

Filing of Electronic Documents into Client Folders

Type of Document	Folder	Subfolder	Date to Use	File Name
IRD Assessments	Current Year	Assessments	Date Issued	e.g. Feb 13 - Income Tax Statement
IRD Refunds	Current Year	Assessments	Period/Mth End	e.g. Mar 31 - GST Refund
Outward Letters (& Attachments)	Current Year	-	Date Typed	e.g. Jan 14 - Ltr re Overdue GST (attached)
Bank Statements	Current Year	Bank Statements	Period/Mth End	e.g. Jan 31 - CBS Statement
ACC Statement	Current Year	ACC	Date Issued	e.g. Jan 15 - ACC Statement
GST Returns and Workpapers	Current Year	GST	Period/Mth End	e.g. Jan 31- GST Return or GST Working Papers
Period/Monthly Accounts	Current Year	2009	Period/Mth End	e.g. Mar 31 - Monthly Accounts
Financial Agreements	Permanent	Financial Agreements	Date of Agreement	e.g. Jan 16 - BNZ Loan Agreement
Signed Share Transfers	Permanent	Share Transfers/Alterations	Date of Transfer	e.g. Mar 16 - Share Transfer J Bloggs to M Smith
Correspondence from Solicitor	Permanent	Correspondence	Date of Letter	e.g. Mar 27 - Ltr from RMF re property settlement
Deeds	Permanent	Permanent	Date of Deed	e.g. Mar 27 - Trust Deed
Annual Financial Accounts	Current Year	-		e.g. Name of Client 2009 Draft
Monthly/Period Accounts	Current Year	Monthly/Period Reports	Date of Accounts	e.g. Jan 31 - Monthly Reports

N/B

All Permanent Documents need to be shifted in PDF Manager to Anne's tab for her to file

All Original Copies of Permanent Documents are to be given to Anne unless they need to be sent back to client or solicitor