



Northern California Conference of Seventh-day Adventists
PO Box 23165
Pleasant Hill, CA 94523

Basic Schedule
for
Church Treasurers' Retention of Documents

Document	Retention Period
Jewel Accounting Software System	
Audit Report (To be filed in Church Treasurer's Records)	Permanent
Monthly Reports: Contribution Report Deposit Report Checks Written Report Transfer Report Financial Summary Detail – Month-to-Date Financial Summary Detail – Year-to-Date	7 years
Annual Reports Financial Summary Detail – Jan to Dec	Permanent
Bank Statements and Reconciliations (Checking, Savings and Investment accounts with check images)	7 Years
Paid Out Vouchers	At least 1 year after audit
Tithe & Offering Envelopes	At least 1 year after audit