

Handover Checklist for New Treasurers

Banking		
	Completed by	Date
The treasurer must be a signatory on all school bank accounts. Ensure contact is made with the school bank in plenty of time to arrange the transfer of names and set up on online banking.		
Have personal identification available – photo, address Id and PPSN required by the bank to be added to the school bank account to avoid delays.		
Make sure bank statements are available for all bank accounts ie printed and filed in order.		
Access to Bank statements for Parents Association Bank Account and agreed arrangements for transfer of funds to school bank account		

Accounts		
	Completed by	Date
Review of files for accounts systems, breakdown of income and expenditure balance of funds / grants carried forward.		
Ensure accounts are brought to update as much as possible.		
Ensure accounts to 31/08/23 are finalized and have been reviewed and sent to the accountant.		
All invoices, delivery dockets, and purchase orders are filed and printed.		
Access to previous year's final accounts and accounting templates.		
Statement of Department grants are available.		
List of DE grants due for the year and access to relevant circulars available		
Ensure payroll reports are available and Revenue payments are up to date.		
Any ongoing building projects information is available.		
Fundraising projects.		
Details of Policy documents and procedures in place around the use of petty cash, use of credit cards, spending limits, cash receipts, OLCS.		

Budgets		
	Completed by	Date
Access to budgets, ensure budget is imported into accounts for comparisons.		
Access to cashflow statements.		

General		
	Completed by	Date
Ensure contracts are in place for all staff paid by the board of management.		
Procurement files and tendering procedures.		
Ensure the Charity regulator has been updated with new board members.		
Email address update – register contact details with FSSU for updates if interested		
Contact the accountant to ensure the submission of accounts are on track		
Review of the Fixed Asset Register		

Revenue Commissioners		
	Completed by	Date
Ensure revenue passwords are reset.		
Transfer of ROS Digi-cert if necessary.		
Payroll systems password reset.		
VAT & RCT ensure returns are updated and training provided.		

Training		
	Completed by	Date
Download the treasurer's manual and governance manual 2023/2027.		
Watch training videos on the FSSU website regarding budgets, and templates.		
Contact management bodies for additional training.		