



NYSCA, Inc. Policies & Procedures Manual

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PURPOSE

The purpose of this manual is to provide a reference for established policies and operating procedures of the New York State Children's Alliance (NYSCA, Inc.), Inc. The manual is intended for information purposes and does not create a promise or representation that employment will continue for a specific period of time for any employee or that employment will be terminated only under particular circumstances. NYSCA, Inc. reserves the right to terminate employment or modify duties, wages, benefits or other conditions with or without cause, or with or without prior notice to any employee.

I. ORGANIZATION

BOARD OF DIRECTORS

NYSCA, Inc., Inc. is governed by a Board of Directors who may exercise all such powers of NYSCA, Inc. and, do all such lawful acts and things as are permitted by statute, by the Articles of Incorporation or by NYSCA, Inc. Bylaws. The Board is responsible for overall policy and direction of NYSCA, Inc., and delegates' responsibility for day-to-day operations to the NYSCA, Inc. Chapter Coordinator and committees. The Board shall meet at least quarterly, either in person or by conference call, at an agreed upon time and place.

Directors shall hold in confidence all pertinent information relating to the business operations and provision of membership services of the organization and will not violate the confidential relationships between the Board, staff, volunteers and program members of the organization.

COMMITTEES

Executive Committee: Includes the Board Officers: Chairperson, Vice Chair, Secretary, and Treasurer and Chapter Coordinator. The Executive Committee addresses business-related matters that arise between scheduled Board meetings and has the authority to make decisions between Board meetings on urgent matters that require immediate attention. The Executive Committee serves as the Personnel Committee. The Committee addresses the financial health and viability and general operations of the organization. Responsibilities include:

- Strategic plan oversight
- Appraisal of the Chapter Coordinator
- Modifications and amendments to personnel policies
- By-law compliance and by-law modifications
- Grant compliance and grant modifications
- Budget development and monitoring
- Review of financial statements



- Review of audit proposals
- Evaluation of fiscal and accounting processes and administrative policy and procedures.

Fund Development & Awareness Committee: May include Board members and representatives from general membership. The Fund Development and Awareness Committee is responsible for elevating awareness and identifying funding initiatives through grants, government agencies fundraising and special events. Responsibilities Include:

- Identify needs for Chapter budget
- Explore available funding streams
- Promote awareness about the Chapter and CAC movement as a whole

Membership Services Committee (including Grant Review Sub-Committee):

Includes members of the Board and may include representatives from general membership. The Grant Review Sub-Committee is comprised of Board members that review grant applications outside of their region. The Membership Committee addresses initiatives and activities related to Chapter members. Responsibilities include:

- Processing new applications
- Membership compliance by Accreditation Standards

Public Policy Committee: May include Board members and representatives from general membership. The Committee addresses legislative activity of the organization.

- Legislative education about children's advocacy centers
- Membership education on key talking points consistent with desired legislative outcomes
- Representation on legislative committees, hearings and meetings.



CONFLICT OF INTEREST

Members shall not benefit directly or personally profit in any way from NYSCA, Inc. Executive Committee decisions. Any item before the Executive Committee, the Board of Directors, or general membership that presents a known potential conflict of interest by a NYSCA, Inc. member, Committee member, or support member should be declared before voting. The member shall abstain from voting on these issues, but may participate in discussion when requested by the Chairperson.

NON-DISCRIMINATION

NYSCA, Inc. shall maintain a policy by which no person shall be discriminated against because of race, age, disability, gender, sexual orientation, gender identity or gender expression, or religion.

SERVING PERSONS WITH LIMITED ENGLISH PROFICIENCY

NYSCA, Inc. does not provide direct services to victims of abuse or their family members. The Chapter does, however, support the implementation of culturally competent services for program consumers, including securing qualified language interpreters when necessary, and making print and audio-visual materials available in the primary language of program consumers whenever able and reasonable to do so. NYSCA, Inc., and all Child Advocacy Centers and Multidisciplinary Teams promote policies and practices that are culturally competent. Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.

