

**CENTRAL CALIFORNIA CONFERENCE  
OF SEVENTH-DAY ADVENTISTS**

**BASIC SCHEDULE  
for  
CHURCH TREASURERS' RETENTION OF DOCUMENTS**

**DOCUMENT**

**RETENTION PERIODS**

**JEWEL COMPUTERIZED SYSTEM**

Audit Report (last 5 years to be filed in Church Treasurer's Handbook)	Permanent
Monthly Reports:	Permanent
Contribution Report	
Deposit Report	
Checks Written Report	
Transfer Report	
Financial Summary – Month-to-Date	
Financial Summary – Year-to-Date	
Bank Statements and Reconciliations (Checking, Savings and Investment accounts)	5 years
Canceled Checks	5 years
Payroll Report (Federal and State)	5 years
Paid Out Vouchers	1 year after audit*
Tithe & Offering Envelopes	1 year after audit *

*\*Unless Church Board recommends longer*