

NO ROADS EXPEDITIONS FOUNDATION (AUST) LIMITED

RECORD KEEPING POLICY

Introduction

No Roads Expeditions Foundation (Aust) Limited ('Charity') keeps records in accordance with this policy and in line with its statutory obligations. The board shall be responsible for implementing and ensuring compliance with this policy.

Retention periods

As a minimum, records must be retained for the periods set out below.

1. Operational records

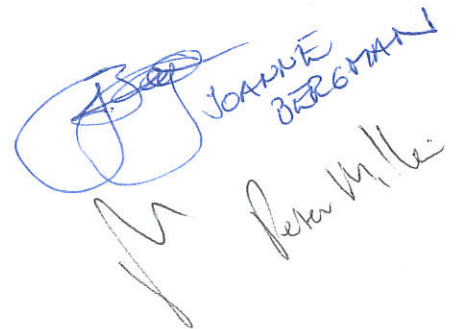
The following documents must be retained for 7 years after the transactions, operations or acts covered by the records are completed. Note that for some documents (such as governing documents, policy documents and contracts/agreements) this will mean retention for 7 years after the life of the organisation:

- Governing documents (e.g. constitution, trust deed or rules)
- Meeting minutes (board meetings and general minutes)
- Operating policies and procedures
- Annual / donor / other reports
- Strategic / program plans
- Monitoring and evaluation reports
- Contracts and agreements relating to operations (e.g. funding agreements)
- Memoranda of Understanding
- Media releases

2. Financial records

The following documents must be retained for 7 years after the transactions, operations or acts covered by the records are completed:

- Account books
- Cash books
- Banking records (e.g. statements, deposit books)
- Creditors' records (e.g. creditors ledger, invoices, paid bills)
- Debtors' records (e.g. debtors ledger, invoices, receipts)
- Investment records
- Contracts (e.g. service agreements, office equipment leases, property rental agreements)
- Grant payments
- Tax invoices and records
- Expenses records
- Assets list / register
- Records of tax-deductible receipts
- Important correspondence relating to finance


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