



## Handover Kit Suggestions

### For all executive members

- P&C operations manual / CD
- *Accounting Manual for P&Cs*
- Copies of roles and responsibilities for each position
- Current P&C approved constitution
- Subcommittee bylaws/policies/operating guidelines
- Other P&C policies
- Address list of contacts for assistance – Principal, Business Services Manager, P&Cs NSW, Industrial Relations or an Employers Union, ATO, Raffles, alcohol licences, Insurance Company, DET (Include contact name, phone, fax, email and website information).
- Information on Outside School Hours Care (if one is operated by the P&C Association)
- Quick Guide for P&C Associations available from Central Coast DET and Central Coast P&C.

### President / Secretary

- Current employee letters of employment and details
- Letter from ATO advising ITEC (Income Tax Exempt Charity) status
- Standing orders / meeting procedures
- Register of P&C members
- Register of life members of P&C
- Minutes books with minutes from all meetings since P&C commenced
- Motions register
- P&C template for agenda, minutes format, financial reports format.
- P&C Meeting attendance book
- A list of any important issues/projects which need to be followed up by the new executive.
- Any diary that has been kept by the P&C on issues, events and/or invitations attended by the outgoing executive.
- Building fund DGR (Deductible Gift Recipient) status letter from ATO Bank form for change of signatories for P&C general, subcommittee and any investment accounts

### For Treasurer

#### *Accounting Manual for P&Cs*

- Books of accounts for current and previous year
- List of subcommittees
- Registers for:
  - building fund DGR (Deductible Gift Recipient)
  - cheque, receipt and order books
  - assets
  - accountable forms
  - auditor's statements and reports for the past seven years including current year
  - Bank form for change of signatories for P&C general, subcommittee and any investment accounts Letter from ATO advising Income Tax Concession Charity (TCC) status