ANTI-HARRASSMENT

NYSCA, Inc. is committed to maintaining an environment for employees and volunteers that is free of harassment. Policy prohibits harassment based on sex, race, color, national origin, age, disability or other protected consideration. No tolerance will be given for physical or verbal conduct, visual depiction or communications transmitted through electronic media that are unwelcome or create an intimidating, hostile or sexually inappropriate environment in which to conduct business.

A Board member or volunteer found to have engaged in harassment will be asked to immediately resign from the Board and/or terminate the affiliation with NYSCA, Inc. Any employee found to have engaged in harassment will be subject to disciplinary action, up to and including termination. Reports of harassment which the complainant knows to be false will be subject to disciplinary action.

MEDIA RELATIONS / CRISIS COMMUNICATIONS

All media requests for interviews should be managed by the Chapter Coordinator. Board members, employees or volunteers are prohibited from making unauthorized public announcements regarding NYSCA, Inc. business. When appropriate, the Coordinator will provide information about the Chapter, children's advocacy centers and



child abuse and neglect in general. Press releases must be approved by the Executive Committee prior to release. Media requests regarding a specific case should be directed to the appropriate law enforcement, child protection or prosecution agency for comment. At no time will NYSCA, Inc. staff or volunteers disclose the identity of a CAC client, nor confirm an individual as a CAC client, unless such information has already become a matter of public record and if doing so will not impede the criminal justice process nor jeopardize the well being of a victim and his/her family.

Any requests concerning NYSCA, Inc. employment records are to be referred to the Executive Committee, who may confer with legal counsel. No employment record information will be released to the public or discussed with the media without authorization of the Executive Committee.

NYSCA, Inc. has a detailed Crisis Communications Policy that can be provided upon request.

INSURANCE

NYSCA, Inc. maintains current insurance policies to manage risk to the organization. At minimum, insurance coverage is secured for Directors and Officers, Professional and General Liability as required under NCA standards.

POLITICAL ACTIVITY

Political activities are restricted by Section 501(c) (3) of the Internal Revenue Code. NYSCA, Inc. is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of, or in opposition to, any candidate for elective public office. NYSCA, Inc. Board members and staff may not engage in any political activities that favor or oppose one or more candidates for public office while representing the Chapter.

Board members and employees may contribute personal funds, personal time or in-kind resources to a candidate as long as such contributions shall not imply in any way that NYSCA, Inc. is supporting or endorsing such candidate. This policy does not exclude the agency from engaging in legislative advocacy and education within the limits allowable by the Internal Revenue Service. Grassroots advocacy efforts, educating legislators and monitoring legislation that may impact the systems to protect children from abuse are considered allowable activities of NYSCA, Inc.



II. PERSONNEL

NATURE OF EMPLOYMENT / HIRING PRACTICES

Employment with the Chapter is at will. This means that employment with NYSCA, Inc. may be terminated with or without cause and with or without notice at any time by the employee or NYSCA, Inc. When an employee issues a voluntary resignation, NYSCA, Inc. requests two (2) weeks notice be given. The Chapter Coordinator is hired by the Board. The Chapter Coordinator handles the day-to-day responsibilities of NYSCA, Inc., including carrying out the organization goals and Board policy. The Chapter Coordinator will attend all Board meetings, report on the progress of NYSCA, Inc., answer questions of Board members and carry out the duties described in the position description. The Board sets priorities and may designate other duties as necessary. The salary of the Chapter Coordinator shall be set by the Board of Directors.

The Chapter Coordinator shall hire all other staff (pending sufficient funding for such positions) under the guidance of the Executive Committee of the Board and following such personnel policies and guidelines that have been approved by the Board.

TRAINING

Training for all NYSCA, Inc. staff will include the following:

- Orientation with all Board of Directors
- One-on-one mentorship with NRCAC Project Outreach Coordinator, to become versed in the NCA model
- One-on-one mentorship with New York State Child Advocacy Resource and Consultation Center, to become versed in the New York State data base program, as well as, training and technical support currently being provided and available to CACs and MDTs
- Visiting CACs and MDTs to see team interaction and facility
- Complete New York State Best Practices Forensic Interview Training (as an observer)
- Attend NCA Leadership Conference
- Attend Regional Chapter Summit
- Speak with, as needed, Chapter Directors from the region
- Seek Technical Assistance from the Director of Chapter Development of NCA
- Participate in trainings offered by the Pro Bono Partnership when appropriate

