



## Financial record keeping



### Intent

We keep and store financial records in accordance with law and regulatory requirements. We report to external funders and regulators accurately and on time.

### Requirements

The following financial records will be maintained and kept for income tax purposes for a seven year period:

- receipt and payment account books
- bank statements
- invoices (including GST tax invoices)
- receipts
- documents necessary to the confirmation of entries into our accounts (eg charts, codes of accounts, programme specs, contracts)
- wage records for all employees including Employer Superannuation Contribution Tax and KiwiSaver records
- interest and dividend payment records.

Records may be kept in paper or electronic form. There must be sufficient detail to ensure a complete audit trail that allows tracing the retained records to and from accounting records and to tax returns.



If records are to be stored in paper form, they will be printed off and stored in a secure location that is accessible for audit purposes. Unless required for a minimum of 10 years as a health-related record, they will be held for 7 years.

### **Electronic storage**

Records, including paper documents, may be stored electronically if the following criteria are met:

- the electronic form used maintains the integrity of the information
- the information is readily accessible and usable eg for subsequent audit purposes
- the backup and recovery procedures are sufficient to ensure the electronic records are accessible for the 7 year storage period
- the conditions below - for original hard copy information and original electronic information are met.

### **Converting original paper records**

- the electronic record of the paper record must be a complete and accurate record (ie format should be identical in all respects to the source-paper document).
- a coloured document can be scanned black and white unless the colours in the original document are material to the information
- additions may be done in the electronic record eg indexing, provided they don't obscure the original information and they are distinguishable as additional
- the electronic copy of the paper copy must be able to be retrieved on legible hard copy (printouts) or supplied in an electronic form able to be read by Inland Revenue staff.

### **Information originally in electronic form**

The electronic records system in which information is stored will be secure against unauthorised access and data alterations:

- the system may only be accessed by authorised staff



- there is a system for back up and recovery of records
- staff who deal with the records will be trained to safeguard sensitive and classified electronic records and minimise the risk of unauthorised alteration, addition or erasure.

## Compliance

Social Sector Accreditation Standards – Level 2, Financial management and systems

Electronic Transactions Act 2002 [ss 25–27](#)

Tax Administration Act 1994

## Helpful links

[Financial management principles](#)

[Protection of privacy](#)

[Client record keeping](#)

## Review

Date: January 2022

Next review: December 2023