contribution revenue and expenditures (by project);
 - Any other report required by donor/grantor.

Electronic copy of the reports are to be filed to facilitate external auditing purposes and third party review including grant donors.



Time Reporting

Time reporting is a critical input for Regional Coalition of LANL Communities. It aids in allocating costs in the various projects as well as in analyzing project expenditures. This also provides the basic input for compensating various personnel.

To properly account for time each staff/contractor must account for his/her time.

Each individual is required to record their timesheet weekly (or as determined by Regional Coalition of LANL Communities) in the accounting software. Individuals are to input the following on their timesheet:

- a. The project they worked on – this is done by selecting the project from a drop-down list;
- b. Funds worked – individuals must select class and chose the fund from the drop- down list;
- c. Specification of work done – this is to be entered as a note in the time sheet;
- d. Hours worked – hours are to be entered for each day worked;



End of Month and Fiscal Year-End Close

1. The TPA / Executive Director will review and sign off on all month and year-end journal entries. They will be printed and filed for audit trail purposes.
2. At the end of each month and fiscal year end, the Executive Director will review all Statement of Financial Position (balance sheet) accounts including verification of the following balances: cash accounts match the bank reconciliations, capital asset accounts reflect all purchases, write-downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
3. The revenue and expenditure accounts review will include a reconciliation to amounts received and expended and verification that any payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Executive Director, no other entries or adjustments will be made into that month or year's ledgers as the TPA will close the respective accounting period.
5. The TPA is responsible for backing-up the accounting database at the close of business each day, by way of a scheduled automated procedure.
6. TPA has responsibility to oversee and execute month-end close procedures that safeguards Regional Coalition of LANL Communities assets. These include but are not limited to the above procedures.



Documentation and File Retention

Introduction

The purpose of this policy is to outline the principles for filing, retaining and destroying Regional Coalition of LANL Communities records.

Regional Coalition of LANL Communities retains records, documents and files in an orderly fashion for time periods that comply with legal and governmental requirements in the state where it operates and as needed for general business requirements. Documents can be retained at the Regional Coalition of LANL Communities offices.

This policy applies to all business documentation generated by Regional Coalition of LANL Communities, as reflected in Annex I. It does not cover other documents (such as internal or day-to-day business correspondence.)

Current filing system, record retention and storage

- (1) INSTITUTIONAL FILES, such as corporate documentation (Incorporation documents, Bylaws, Annual Reports, Audits, Certificates of Registration, etc), are kept at the offices of Regional Coalition of LANL Communities. Scanned copies will be filed in a central registry in the office. As much as feasible, original copies are made available to all Regional Coalition of LANL Communities members.
- (2) FILES RELATING TO GOVERNANCE, such as documentation relating to the Board of Directors, Board Committees, Institutional policies, Annual Budgets and Workplans, Regional Coalition of LANL Communities Network, etc. are electronically stored in a special area of the Regional Coalition of LANL Communities website. Original copies are retained in the office where the ED is located (such as signed statements on Conflict of Interest).
- (3) ORIGINAL FINANCIAL RECORDS/ ORIGINAL PROJECT CONTRACTS are generally retained in the Office under supervision of the TPA (original signed materials, cancelled checks, etc). However, they may be kept temporarily in other Regional Coalition of LANL Communities offices, if such is more appropriate to a specific project. Copies will always be provided to the Main Office. All project contracts will be scanned in the Main Office.
- (4) ELECTRONIC BACKUPS OF THE FINANCIAL MANAGEMENT SYSTEM with all financial information up to a certain date, will be made quarterly.
- (5) CONTRACTS WITH CONSULTANTS AND CONTRACTORS are retained in the relevant office in original form, but scans will be provided to the main office.



Documentation and File Retention Cont'd

- (6) **THEMATIC FILES.** To ensure efficient access, each Regional Coalition of LANL Communities office keeps one set of hard copy files, as centrally accessible to all staff as practical. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided. All paper records should be filed in the central files.
- (7) **OTHER ELECTRONIC FILES,** photos, videos, media productions, etc. are to be archived in the main office.

Length and method of storage

Most materials will be scanned and archived electronically (in particular those listed above under items 1, 2, 4 and 5). Backups will be appropriately labeled and kept on electronic media in the office in a “locked area” (filing cabinets or a special room) appropriate to long-term storage (fire/waterproof, such as in a safety deposit box). Documents and original copies will be archived and stored in the Main Office for periods as indicated in Annex I, also in a “locked area” and appropriate to long-term storage (dry and controlled against pests).

Record destruction

Three to six months after each year-end, the Executive Director will proceed with destruction of all files that have exceeded their recognized holding period. A listing of file categories to be destroyed will be circulated by the Executive Director to all staff thirty days prior to destruction for review and comment. The actual listing of records destroyed will be maintained permanently for future reference.

Records kept by Regional Coalition of LANL Communities staff, Regional Coalition of LANL Communities Board, correspondents or contractors will at the end of their tenure be returned to a Regional Coalition of LANL Communities office or destroyed (in consensus with the Executive Director).



Annex I

Accident reports and claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accountants	Indefinitely
Bank reconciliations	3 years
Bank statements	7 years
Checks (canceled, see exceptions below)	7 years
Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc.)	Indefinitely
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Expiration + 7 years
Correspondence (general)	3 years
Correspondence (important)	Indefinitely
Deeds, mortgages, bills of sale, titles	Indefinitely
Depreciation schedules	Indefinitely
Duplicate deposit slips	1 year
Electronic fund transfer documents	7 years
Employee personnel records (after termination)	7 years
Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year, other months optional)	Indefinitely
General and private ledgers (and end-of-year trial balance)	Indefinitely
Insurance policies (expired)	3 years
Inventories of products, materials, supplies	7 years
Leases	see Contracts
Licenses	Indefinitely
Minute books of directors and stockholders, including by-laws and charter	Indefinitely
Notes receivable ledgers and schedules	7 years
Payroll records and summaries, payroll taxes	7 years
Pension records	Indefinitely
Petty cash vouchers	3 years
Property appraisals by outside appraisers	Indefinitely
Property records including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Indefinitely
Tax returns and worksheets, agents' reports, any documents relating to income tax liability	Indefinitely
Time books/cards	7 years
Trade mark registrations	Indefinitely
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (including allowances and reimbursement of employees officers, etc., for travel and entertainment expenses)	7 years



Document and File Retention

Annex II

List of Authorized Checks Signors

- Helen Perraglio, Chief Financial Officer, Los Alamos County
- Melissa Meyer, Deputy Chief Financial Officer, Los Alamos County
- Karen Kendall, Budget & Performance Manager, Los Alamos County



Annex III

List of Preferred Suppliers of goods or service