EQUAL OPPORTUNITY EMPLOYMENT

NYSCA, Inc., Inc. is an equal opportunity employer. It is the policy of NYSCA, Inc. to prohibit discrimination on the basis of race, color, sex, religion, national origin, age, disability or any other consideration deemed unlawful by applicable law. Any concerns in violation of this policy should be directed to the Chapter Coordinator and/or Board Chairperson. The Chairperson, in consultation with legal counsel, will investigate all complaints and make recommendation to the Board on appropriate action. Anyone



found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE PERFORMANCE APPRAISAL / WAGE ADJUSTMENTS

All employees will receive a written performance appraisal following the first six months of employment and annually thereafter. Performance reviews may include solicitation of feedback from Board members, member CACs/MDTs and other professionals with whom the employee regularly interacts. It is the responsibility of the Chairperson to conduct the appraisal of the Chapter Coordinator. All other employees will be reviewed by the Chapter Coordinator in conjunction with the Executive Committee of the Board.

Salary review will be conducted annually. Whenever possible, Board or staff determining compensation will examine comparable compensation data of similarly situated organizations. When resources allow, wage increases will be made based on performance, attitude and execution of assigned duties. It is the agency's policy to make a sincere effort to pay its employees what is fair, reasonable and sufficient to attract and retain high-quality staff.

CONFIDENTIALITY

Directors shall hold in confidence all pertinent information relating to the business operations and provision of membership services of the organization and will not violate the confidential relationships between the Board, staff, volunteers and program members of the organization.

All employees are expected to maintain strict confidentiality regarding business information. Such confidential information includes (but is not limited to): employment records, compensation data, donor records, volunteer records, pending proposals (grant and other), proposed grant allocations and information about grant recipients.

Personnel Files – Personnel files are maintained in a secure location by the Coordinator. Access is limited to the Coordinator and the Board.

EMPLOYEE PROTECTION / WHISTLEBLOWER

NYSCA, Inc. expects employees to practice honesty and integrity in fulfilling job responsibilities. It is the intent of NYSCA, Inc. to comply with all applicable laws. If any employee reasonably believes that some policy, practice or activity of NYSCA, Inc. is in violation of law, a written complaint must be filed with the Coordinator or Board Chairperson or other Board Officer.

No employee who in good faith reports alleged unlawful activity, policy or practice shall suffer harassment, retaliation or adverse employment consequence. Employees are protected from retaliation only if the employee brings the allegations to the attention of NYSCA, Inc. and provides NYSCA, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. Any allegations that prove not to be substantiated



and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

This policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

PAID TIME OFF

Illness

Eligible employees accrue illness leave at a rate of one (1) day for every month of service.

Part-time employees are not eligible for illness leave

Illness leave may be used for short-term illness, caring for an ill child, parent or other household member, for doctor/dental appointments or other health related issues. Illness leave requested for any other purposes must be approved by the Executive Committee.

Accrual begins the first month of employment. Unused illness leave may accumulate up to a total of sixty (60) days. If an employee's accrual reaches the maximum, accrual will be suspended until the balance falls below the limit. Illness leave must be used in half-day increments. Paid illness time is calculated on the employee's base pay rate at time of absence. Unused illness leave will not be paid to employees during their employment or upon termination.

Vacation

Full-time employees accrue 1 vacation day per month.

Part-time employees are not eligible for vacation time but may accrue flex time.

Accrual begins the first month of employment. Unused vacation may accumulate up to a total of fifteen (15) days. If an employee's accrual reaches the maximum, accrual will be suspended until the balance falls below the limit.

Vacation pay is calculated on the employee's base pay rate at time of absence. Unused vacation will be paid to employees upon voluntary termination with at least two weeks notice. Failure to provide at least two weeks notice will result in forfeiture of vacation time. If NYSCA, Inc., in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result. In no instance will more than fifteen (15) days of earned vacation be paid upon termination. *The Coordinator or Executive Committee may approve an adjustment to an employee's vacation accrual as part of the employee's compensation.*



Holidays

(If a holiday falls on a weekend, the day will be observed on the preceding or following business day, as determined by the Executive Committee).

