

SECTION 5: FINANCE

Primary Numbers: 1600 – 2199



14	27.31	103
45.41	50.46	759.45
132.68	88.87	917.56
221.38	40.60	928.00
157.84	50.63	40
134.04	33.58	40
193.68	78.13	40
138.16	41.99	21.68
178.60	94.31	18



Section 5 includes subjects relating to financial management, including the receipt, control and expenditure of First Nation funds. They include accounts and accounting, audits.



PRIMARY NUMBERS AND PRIMARY SUBJECTS

1610	Finance	- General
1615	Accounting	- General
1630	Accounts	- Payable
1640		- Receivable
1650	Advances	
1680	Audits	
1690	Banks and Banking	
1700	Budgets	- General
1705		- Capital
1715		- Operating
1730	Cheques	
1740	Claims (Financial)	
1760	Debt	
1770	Donations and Bequests	
1780	Encumbrances	
1790	Expenditure Control	
1800	Expense Accounts	
1830	Financial Statements	
1850	Grants to Organizations	
1855	Grants from Organizations	
1860	Investments	
1870	Letters of Credit	
1880	Reports, Statistics, Statements	
1890	Revenue Control	
1900	Salaries and Wages	- Benefits and Services
1920		- Payroll
1940	Signing Authorities	
1950	Taxation	- Assessments
1970		- Taxes Collected
2000		- Taxes Paid

A SA FD

1610 FINANCE – GENERAL

Includes records relating to financial administration and management functions which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
-----	---------	--------	----	---

1615 ACCOUNTING – GENERAL

Includes records relating to the general administration of accounting systems and procedures, classification of accounts, reconciliations and information which are not found elsewhere in the accounting block.

-01	General	CY + 1	6y	D
-02	Accounting codes (chart of accounts)	SO*	6y	D
-20	Reconciliations (coded by account number) (*SO = until modified or changed)	CY + 1	6y	D

1630 ACCOUNTS – PAYABLE

Includes records relating to payable accounts. Includes correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier name.

-01	General	CY + 1	6y	D
-02	Overdue accounts	CY + 1	6y	D
-20	Individual accounts, alpha by supplier name	CY + 1	6y	D

1640 ACCOUNTS – RECEIVABLE

Includes records relating to receivable accounts. This primary covers records relating to revenue generated through services and sources other than taxation. For records relating to taxation - taxes collected see primary 1970.

-01	General	CY + 1	6y	D
-20	Accounts receivable	CY + 1	6y	D
-30	Outstanding accounts (*SO = when paid)	SO* + 1	6y	D
-40	Write-offs (uncollected accounts) (*SO = when written off)	SO* + 1	6y	D

1650 ADVANCES

Includes records relating to the control of petty cash, salary, travel and other accountable advances.

-01	General	CY + 1	6y	D
-02	Petty Cash	CY + 1	6y	D
-03	Travel advances	CY + 1	6y	D
-04	Salary advances	CY + 1	6y	D

	A	SA	FD
1680 AUDITS			

Includes records relating to the administration of audits and reviews of agreements, procedures and programs, including correspondence, reports, responses and follow-up.

-01	General	CY + 1	6y	D
-20	Audits, by year	S)	nil	P

1690 BANKS AND BANKING

Includes records relating to the establishment, maintenance and termination of First Nation organization bank accounts.

-01	General	CY + 1	6y	D
-02	Bank and financial institution addresses	SO*	nil	P
-20	Bank accounts	CY + 1	10y	D
	(*SO = until updated or changed)			

1700 BUDGETS – GENERAL

Includes records relating to budgetary practices and procedures, controls and programs.

-01	General	CY + 1	6y	D
-02	Budget planning	CY + 1	6y	D
-03	Approved budgets, by financial year	CY + 1	nil	P

1705 BUDGETS – CAPITAL

Includes records relating to the preparation of capital budgets.

-01	General	CY + 1	6y	D
-02	Budgets, by year	CY + 1	nil	P

1715 BUDGETS – OPERATING

Includes records relating to the preparation of operating budgets.

-01	General	CY + 1	6y	D
-02	Budgets, by year	CY + 1	nil	P

A SA FD

1730 CHEQUES

Includes records relating to the issuance and management of cheques, including cheque vouchers, journal vouchers, returned cheques, cheque lists, etc.

-01	General	CY + 1	6y	D
-02	Returned cheques	CY + 1	6y	D
-03	Cheque vouchers	CY + 1	6y	D
-04	Cheque register (*SO = until updated)	SO*	nil	P

1740 CLAIMS (FINANCIAL)

Includes records relating to claims for payment made by and against the First Nation organization. See Legal Citation Number 40, Appendix 2.

-01	General	CY + 1	6y	D
-02	Claims, by name (*SO = until completion of limitation period)	SO*	6y	D

1760 DEBT

Includes records relating to repayment on debt financing, loans, loan authorization, etc.

-01	General	CY + 1	6y	D
-----	---------	--------	----	---

1770 DONATIONS AND BEQUESTS

Includes records relating to donations and bequests to the First Nation organization, and donations and bequests made by the First Nation organization. Includes correspondence and particulars.

