
Doane Raymond

Chartered Accountants

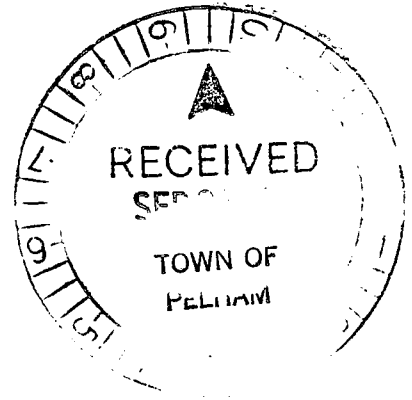
P.O. Box 336
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September 20, 1985

Mr. G. Cherney, Treasurer
Town of Pelham
P.O. Box 400
Pelham Municipal Building
Pelham Town Square
Fonthill, Ontario
L0S 1E0

Re: Town of Pelham Public Library Board
Town of Pelham By-Law #1026 (1985)



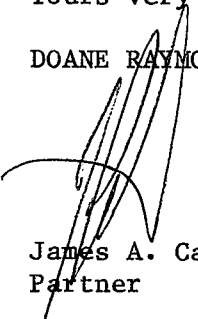
Dear Sir:

We have reviewed By-Law #1026 (1985) and the attached Schedule 'F'.

We approve this By-Law for the purposes of Section 116 (b) of The Municipal Act.

Yours very truly,

DOANE RAYMOND



James A. Casson, C.A.
Partner

JAC:wg

Internationally
Grant Thornton

SCHEDULE "F"

TOWN OF PELHAM PUBLIC LIBRARY BOARD

	<u>Minimum Retention Period</u> <u>(Years)</u>
Auditors Reports	Permanent
Minutes of Board Meetings	Permanent
Books of Original Entry including Journals, Ledgers & Other	Permanent
Employee Information, such as Earning Records, etc. (May be microfilmed after 6 years then destroyed) (Prior approval for destruction required from Ministry of Revenue)	
Librarian's Reports to the Board	Permanent
Annual Capital & Current Budgets as presented to & Adopted by Council	10 plus current
Tenders & Quotations for Equipment - Successful	10 plus current
Tenders & Quotations for Equipment - Unsuccessful	2 plus current
Cancelled Cheques, Bank Statements, Bank Deposit Books, Bank Debit & Credit Notices, Returned Items & Bank Reconciliations & Deposit Slips	6 plus current
Paid Invoices, Cheque Copies & Purchase Order Copies	6 plus current
All Insurance Claims	6 plus current
Special Project Files - Federal & Provincial Government - Make Work Projects	6 plus current
General Correspondence	4 plus current
Applications for Employment	2 plus current
Board Agendas	1 plus current