NYSCA, Inc. recognizes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day after Thanksgiving
- Christmas Eve & Christmas Day.

Full time employees will be eligible for holiday pay.

Personal Days

Full time employees will receive two (2) personal days in each calendar year to be determined by the employee with the approval of the Coordinator and/or Chairperson. Unused personal days will not be paid to employees during employment or upon termination.

Miscellaneous Paid Time Off

All paid time off in the following categories will be calculated at the employee's current base rate. Unused time in these categories will not be paid during employment or upon termination.

Family and Medical Leave

NYSCA, Inc. will abide by all applicable laws pertaining to family and medical leave. Employees may request up to twelve weeks (12) weeks of unpaid leave to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child or for a serious health condition of self or of a child, spouse or parent. A serious health condition includes illness, injury, impairment of physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. All requests for family and medical leave will be evaluated by the Coordinator and Executive Committee, who may approve or decline the request under applicable laws.

Bereavement Leave

Employees with Full-Time employment status shall be allowed up to three days with pay to cover absences caused by death of an immediate family member, subject to approval



of the Executive Board. Immediate family member is defined as parent, spouse, child, sibling, grandparent, grandchild or significant other living in the immediate household. Part-Time employment status shall be allowed bereavement time, as approved by the Executive Board, however, this time is unpaid.

Outside Employment

NYSCA, Inc. does not prohibit outside employment provided there is no conflict of interest and if the employee's work for the Chapter remains satisfactory. If the outside work results in absenteeism, tardiness, fraudulent use of paid time off or interferes with the employee's performance, the employee may be asked to terminate the outside employment if he/she wishes to remain at NYSCA, Inc. Any potential for conflicts of interest must be disclosed and will be evaluated by the Executive Committee.



III. FINANCIAL / STATEMENT OF INTERNAL CONTROLS

FINANCIAL DATA & STATEMENTS

General Policies

The fiscal year for NYSCA, Inc. begins January 1st of each year and ends December 31st.

Grants and contributions, direct or pass-through, must be accounted for in accordance with requirements of the grantor, or if there are no specific requirements, in accordance with generally accepted accounting principles.

An annual audit must be conducted and presented to the Executive Committee and then the Board of Directors for approval. A Request for Proposal should be considered at least every three to five years for an auditing firm.

The Executive Committee will meet quarterly, or as needed in advance of regularly scheduled Board meetings. The NYSCA, Inc. Chairperson or the Treasurer will prepare and distribute the notice and agenda of such meetings. Minutes will be kept of each Executive Committee meeting and will be approved by the Committee.

The Executive Committee must approve the financial statements before they are reviewed by the NYSCA, Inc. Board. The Executive Committee will develop the annual operating budget and present a proposed budget to the full Board for approval at its 3rd quarter meeting.

Financial Reports

Financial statements will be prepared in accordance with generally accepted accounting principles. The financial reports for the Executive Committee will consist of a balance sheet, year-to-date statement of revenues and expenditures by source, and a year to date budgeted statement of revenues and expenditures that compares actual expenditures to the approved budget.

The financial reports, that will be presented at Board meetings by the NYSCA, Inc. Chairperson and/or the Treasurer, will consist of the balance sheet and the year-to-date budgeted statement of revenues and expenditures. These reports will be emailed to Board Members after the Executive Committee has reviewed the financial statements, for the period reported. They must be reviewed by the NYSCA, Inc. Board prior to the next scheduled Board of Directors' meeting. The Treasurer will notify the Board of Directors of any items that are deemed materially over budget.



Budget and Amendments

The Board of Directors shall approve an operating budget for the next fiscal year at the August Board of Directors meeting.

Budget amendments will be drafted as needed during the fiscal year. Any change to the approved budget in either the categories of revenues or expenditures that results in a 10% or more increase or decrease of the total approved budget may require a budget amendment. The Executive Committee will make budget amendment recommendations to the NYSCA, Inc. Board for approval at the following Board of Directors' meeting.