-01	General	CY + 1	6y	D
-20	Donations and bequests, by year and name of donor	CY + 1	6y	P

1780 ENCUMBRANCES

Includes records relating to the claim or lien against real property.

-01	General	CY + 1	6y	D
-----	---------	--------	----	---

1790 EXPENDITURE CONTROL

Includes records relating to the administration and control of expenditures, including credit card management and expenditure guidelines. For signing authorities, see primary 1940.

-01	General	CY + 1	6y	D
-02	Credit cards	CY + 1	6y	D

A SA FD

1800 EXPENSE ACCOUNTS

Includes records relating to employee expense accounts. See primary 1650 for travel advances.

-01	General	CY + 1	6y	D
-20	Expense accounts, by name	CY + 1	6y	D

1830 FINANCIAL STATEMENTS

Includes records relating to financial statements for the First Nation organization.

-01	General	CY + 1	6y	D
-02	Annual financial statements	CY + 1	6y	P

1850 GRANTS TO ORGANIZATIONS

Includes records relating to the awarding of grants to outside organizations, agencies or individuals to carry out specific projects and assignments, etc.

-01	General	CY + 1	6y	D
-20	Grant files, alpha by name of organization or individual	CY + 1	6y	D

1855 GRANTS FROM ORGANIZATIONS

Includes records relating to grants of money from outside organizations, agencies or individuals to the First Nation organization.

-01	General	CY + 1	6y	D
-02	Grants in lieu of taxes – Federal	CY + 1	6y	D
-03	Grants – Provincial	CY + 1	6y	D

1860 INVESTMENTS

Includes records relating to procedures, guidelines and the management of investments.

-01	General	CY + 1	6y	D
-20	Investments, by name, date (*SO = until concluded)	SO*	8y	D

A SA FD

1870 LETTERS OF CREDIT

Includes records relating to the issuance and receipt of letters of credit.

-01	General	CY + 1	6y	D
-20	Letters of credit (individual) (*SO = until expires)	SO*	8y	D

1880 REPORTS, STATISTICS, STATEMENTS

Includes records relating to the financial reporting systems, financial management reports, statistics and statements. Includes working papers, correspondence and individual reports. For administrative reports and statistics, see primary 0640.

-01	General	CY + 1	6y	D
-20	Reports, by title and date	CY + 1	6y	P

1890 REVENUE CONTROL

Includes records relating to the control of recoverable amounts and potential revenues. Includes records on revenue and expense accounts, recoverable amounts, etc. For fixed amounts due and payable, see primary 1630. For funds recoverable due to agreements and arrangements, see primary 1660.

-01	General	CY + 1	6y	D
-02	Revenue accounts	CY + 1	6y	D
-03	Recoverable amounts	CY + 1	6y	D

1900 SALARIES AND WAGES – BENEFITS AND SERVICES

Includes records relating to payment of employee benefits and services.

-01	General	CY + 1	6y	D
-02	Superannuation register (*SO = until updated)	SO*	nil	P
-20	Benefits, by name - Medical Services Plan of BC - Extended Health	CY + 1	6y	D

1920 SALARIES AND WAGES – PAYROLL

Includes records relating to the payment of employees, including the calculation of pay, deductions from that pay, and adjustments to pay. This includes regular, overtime and the employee pay records. Note: the hours worked by an employee on each day, regardless of whether the employee is paid on an hourly or other basis, constitute a part of the employee payroll record, and will be retained as part of the individual payroll record.

See Legal Citation number 7, 41, Appendix 2.

-01	General	CY + 1	6y	D
-20	Current payroll files (PIB) (*SO = when employment terminates) (PIB = Personal Information Bank)	S)*	2y	D

A SA FD

1940 SIGNING AUTHORITIES

Includes records relating to payment and spending signing authorities.

-01	General	CY + 1	6y	D
-----	---------	--------	----	---

1950 TAXATION – ASSESSMENTS

Includes records relating to the assessments of properties for the purposes of taxation. These include the assessment role, court of revision, etc.

-01	General	CY + 1	2y	D
-02	Court of revision	SO*	2y	P
-20	Assessment roll, by year	SO*	2y	P

(*SO = updated annually, obtain in microfiche from BC Assessment Authority)

1970 TAXATION – TAXES COLLECTED

Includes records relating to the receipt of property taxes by the First Nation organization Taxation Department.

-01	General	CY + 1	6y	D
-02	Rates	CY + 1	6y	SR
-03	Deferrals	SO* + 1	6y	D
	(*SO = until paid)			
-04	Exemptions	CY + 1	6y	D
-05	Penalties	CY + 1	6y	D
-06	Prepayments	CY + 1	6y	D
-07	Tax sale	CY + 1	6y	P
-20	Individual tax records, by name and address	CY=1	6y	P

2000 TAXATION – TAXES PAID

Includes records relating to customs and excise tax, provincial sales tax, tax incentives and tax exemptions paid by the First Nation organization.

-01	General	CY + 1	6y	D
-02	Federal taxes	CY + 1	6y	D
-03	Provincial taxes	CY + 1	6y	D
-04	Exemptions	CY + 1	6y	D