

VCA BOOSTER CLUB

DOCUMENT RETENTION POLICY

This Policy is applicable to the documents of the VCA Booster Club, a Nevada nonprofit corporation (the "Corporation"), exempt from tax as an organization described in Section 501(c)(3) of the Internal Revenue Code (the "Code"). This information is intended as a guideline for retention of records and does not include a comprehensive list of all types of records that the Corporation might have. In addition, some individual records within a given category will have more significance than others, depending on the circumstances, and may warrant retention beyond the time period indicated below.

The Sarbanes-Oxley Act, applicable in some respects to non-profit organizations, makes it a crime to alter, cover up, falsify, or destroy any document or prevent its use in an official proceeding. Employees who have notice of litigation or of the possibility of litigation cannot alter, cover up, falsify, or destroy any document or prevent its use in an official proceeding. Failure on the part of employees to follow this Policy can result in possible civil and criminal sanctions against the Corporation and employees and possible disciplinary action against responsible individuals. In the event of a governmental audit, investigation or pending litigation, record disposal under this Policy should be suspended immediately until further direction or notification has been provided.

Files listed below can either be retained in hard copy or electronic (CD-ROM) form.

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These policies and guidelines were reviewed and accepted by the Board of Directors of the VCA Booster Club by resolution dated July 28, 2011.

VCA BOOSTER CLUB,
a Nevada non-profit corporation

By: 

Lise Brown, Its Secretary

<u>CATEGORY OF FILE</u>	<u>ITEM</u>	<u>RETENTION PERIOD</u>
<i>Corporate Records</i>	Articles of Incorporation	Permanent
	Bylaws	Permanent
	Board Meeting Materials	Permanent
	Conflict of Interest Policy	Permanent
	Board and Committee Meeting Agenda and Minutes	Permanent
	Board Resolutions	Permanent
	Board Adopted Policies	Permanent
<i>Finance</i>	Accounting Records-paper (including accounts payable ledgers and schedules)	7 years
	Audited financial statements, workpapers and other documents that relate thereto, audit management letter, annual report and audit workbook of supporting schedules	Permanent
	Insurance Policies, Claim Files and Notices	Permanent
	Bank Reconciliations	2 years
	Bank Statements	3 years
	Checks (for important payments and purchases)	Permanent
	Depreciation Schedules	Permanent
	Duplicate deposit slips	2 years
	Expenses analyses/expense distribution schedules	7 years

	Year End Financial Statements	Permanent
	Invoices to customers or received from vendors that are for an amount in excess of \$50.	7 years
<i>Investments</i>	Investment Performance reports	7 years from the date of sale of the investment to which the report relates.
	Investment manager correspondence	7 years
	Investment consultant reports	7 years
<i>Regulatory</i>	Tax returns	Permanent
	IRS exemption determination and related correspondence	Permanent
	IRS or other government audit records	Permanent
	State regulations	Permanent
	Withholding tax statements	7 years
<i>Philanthropic</i>	Acknowledgement Letters to Donors for Contributions (e.g., required to be sent to donors who make a contribution over \$250; required when payments exceeding \$75 partly as a contribution and partly for goods and services provided by the Corporation)	7 years
	Copies of deposited checks	7 years
	1. Gift Solicitation files-Need to keep in such files documentation showing whether grants/donations are subject to restrictions and that grants/donations were used for specified charitable purposes;	With respect to grant files, 7 years after funds used and report received.
	2. Grant/Aid files - Need to keep in such files any documentation showing that funds were intended and used for appropriate purposes, including Application for aid/relief, due diligence materials, related agreements, follow-up reports, if any.	Grant/Aid filed, 7 years after grant/aid is awarded.

	Records of contributions	7 years from contribution (unless endowment gift, then retain for term of gift)
<i>Legal</i>	Agreements and Related Correspondence	7 years after all obligations end
	Opinion letters of counsel	Permanent
	Litigation Files	1 year after expiration of appeals or date for filing appeals