**Handover checklist for office holders**

In general, ask yourself what you wished someone had told you when you first started and give the next person that information. It is often the ‘obvious’ things that you now take for granted. Below are some prompts for you to consider when handing over to your successor. Note that this is a checklist, and not everything will apply to you.

**For Everyone**

Show the new office holder the “Governance Checklist for Office Holders” so they know what they are required to do for regulatory compliance during their term of office. This and all other Governance documentation is available on the NSW RM Governance webpage <https://www.quakersaustralia.info/organisation/regional-meetings/new-south-wales-regional-meeting/governance>

**LM & RM Clerk / co-clerks**

Provide the new clerk with:

* Copies or electronic copies of minutes of previous Meetings for Worship for Business (past year or longer)
  + (NB) If the Meeting does not have an Archivist, the Clerk will have the responsibility for ensuring records are kept for the legal period (7 years or indefinitely depending on the item). Please use file naming guidelines from RM Archivist for electronic records
* Copy of previous year’s annual report
* Current list of members/ attenders/ children. At the RM level this is done by the Membership Secretary
* List of current office holders of your meeting, with full contact details as well as when they were appointed and when their appointment expires
* List of persons authorised to supervise children, including Working with Children check approval number and expiration date
* Website, Facebook or other social media account details. At RM level, this will be the task of the Web Maintainer
* List of other on-line tools such as website access code for changes to Meeting’s page or email account
* List of all people who currently have access codes for changes to Meeting’s page or email account
* Keys to Meeting House or other properties; list of people who also have keys
* Occupational health and safety inspection records (i.e. hazard reports, site inspection documentation) and record of any action taken as a result of inspection
* Incident record book
* OHS or other safety training records. (All OHS documents must be kept for 7 years)

**LM Treasurer**

Provide the new treasurer with:

* Banking records, books such as deposit or cheque books, bank statements
* Details of term deposits or other investments
* List details of any portable assets (such as a laptop, data projector) and where they are usually stored or with whom
* Record of any retired or disposed assets in past 7 years
* List of bank account signatories and contact details for verification of transactions
* Copy of minutes of business meeting(s) in which signatory changes were made
* Copy of general ledger software and spreadsheet of income and expenditure
* Petty cash arrangements
* Back-up copy of computer records and a device for doing regular back-ups such as separate hard drive
* Access codes and gadgets for internet banking
* Change email address for bank correspondence such as statements and info re term deposits
* Change mailing address for regular bills such as electricity, phone including mobile phone if Meeting has one, rates, insurance, any other regular bills
* Contact details of other office holders, who to ask for which kind of information

**Registrations (if applicable)**

* Certificate of registration from ACNC if registered
* Australian business number (ABN) if registered
* Tax file number if registered if registered
* Goods and services tax (GST) registration if applicable

**Workers and contractors (if applicable)**

* Information about employees or contractors such as gardeners, cleaners
* Details of any obligations in relation to these workers

**Venue Hirer Records (if applicable)**

* Signed agreements with any regular hirers of the building and copy of their public liability insurance certificate of currency

**RM Treasurer (additional)**

* Contact details of auditor (paid or pro-bono)
* Last few years audited financial statements (must be held for 7 years)
* Bank reconciliations
* Current budget as approved by the RM
* Cash flow statement
* Activity statements
* Insurance – details of policies – with whom, for what, renewal dates

**Public Officer (if appointed)**

* Copy of last audited financial statement
* ACNC access code to make changes to records held on computer by ACNC
* Copy of the constitution / rules
* Copy of registration to identify legal structure
* Details of office holders (full name, address, date and place of birth, date of becoming office holder). Could use ACNC forms or create own for this purpose
* Confirmation that office holders are ‘responsible persons’
* List of legal documents and where held for sake-keeping
* Date of incorporation (if appropriate) and last AGM minutes

**Everyone… After you have handed over**

Check in with your successor some time during their first couple of months to see if they need any further information or support. Sometimes people are reluctant to ask for help, or do not realise it is available. They also may not know what questions to ask at the time of handover so having an opportunity to ask later is helpful.