

STORAGE USE ONLY

Retention Period: _____ Destruction Date: _____



NB Council

FINANCIAL Forms Retention Envelope Label*Please securely affix this label with tape to the outside of an 8 1/2" x 11" envelope.*

Responsible Guider: _____ Reporting Period: _____

Unit, district, area or province name _____

Unit, district, area or province iMIS number _____

Description of event/activity (if not regular unit financials) _____

Please indicate beside all appropriate form numbers which type of forms are contained in the envelope:

Financial Recordkeeping form	NBF-4 Spring Cookie Sales	NBF-11 Area Annual Completion Report
3.1 to 3.2 Annual Financial Report	NBF-4 Mint Cookie Sales	NBF-12 District Annual Completion Report
4-1 to 4-4 Financial Review Checklist	NBF-10 Area Membership Fee Report	Receipts, cancelled cheques
Bank Statements/Passbook	Investment Statements	Bank Reconciliations

Revised November 2008

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