

## New Treasurer Handover Checklist

Date & initial when completed
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The following documents need to be transferred from the outgoing to the incoming treasurer:

1.1	All accounting records together with any receipt books, cash books, vouchers etc.	
1.2	All cash balances, counted and agreed by both the incoming and outgoing treasurer. The outgoing treasurer should be given a signed receipt with a copy retained for PCC records.	
1.3	A list of all the outstanding monies owing to, and those owed by the parish, signed by the outgoing treasurer.	
1.4	All bank statements, pass books, unused cheque books, paying in books, copies of all current bank mandates, standing orders, direct debits etc.	
1.5	A list of all bank and investment accounts operated by the parish, signed by the outgoing Treasurer .	
1.6	A list of any bank and investment accounts, and anything else where the documents are sent to the treasurer so that these may be updated with the incoming treasurer's details.	
1.7	All records maintained in relation to Gift Aid including details of all outstanding claims (unless held by Planned Giving Officer).	
1.8	Records for at least the previous 7 years where there is a requirement for them to be retained for this amount of time.	
1.9	The permanent file containing investment fund details, holdings, copies of bank/investment, Schedule of Insurance cover and copies of public liability certificate.	

The following actions need to be taken where there is a change in treasurer:

2.1	Following a PCC resolution immediately change signatories on all bank and investment accounts to ensure that the new treasurer has access to the online account. Two signatures should be required for all payments (it is useful to have at least four signatories in the case that someone is unavailable)	
2.2	Check whether the PCC is, or controls, a registered charity. If so, report change of Trustees to The Charity Commission and any other statutory requirements.	
2.3	If the treasurer is the Planned Giving Officer inform HMRC of the change in name and address.	
2.4	Ensure that the contact details are updated with the incoming treasurer's information.	
2.5	Notify the Deanery Treasurer and the Diocese of the change in Treasurer so that their records can be updated.	