

Assigning Sort Codes – Board Documents

There are five digits:

YEAR		TYPE	SEQUENCE	
1	4	0	0	5

The example above is for a document posted in 2014. It is a general document (Type 0) and it is the 5th document posted. For types 1, 2, 3, and 6 the sequence is the month. Document types and their sequences appear below:

TYPE	USAGE	SEQUENCE
0	General	Sequence number for the year
1	Financial	Month number
2	Board Minutes	Month number
3	Directors' Reports	Month number
4	AGM Minutes	Use '00'
5	Equipment	Sequence number for the year
6	Fields	Month number
7	Risk Management	Sequence number for the year
8	Not assigned	
9	Not assigned	

Thus, the financial statements for October 2015 would have the sort code 15110, and would be in the category Board of Directors.