

Compensation Determination Process

AWA has annual reviews for all employees. Raises are based on merit and wage pool is determined by the budget. Positions/classifications of jobs are benchmarked against local data and every other year against SAWA reports.

Document Retention Policy

AWA retains records/documents as listed below:

Accounting Records:

Accounts payable & receivable	7 years
Audit reports	Permanent
Chart of Accounts	Permanent
Depreciation schedules	Permanent
Expense records	7 years
Financial statements (annual)	Permanent
Fixed asset purchases	Permanent
General Ledger	Permanent
Inventory records	7 years
Loan payment schedules	7 years
Sales records	7 years
Tax returns	Permanent

Bank Records:

Bank reconciliations	2 years
Bank statements	7 years

Corporate Records:

Board minutes, Bylaws, Business licenses, Insurance policies, Leases/mortgages, Stock registers/transactions, are kept permanently.

Employee Records:

Benefit plans	Permanent
Employee files (ex-employees)	7 years
Employment applications	3 years
Employment taxes	7 years
Payroll records	7 years

Real Property Records:

Leasehold improvements, Lease payments records, Real estate purchases are kept permanently.

Veterinary Records are kept for 5 years.