

## FI: FINANCIAL

Records related to the financial activities by GBC such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
<b>FI000</b>	<b>Policy &amp; Procedures</b>  Records related to the current policies and procedures for the management of financial matters.	Any / All	S		S	For Policy Development see GO019	
<b>FI001</b>	<b>Financial - General</b>  Records that are of a general nature, and for which no suitable classification code exists under this section.  <b>Includes:</b> Signing authority records.	Various Departments	C + 1	0	2		FIPPA; Limitations Act; GBC Policies

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<b>FI002</b>	<p><b>Accounts Payable</b></p> <p>Records related to the accounts payable function.</p> <p><b>Includes:</b> General accounts payable invoices and supporting documents, cheque requisitions, accounts payable systems reports, etc.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI003</b>	<p><b>Accounts Receivable</b></p> <p>Records related to the accounts receivable function.</p> <p><b>Includes:</b> General accounts receivable invoices and supporting documents, late payment schedules billing schedules and monthly invoice summaries, etc.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI004</b>	<p><b>Expense Statements</b></p> <p>Records related to faculty and staff expenses incurred in the performance of authorized GBC business.</p> <p><b>Includes:</b> Travel expenses and supporting documentation.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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<b>FI005</b>	<b>Audit</b>  Records related to the function of auditing - internal and external.  <b>Includes:</b> Reports, pre-audit and follow-up documents, compliance and testing information, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI006</b>	<b>Financial Reporting</b>  Records related to various financial reporting matters and the financial reporting system.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI007</b>	<b>Financial Statements</b>  Records related to GBC monthly and year-end financial statements.  <b>Includes:</b> Consolidated financial statements, audited financial statements, and supporting documents.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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<b>FI008</b>	<b>Administrative Fees</b> Records related to fees of a general nature. <b>Includes:</b> Parking, photocopying, graduation, locker rental, transcripts, advertising, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI009</b>	<b>Academic Fees</b> Records related to the payment, deferral, refund and reassessment of academic fees. <b>Includes:</b> Tuition, examinations, T2202A, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI010</b>	<b>Special Academic Fees</b> Records related to special academic course and program fees. <b>Includes:</b> Co-operative education, dance and music performance, etc.	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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<b>FI011</b>	<p><b>International Student Fees</b></p> <p>Records related to fees for international students with student visa or non-Canadian status.</p> <p><b>Includes:</b> Student Association fees, insurance fees, etc.</p>	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI012</b>	<p><b>Income &amp; Corporate Taxation</b></p> <p>Records related to Canadian federal and provincial returns and filings for income tax and corporate taxes.</p> <p><b>Includes:</b> Notices, assessments, appeals, correspondence, etc.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI013</b>	<p><b>Goods &amp; Services Tax - GST</b></p> <p>Records related to the payment of GST.</p> <p><b>Includes:</b> Registration forms, reports, returns, notices, etc.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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<b>FI014</b>	<b>Taxation Issues</b> Records related to national and international taxation issues and other general information. <b>Includes:</b> Property tax, sales tax, reports and studies, real estate, withholding taxes, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI015</b>	<b>Banking</b> Records related to the transaction of business with banking institutions. <b>Includes:</b> Bank statements, bank slips, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI016</b>	<b>Investments</b> Records related to investments. <b>Includes:</b> Investment certificates, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI017</b>	<b>Reserve Funds</b> Records related to reserve funds.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies

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<b>FI018</b>	<b>Fixed Assets</b>  Records related to tangible, durable items of value from which benefits are expected to be derived during their useful life.  <b>Includes:</b> Cost allocations and depreciation.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>FI019</b>	<b>Collections &amp; Stop Payments</b>  Records related to the collection of monies owed to GBC, and stop payment of monies.  <b>Includes:</b> Collection agencies, claims reports, accounts, bad debts, correspondence, etc.	Financial Services	C + 1	6	7	T = Collection or write-off of debt.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
<b>FI020</b>	<b>Reconciliations</b>  Records related to indicating the items of difference between the balance of an account reports by the bank and the account appearing on the books of GBC.  <b>Includes:</b> Deposits in transit and outstanding cheques.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act

