

## Checklist for outgoing P&C executive

### To be handed over to the incoming president/secretary

- ✓ *Operations Manual for P&C Associations*
- ✓ CD Copies of roles and responsibilities (from the *Operations Manual for P&C Associations*)
- ✓ Current P&C approved Constitution
- ✓ Subcommittee bylaws/policies
- ✓ Other P&C policies
- ✓ Current employee letters of employment and details
- ✓ Letter from ATO advising TCC (Tax Concession Charity) status previously known as Income Tax Exempt Charity (ITEC)
- ✓ Letter from the ATO advising of DGR (Deductible Gift Recipient) status if a P&C Association has a school building fund.
- ✓ ACNC (Australian Charities and Not-for-profits Commission) Certificate of Registration
- ✓ 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 (this is a suggestion only but it helps new executive continue ongoing actions from motions from the past)
- ✓ Address list of contacts for assistance – Principal, Central Coast District P&C, Fair Work Australia, ATO, Office of Liquor and Gaming, alcohol licences and Insurance provider (Include contact name, phone, fax, email and website information).
- ✓ P&C template for the formats of the agenda, minutes, financial reports
- ✓ A list of any important issues/projects which need to be followed up or continued 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
- ✓ Employee Personnel Records

### To be handed over to the incoming treasurer

- ✓ Copy of the *Accounting Manual for Parents and Citizens Associations*
- ✓ Books of accounts for current and previous year
- ✓ Registers for building fund/DGR (deductible gift recipient)
- ✓ Cheque, receipt, invoice and order books
- ✓ Assets register
- ✓ Auditor's statements and reports for past seven years including current year
- ✓ Bank form for change of signatories for P&C general, subcommittee and any investment accounts
- ✓ All Certificates of Currency relating to insurance
- ✓ Employee Superannuation, wages and conditions package



**For the principal**

- ✓ Ensure the principal has the following for safekeeping:
- ✓ Current approved P&C Constitution
- ✓ Copy of income tax exemption for charities (TCC) letter and deductible gift recipient (DGR) status.
- ✓ School should provide an area for archiving of P&C information and old records. They should not be stored off-site.