

## 6.16 Record Keeping

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### **POLICY:**

All fiscal activities of the Local Agency will be completely documented by the Local Agency.

### **PROCEDURE:**

#### **A. Substantiation of All Charges made to WIC**

1. The Local Agency must be able to substantiate all charges made to WIC by maintaining copies of any documents necessary to fully explain any charges made to WIC.
2. It is **suggested** these copies be kept with the Local Agency's copy of the Invoice on which the charges were made.
3. Examples of such documentation include:
  - < Bids for all purchases over \$1,000 charged to WIC, even bulk purchases such as paper. If a Parent Agency obtains bids and negotiates a contract for certain products with a vendor, new bids are not necessary during said contract period;
  - < Receipts for all purchases charged to WIC;
  - < Payroll and benefits worksheets for all such charges made to WIC; and WIC-30 time-sheets or acceptable substitute as stated in P & P 6.06, pg. 5.
  - < Administrative overhead calculations.

#### **B. Retention of Records**

1. The Local Agency must retain all records pertaining to the Agreement for three (3) years beginning at the end of the agreement period, or until the resolution of any issues that the records pertain to as stated in the Grant Agreement.
2. All necessary records will be maintained in a file or storage area.