Banking

All bank account openings and closings must be authorized by the Executive Committee. There will be at least three authorized signers on all NYSCA, Inc. bank accounts and endowment trust account, including two Board members of the Executive Committee and/or Board Officers, Chapter Coordinator and Treasurer. The Executive Committee will designate authorized signers on an annual basis at the first meeting of the fiscal year. This action will be confirmed at the first Board of Directors meeting of the fiscal year.

The Chairperson of the Board and the Treasurer will have authority to sign checks of any amount. The Chapter Coordinator may sign checks up to an amount to be determined by the Executive Committee of the Board. All checks in excess of that limit shall require two signatures: the Chapter Director and either the Chairperson or the Treasurer of the Board of Directors.

The NYSCA, Inc. Chairperson, and Treasurer will be authorized signers for NYSCA, Inc. bank accounts and authorized to transfer funds between NYSCA, Inc. regular accounts. No transfers shall be made from a general account to a special account except as authorized by the NYSCA, Inc. Board of Directors. No expenditures shall be made and no obligation incurred on behalf of NYSCA, Inc. by an officer, employee or agent of the organization, unless such expenditure has been authorized in the budget or by special action of the Executive Committee or the Board of Directors.

Cumulative non-budgeted expenditures in excess of \$25,000 must be approved by the full Board of Directors.

The Board of Directors must approve the establishment, modification and renewal of line of credit.

RECEIPTS



Contributions- Cash

All cash or check contributions presented to a staff member or volunteer should be immediately given to the Coordinator to properly record in the accounting system. The Coordinator will endorse all checks "for deposit only." Cash contributions shall be deposited within two (2) business days. The deposit documentation will be filed and retained for a minimum of three years, or as outlined in grant requirements.

Contributions-In-Kind

All gifts in-kind and donated professional services will be recorded in the accounting system when necessary to comply with GAAP rules for recording. It is the responsibility of the donor to determine the value of the in-kind good or service for deductibility purposes.

Gift Acknowledgement

The Coordinator or staff designee prepares and sends tax-receipt letters to all individual and foundation contributors for gifts made for the purpose other than registration fees. The tax-receipt letter serves the dual purpose of providing donor stewardship, as well as, documenting the legitimacy of the gift for tax purposes.

Donor Privacy

NYSCA, Inc. maintains the highest level of privacy concerning donors' contact and gift information. All contact information is used for internal purposes only and never published. Contact information will be reported as required by the Internal Revenue Service but is not for public inspection. Donor names may be published in NYSCA, Inc. communication materials; unless a donor chooses for the gift not to be listed or listed as anonymous. NYSCA, Inc. does not sell trade or share its donor list with any organization.

Capital Expenditures

Office equipment, computer equipment, furniture and software with a cost of \$5,000 or above will be capitalized and the cost will be depreciated by a straight-line depreciation method over the useful life of the asset. All capital expenditures included in the approved operating budget of NYSCA, Inc. shall be made by staff without additional Board approval provided a minimum of three cost comparisons are obtained and the "best value" item is purchased.

A capital equipment inventory will be taken as required for grant compliance. This inventory will be reconciled to the general ledger and the fixed asset records. Donated capital equipment items will be recognized on the books in the month received. The donated equipment should be given a value assessed by the donor.

Payroll



Payroll may be administered by a contracted PEO (Professional Employer Outsourcing) organization in accordance with their policies. Any significant changes regarding payroll administration must be approved by the Executive Committee.

NYSCA, Inc. must comply with all IRS guidelines regarding payroll tax deposits and reporting. While contracted with a PEO organization, monthly payroll tax payments and deposits and quarterly 941 and TEC reports will be the responsibility of the contracted PEO organization. Executive committee will be immediately notified of any late or insufficient payroll tax payments.

Expense Reimbursement

All requests for reimbursed expenses must be properly documented in writing and include printed receipts. Reimbursement requests submitted by the Chapter Coordinator shall be reviewed and approved by the Board Treasurer or his/her designee prior to payment.

NYSCA, Inc. reimburses mileage expenses at the current IRS rate per mile or as allowed by the National Children's Alliance. Board members may be reimbursed for mileage for travel to chapter-related events and meetings outside of their regular job duties. Mileage reimbursement requests must include the date, destination, and total miles for each trip, along with copies of any toll receipts.