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<b>FI021</b>	<b>Cheques</b>	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
	Records related to cheques.  <b>Includes:</b> Cancelled cheques, cheque copies, listings, registers, statements and reports.	Various Departments	T + 1	0	2		
<b>FI022</b>	<b>Project Accounting</b>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
<b>FI023</b>	<b>Interest</b>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
<b>FI024</b>	<b>Chargebacks</b>	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
	Records related to the chargeback of costs to departments.  <b>Includes:</b> Allocations, reserves, scholarship interest, etc.	Various Departments	T + 1	0	2		

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<b>FI025</b>	<b>Internal Accounts</b> Records related to the authorization and creation of accounts for GBC departments, centres, etc.	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
		Various Departments	T + 1	0	2		
<b>FI026</b>	<b>Journal Entries</b> Records related to the function of entering details of transactions or events into the accounting system.  <b>Includes:</b> Journal entries, supporting documents, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act
<b>FI027</b>	<b>Daily Cash</b> Records related to the management of day to day cash flows.	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard
		Various Departments	T + 1	0	2		
<b>FI028</b>	<b>Clearing</b> Records related to clearing reconciliation reports.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies

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<b>FI029</b>	<b>General Ledger</b>  Records related to the ledger comprising all assets, liabilities, proprietorship, revenue and expense accounts in the form of detailed, summary or controlling accounts or a combination of them.  <b>Includes:</b> Reports, receivable ledger, trial balance, etc.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>FI030</b>	<b>Liabilities</b>  Records related to the management of financial liabilities.  <b>Includes:</b> Accrued liabilities and outstanding cheque list.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>FI031</b>	<b>Budget</b>  Approved GBC or departmental budgets.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies

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<b>FI032</b>	<b>Budgeting</b>  Records related to the development of college or departmental budgets.  <b>Includes:</b> Budget working papers, backups, calculations, assumptions, balance sheets, consolidation reports, etc.	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>FI033</b>	<b>Balancing</b>  Records related to balancing of financial statements.  <b>Includes:</b> Faculty, management, contract and casual salary balancing	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>FI034</b>	<b>Funding</b>  Records related to various funding received by GBC for its administration and operation.  <b>Includes:</b> Government funding, scholarships, bursaries, endowments, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies

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<b>FI035</b>	<b>Fund Raising</b>  Records related to various fund raising projects for academic and operational purposes.  <b>Includes:</b> Proposals, reports, funding sources, objectives and strategies.  <b>Notes:</b> For Foundation administrative records see PR002; for Foundation campaigns see PR005.	Executive Offices	C + 1	P	P	Letters of appreciation and donation receipts.	FIPPA; Limitations Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
		Various Departments	C + 6	0	7		
<b>FI036</b>	<b>Donors</b>  Records related to the history of individual and corporate financial donors.  <b>Includes:</b> Potential donors, donor lists, and donor recognition.  <b>Notes:</b> For Foundation administrative records see PR002; for Foundation campaigns see PR005.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
		Various Departments					

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<b>FI037</b>	<b>Professional Development Funds</b>  Records related to the administration of professional development funds for Faculty and Staff.  <b>Notes:</b> For professional releases and education records see HR039.	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>FI038</b>	<b>Capital Assets</b>  Records related to tangible items of value purchased with capital funds.  <b>Includes:</b> Office equipment, transfer of capital assets.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>FI039</b>	<b>Financial Aid - Students</b>  Records related to the award of scholarships, medals, prizes, and financial aid services to students.  <b>Includes:</b> Scholarships, awards, bursaries, and loans.	Registrar's Office	C + 1	54	55	This retention period matches other student records' retention.	FIPPA; Limitations Act; Canada Income Tax Act; Student Financial Assistance Act; GBC Policies

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