

**Finance, accounts, tax and bank
WM Housing retention schedule**

Document	Statutory Retention Period	Recommendation Retention Period
Accounting records for a charity		6 Years
Balance sheets and supporting documents		6 to 10 Years
Loan account control reports		6 Years
Social Housing Grant documentation		Permanently
Signed copy of report and accounts		Permanently
Budgets and internal financial reports		2 Years
Tax return & records		10 Years
VAT records	6 Years	6 Years
Orders and delivery notes	6 Years	6 Years
Copy Invoices	6 Years	6 Years
Credit and debit notes	6 Years	6 Years
Cash records	6 Years	6 Years
Journal transfer documents	6 Years	6 Years
Creditors, debtors & cash income control accounts	6 Years	6 Years
VAT related correspondence	6 Years	6 Years
Cheques		6 Years
Paying in counterfoils		6 Years
Bank statements & reconciliations	3 Years from the end of financial year the transactions were made	6 Years
Instruction to bank		6 Years