Lodging & Airfare – Airfare will be secured through the most economical fare (coach) that applies to a non-stop flight when available. Hotel and airfare expenses should be paid by either check or company debit card.

Company Debit Cards

The Treasurer may issue and distribute company debit cards to certain authorized staff for business-related expenses. All purchases noted on the statement will be reviewed for accuracy against the receipts. Receipts for all purchases will be attached to the statement and filed with the check payment.

Grants Expenditures

NYSCA, Inc. may seek to secure and manage resources to provide grants to organizations engaged in projects or activities consistent with NYSCA, Inc.'s purpose. All NYSCA, Inc. grants, both competitive and non-competitive, require an application process. Applications are reviewed by an identified committee. NYSCA, Inc. requires all grantees to provide documentation of grant expenditures. Grant applications and reports are retained for a minimum of five years or as required by law.

PURCHASES & CONTRACTS

Purchases



Any single expense that totals more than 50% of a budgeted line item shall be reviewed and approved by the Coordinator and either the Board Chairperson or Treasurer of the Board prior to payment.

Contracted Services

All contractual relationships related to training and/or consulting services shall be reviewed and approved by the Board. The Coordinator shall be authorized to execute all approved contracts and agreements with the Board of Directors' approval.

PROPERTY AND EQUIPMENT

Property and equipment that has not fully depreciated shall only be disposed of with the approval of the Board of Directors. Property and equipment purchases over \$1,000 shall be capitalized, and those items under \$1,000 shall be expensed. Repairs and maintenance of equipment shall be expensed. A record of fixed assets shall be maintained by the Coordinator, including description, date purchased and any restrictions on use. Insurance for an amount that would provide for the full replacement value of property and equipment shall be reviewed annually by the Board of Directors and secured and renewed by the Coordinator.

The following straight-line depreciation schedule shall be established and followed for all property and equipment expenditures over \$1,000:

- Computers and Audiovisual Equipment – Three Years
- Furniture and Fixtures – Seven Years

DEBT AND OTHER LIABILITIES

The borrowing of funds shall be carried out only upon the authorization of the Board of Directors of NYSCA, Inc.

IV. OFFICE / ADMINISTRATION

TIMESHEETS

Employees are required to complete time sheets. Accurate time sheets are required by a number of funding sources. Time sheets will be retained by the Treasurer for a minimum of five years or as required by grant conditions.

DRUG-FREE WORKPLACE

NYSCA, Inc. maintains a drug-free workplace. The possession or use of illegal substances while representing NYSCA, Inc. is prohibited. Any employee found to be in violation of this policy will be immediately terminated.

OFFICE EQUIPMENT / PROPERTY



Equipment purchased with NYSCA, Inc. funds remains the property of the agency until sold or permanently disposed of. Equipment issued for the temporary use of employees, such as phones or computers, must be returned immediately upon the voluntary or involuntary termination of employment.

DOCUMENT RETENTION / DESTRUCTION

Documents will be retained for the period noted on this schedule or as required by grant conditions, whichever is longer.

Years to Retain

Accounting and Tax Records	Permanently
Audit Reports	Permanently
Check Registers	Permanently
Financial Statements / General Ledgers	Permanently
Fixed Asset Records	Permanently
Depreciation Schedule	Permanently
Tax and Legal Correspondence	Permanently
Tax Bills and Statements / Tax Returns and Supporting Schedules	Permanently
W-2 and 1099 Forms	Permanently
Accounts Payable / Accounts Receivable Records	5
Bank Statements & Reconciliation	7
Cancelled Checks / Deposit Duplicates	7
Invoices	7
Payroll Records	5
Employee Withholding Statements	7
Corporate and Personnel Documents	5
Annual Reports	Permanently
Minutes	Permanently
Insurance Records	Permanently
Retirement Plans	Permanently
Contracts and Leases	Permanently
Legal Correspondence	Permanently
Copyrights / Trademark Records	Permanently
Budgets	5
Insurance Policies (after expiration)	5
Office Equipment Records	5
Contracts (after termination)	5
Employee Personnel Files	5
Employment Applications	5
Timesheets	5