

Amended Records Retention and Destruction Policy of

Children's Aid Club

In accordance with Florida Statutes 496.418 and 617.1601, Children's Aid Club ("CAC") shall retain the following records for a period of three (3) years:

- (1) By-Laws and all amendments
- (2) Minutes of all members' meetings and records of all action taken by members without a meeting
- (3) Written communications to all members, including the financial statements furnished
- (4) List of the names and addresses of its current directors and officers.

At the end of three years, items 2 through 4 shall be destroyed.

Financial records for all expenditures shall be retained for a period of seven (7) years. This includes check requests and/or credit card forms and related receipts which shall be maintained by the liaisons as to Organizations and by the Treasurer as to all Individual requests and Club expenses.

CAC will maintain the following records permanently:

- (1) Audit reports from independent audits
- (2) Checks
- (3) Determination Letter from the IRS and correspondence relating thereto
- (4) Year-end Financial Statements
- (5) Insurance Policies
- (6) Minutes of board meetings and annual meetings of members
- (7) Tax returns

Adopted this 3rd day of December, 2024 by the Board of Children's Aid Club and on December 10th, 2024 by the membership.


Pamela Markus, Secretary