

## Finance (Primary Numbers 700 – 799)

*This main group covers records relating to finance, and includes the following primaries computer hardware and software, furniture, furnishings and art work. This main group contains the following primaries:*

- Finance – General
- Accounts Payable
- Accounts Receivable
- Banking/Cashier's
- Fees (Non-Student)
- Imprest Banking Accounts/Petty Cash
- Personal Expenses
- Purchasing
- Restricted Funds
- Students
- Tax Returns

Two global secondaries have been developed for these primaries. They are as follows:

- -00 **Policy and procedures:** records associated with a specific primary that relate to policy and procedures;
- -01 **General:** records associated with a specific primary that are of a general nature or of too low a volume to justify the creation of separate secondary;

**Within the File Plan, these secondaries have been left blank so that offices may define each further.**

All Final Disposition (**FD**) indicators within the Primaries of this section of the File Plan have been approved under University of Toronto Records Retention Schedule 53-0001. For copy of this schedule see the Records Retention Schedules database accessible through the UTARMS web site at [www.library.utoronto.ca/utarms](http://www.library.utoronto.ca/utarms).

| File Code  | Record Series                 | Description   | Active | Semi Active | Final Disposition | R | F |
|------------|-------------------------------|---|--------|-------------|-------------------|---|---|
| <b>700</b> | <b>Finance – General</b>      | Consists of records pertaining to the University's financial administration and management, financial policies, procedures, and systems not shown elsewhere, including general accounting and bookkeeping, cost accounting, budgetary accounting, accounting systems and procedures, and comprising accounting policy records, general ledger, and all other central accounting and control records reflecting the financial management of the University's assets and liabilities. |        |             |                   |   |   |
| -00        | Policy and procedures         |   | S      |             | A                 |   |   |
| -01        | General                       |   | S      |             | A                 |   |   |
| -02        | Systems                       |   | S      |             | A                 |   |   |
| -50        | General ledger                |   | C      | 25          | A                 |   |   |
| -51        | Grey book                     |   | C      | 25          | A                 |   |   |
| -52        | Financial statements          |   | C      | 25          | A                 |   |   |
| -53        | Overhead distribution         |   | C      | 6           | D                 |   |   |
| -54        | Trial balances                |   | C      | 25          | A                 |   |   |
| <b>710</b> | <b>Accounts Payable</b>       | Includes records relating to accounts payable to creditors, either general accounting records or supporting records such as invoices, receipts and other statements by name of supplier or individual creditor.   |        |             |                   |   |   |
| -00        | Policy and procedures         |   | S      |             | A                 |   |   |
| -01        | General                       |   | S      |             | A                 |   |   |
| -02        | Accountable advance documents | Includes the form authorizing the initial advance and system generated  | T      | 6           | D                 |   |   |

|            |  |   |   |   |   |  |  |
|------------|--|---|---|---|---|--|--|
|            |  | settlement form, as well as any other supporting documents if any, eg. expense receipts   |   |   |   |  |  |
| -03        | Packing slips/receiving reports                  | Documents included in shipment of goods received  | C | 6 | D |  |  |
| -04        | Purchase card statements                         | Monthly statements summarizing purchases made by the cardholder   | C | 6 | D |  |  |
| -05        | Suppliers invoices                               | Billings from external suppliers for goods and/or services received   | C | 6 | D |  |  |
| -06        | Debit memos/budget transfers (paying office)     | Memos debiting your office for goods/services sold by a U of T office   | C | 6 | D |  |  |
| -50        | Cheque registers                                 |   | C | 6 | D |  |  |
| -51        | Foreign drafts                                   |   | C | 6 | D |  |  |
| -52        | U of T Press charge lists                        |   | C | 6 | D |  |  |
| <b>720</b> | <b>Accounts Receivable</b>                       | Includes records relating to accounts receivable from debtors, either general accounting records or supporting records such as invoices relating to individual receivable accounts, and including monthly collection agency statements. |   |   |   |  |  |
| -00        | Policy and procedures                            |   | S |   | A |  |  |
| -01        | General  |   | S |   | A |  |  |
| -02        | U. of T. invoices                                | Billings to external customers for goods and/or services sold by U. of T.   | C | 6 | D |  |  |
| -03        | Debit memos/budget transfers (generating office) | Memos debiting a U of T office for goods and/or services sold by your office  | C | 6 | D |  |  |
| -50        | Invoices   |   | C | 6 | D |  |  |

|            |                                      |   |   |   |   |  |  |
|------------|--------------------------------------|---|---|---|---|--|--|
| -51        | Payment documentation                |   | C | 6 | D |  |  |
| -52        | Delinquent accounts                  |   | C | 3 | D |  |  |
| <b>730</b> | <b>Banking/Cashier's</b>             | Includes records relating to transactions pertaining to the University's bank accounts, either general banking records, or supporting records relating to specific cash transactions. |   |   |   |  |  |
| -00        | Policy and procedures                |   | S |   | A |  |  |
| -01        | General                              |   | S |   | A |  |  |
| -02        | Deposit slips                        | Departmental deposit slips with original bank stamp of receipt  | C | 6 | D |  |  |
| -50        | Bank credit/debit notes              |   | C | 6 | D |  |  |
| -51        | Bank deposit slips                   |   | C | 6 | D |  |  |
| -52        | Bank drafts                          |   | C | 6 | D |  |  |
| -53        | Bank reconciliation                  |   | C | 6 | D |  |  |
| -54        | Bank statements                      |   | C | 6 | D |  |  |
| -55        | Cashier's report                     |   | C | 6 | D |  |  |
| -56        | Electronic transfers                 |   | C | 6 | D |  |  |
| -57        | Internal cash receipts deposit forms |   | C | 6 | D |  |  |
| -58        | Rapid trans                          |   | C | 6 | D |  |  |
| <b>735</b> | <b>Fees (Non-Student)</b>            | Includes records pertaining to charges, compensations or payments for services, either general records or supporting documentation.   |   |   |   |  |  |
| -00        | Policy and procedures                |   | S |   | A |  |  |

