

**W****RETENTION OF ACCOUNT BOOKS AND RECORDS**

- 1 The following records should be retained at both National and Provincial level for the periods stated:
- 1.1 The Original Minutes of Meetings Permanently
  - 1.2 Account Books (Cash Book, Ledger & Journal) 5 years
  - 1.3 The Annual Audited Financial Statements 5 years
  - 1.4 Vouchers in support of Account Book entries 5 years
  - 1.5 A copy of any Permission or Special Permission granted under the Non-profit Organisation Act, number 71 of 1997 as amended 3 years
  - 1.6 Membership Forms - Provided an Annual Membership List is retained permanently, the Membership Form need only be retained for existing members.
  - 1.7 Medal Test Forms - Provided some form of record is kept of tests passed, permanently, the Test Forms need only be retained at Provincial Level for two (2) years.
  - 1.8 Competition Protocols - Provided some form of record is kept of the First, Second and Third places in each event permanently, retention of Protocols is at the discretion of the Executive, at National level and the Provinces at Provincial level.
  - 1.9 Correspondence - At the discretion of the Executive at National level and the Provinces at Provincial level but not less than three (3) years.