

Jet Coast Development Trust Ltd.

Record Keeping Procedures

Records are kept in the JCDT office in a lockable filing cabinet. Access to the records is by authorised persons only, those authorised are: JCDT Directors & Enterprise Access Officer.

1. Timesheets – Timesheets must be kept by all JCDT employees. Members of JCDT must record their time where it relates to the Enterprise Access Team and any other funded projects. Timesheets must be signed by the employee/member and authorised by one of the Directors, in the case of Director's timesheets these must be authorised by a second Director.
2. Travel/Subsistence – Accurate records of expenses incurred must be recorded on the travel and subsistence claim form. Parking fees and use of public transport must be evidenced by production of the relevant ticket.
3. Employee Records – Personal files must be kept for each employee. These files will include: CV and other documentation relating to the job application. Details of next of kin & any medical conditions (for emergency purposes), holiday entitlement, sickness/attendance record, initial 3 month appraisal and subsequent annual appraisals, copies of timesheets and travel/subsistence claims.
4. Accident Reporting – The Accident Book is kept at Reception. Record must be made of any accident occurring within the Gateway Centre including the allocated parking area. Entries must be made in the accident book and the Enterprise Access Officer, or other appointed person, advised. (refer to procedure as set out in the accident book)
5. Invoices – All original invoices must be filed in the "Invoice" file. Copies of invoices must be made at the time of receipt and filed in the relevant funders folders. At the end of each month all invoices must be coded and cross referenced against the bank statement. At the year end, March 31st, all the previous year's invoices will be transferred to an archive file with the inclusive dates written on the spine
6. Asset register – All capital items should be entered on the asset register, as soon as they are received, and assigned a reference number. Replacement items must be cross referenced against the item they have replaced. Entry must include details of the supplier and the expiry date of any guarantee or service agreement. Guarantees must be allocated a number corresponding to the item and filed in the Assets register file, in numerical order.
7. Tenants – A separate file will be kept for each tenant. Files will include: a copy of the tenancy agreement, baseline data on turnover of the business, details of assistance given to the tenant by the Enterprise Access Team, copy of the company registration (where applicable) details of any awards or media coverage regarding the business resulting from the assistance given by the Enterprise Access Team .
8. SME assistance – Separate files will be kept to record assistance given to SMEs not accommodated within the Gateway Centre. These will include baseline data of turnover and details of assistance given by the Enterprise Access Team, details of any awards or media coverage regarding the business resulting from the assistance given by the Enterprise Access Team .