|            |   |  |   |   |   |  |  |
|------------|---|--|---|---|---|--|--|
| -01        | General                                       |  | S |   | A |  |  |
| -50        | Cash receipts/fee payments                    |  | C | 6 | D |  |  |
| -51        | Staff and dependent waivers                   |  | C | 7 | D |  |  |
| -52        | T4A copies and filing info                    |  | C | 6 | D |  |  |
| <b>740</b> | <b>Imprest Banking Accounts / Petty Cash</b>  | Consists of records pertaining to the University's imprest banking activities, including records pertaining to petty cash transactions, both general and supporting documentation. |   |   |   |  |  |
| -00        | Policy and procedures                         |  | S |   | A |  |  |
| -01        | General                                       |  | S |   | A |  |  |
| -02        | Imprest bank account statements               | Monthly detailed lists of all transactions processed by the bank against one of the University's imprest accounts  | C | 6 | D |  |  |
| -03        | Imprest petty cash reconciliations            | A comparison of the balance established for the department and the actual cash on hand   | C | 6 | D |  |  |
| -04        | Petty cash reimbursement form                 | Form listing the cash outlays (supporting source documents should be attached) made from the petty cash required to bring cash on hand back up to original amount                  | C | 6 | D |  |  |
| <b>745</b> | <b>Personal Expenses</b>                      | Consists of records pertaining to personal expenses, both general records and documentation.   |   |   |   |  |  |
| -00        | Policy and procedures                         |  | S |   | A |  |  |
| -01        | General                                       |  | S |   | A |  |  |
| -02        | Personal expense reports (including receipts) | Form summarizing expenses incurred and requiring reimbursement from U of T   | C | 6 | D |  |  |

|            |                                |  |   |   |   |  |  |
|------------|--------------------------------|--|---|---|---|--|--|
| <b>750</b> | <b>Purchasing</b>              | Consists of records relating to the acquisition of goods and services, including general records and supporting documentation and records pertaining to duties and taxes related to the acquisition of goods and services.   |   |   |   |  |  |
| -00        | Policy and procedures          |  | S |   | A |  |  |
| -01        | General                        |  | S |   | A |  |  |
| -02        | Purchase orders                |  |   |   |   |  |  |
| -01        | - Purchase orders – (external) | Purchases of goods and services from external vendor   | C | 1 | D |  |  |
| -02        | - Purchase orders – (internal) | E.g. University Stores and Connaught Medical Research  | C | 1 | D |  |  |
| -50        | Brokerage and traffic invoices |  | C | 6 | D |  |  |
| -51        | Distribution of charges        |  | C | 1 | D |  |  |
| -52        | Tenders                        |  | C | 6 | D |  |  |
| -53        | Custom entries                 |  | C | 6 | D |  |  |
| -54        | Customs export                 |  | C | 6 | D |  |  |
| <b>760</b> | <b>Restricted Funds</b>        | Consists of records relating to the University's management of restricted funds, including policies and procedures, and the financial management of the University's assets and liabilities relating to research, and trust funds, including summaries and supporting documentation. |   |   |   |  |  |
| -00        | Policy and procedures          |  | S |   | A |  |  |
| -01        | General                        |  | S |   | A |  |  |
| -02        | Grants                         | Records relating to the financial management of grants   | C | 6 | D |  |  |

|            |   |   |   |   |   |  |  |
|------------|---|---|---|---|---|--|--|
| -03        | Grants contracts (originals)                      | Original contracts related to grants that are not centrally administered by Research Services   | T | 6 | D |  |  |
| -51        | Trust Funds                                       |   | C | 6 | D |  |  |
| <b>765</b> | <b>Student Finance</b>                            | Consists of records relating to the University's accounting policies and procedures pertaining to, and financial management of student loans, bursaries, and awards. Also included here are student loan records pertaining to terms and conditions of loans and repayments, and tuition tax credit certificates. |   |   |   |  |  |
| -00        | Policy and procedures                             |   | S |   | A |  |  |
| -01        | General   |   | S |   | A |  |  |
| -02        | Student loan records                              | Original documents detailing terms and conditions of loan and subsequent repayment  | T | 6 | D |  |  |
| -03        | Tuition and Education Credit Certificate (T2202A) | Certificate showing tax credit for tuition fees   | C | 6 | D |  |  |
| -50        | Loans and bursaries                               |   | T | 6 | D |  |  |
| -51        | Student awards                                    |   | C | 6 | D |  |  |
| -52        | Fee adjustment                                    |   | C | 6 | D |  |  |
| -53        | Fee invoices                                      |   | C | 6 | D |  |  |
| <b>770</b> | <b>Tax Returns</b>                                | Consists of records pertaining to the University's tax accounting policies and procedures, including the University's tax returns.  |   |   |   |  |  |
| -00        | Policy and procedures                             |   | S |   | A |  |  |
| -01        | General   |   | S |   | A |  |  |
| -02        | Tax returns                                       |   | C | 6 | A |  |  |

