

**TOUCH OF NATURE ENVIRONMENTAL CENTER
ACCOUNTING**

350.01 FAS/Computing Affairs File

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is the Financial Accounting System (FAS) information that Touch of Nature receives from Computing Affairs via computer disk. The Touch of Nature accounting department breaks the charges down for each of the nine departments in order to show each department how much money it has made or lost. The nine programs are Special Populations, Food Service, Conference and Meetings, Environmental Workshops, Operations and Maintenance, Wilderness/Spectrum Wilderness, Underway/SOAR, Youth Advocacy and Administration.

Application 87-63, item 249, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

350.02 Accounts Receivable

Dates: 1985 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Alphabetical

This record series contains the accounts receivable from agencies and individuals participating in programs and activities at Touch of Nature. All

records prior to 1985 are part of the files of the Division of Continuing Education. Since 1985, Touch of Nature had been a separate division under the Associate Vice-President of Academic Affairs and Research (Services).

Application 87-63, item 250, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

350.03

Accounts Payable

Dates: 1985 -
Volume: 5 Cu. Ft.
Annual Accumulation: 2½ Cu. Ft.
Arrangement: Alphabetical

This record series contains the accounts payable file of Touch of Nature.

Application 87-63, item 251, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

350.04

Monthly Financial Reports

Dates: 1985 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological

This record series contains the monthly income and expense statements for the Touch of Nature Environmental Center.

Application 87-63, item 252, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

350.05

Payroll and Fringe Benefit Records (Duplicates)

Dates: 1985 -
Volume: ½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series contains payroll and fringe benefit records which are reconciled with the time sheets. The original record is maintained by the Payroll Office.

Application 87-63, item 253, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.