

# **EXECUTIVE HANDOVER CHECKLIST**

**OPERATIONS**

# EXECUTIVE HANDOVER CHECKLIST

This checklist should be completed by the outgoing Executive Committee once the Annual General Meeting (AGM) has been completed and the information and documents listed below must be supplied to the incoming Executive Committee.

Please note that this guide is general to all P&Cs, and that depending on the P&Cs circumstances additional information and/or documents not listed on this checklist may also be required for handover.

---

## FOR ALL EXECUTIVE MEMBERS:

- A copy of your P&Cs most recent P&C Constitution - as adopted at the P&C's AGM (**NOTE: this must be your P&C's personal copy of the Constitution, not the Model Constitution**)
- Highlight important information that is specific to your P&C, including:
  - Quorum for AGM, general meetings, and special meetings
  - P&C Code of Conduct
  - Petty Cash (*if applicable*)
- A copy of the [P&C accounting manual \(education.qld.gov.au\)](http://education.qld.gov.au) – *this document provides all procedures relating to the management of P&C finances*
- P&Cs Qld's [P&C Guide](#)
- [Student Protection Risk Management Strategy](#) – *as endorsed by the P&C at the AGM*
- [Department of Education policies and procedures](#)\*, including:
  - Purchasing Policies and Procedures for P&C Associations
  - Fundraising Policy
  - Parents and Citizens Associations Procedure
  - P&C Social Media Guide
  - Sponsorship Procedure
  - Standing Offer Arrangements (SOA)
- Subcommittee operating guidelines/policies (*if applicable*)
- Other policies relevant to your P&C, including:
  - Smart Choices Strategy
  - Student Representation Policy
- Contact list for the following (including name, position, phone number, email address and/or website):
  - School Principal
  - School Business Services Manager
  - [P&Cs Qld](#)
  - Work Cover (if applicable)
  - ATO

- Willis (WTW) Australia Limited (P&Cs Qld's insurance broker) – [pandcsqld@wtwco.com](mailto:pandcsqld@wtwco.com)
  - Department of Education regional office
  - Auditor
  - Suppliers – tuckshop/uniform shop suppliers, fundraising suppliers
  - Bookkeeper/Accountant – *for P&Cs who engage accounting support*
  - HR Support Services e.g. P&Cs Qld HR Support Service – *for P&Cs with employees*
  - Early Childhood Education and Care Regional Office (ECEC) – *for P&Cs running an OSHC service*
  - QCAN – *for P&Cs running an OSHC service*
  - Nutrition Australia/Queensland Association of School Tuckshops (QAST)
- Any relevant passwords, including:
- Any active P&C email addresses e.g., Outlook, Gmail
  - Blue Card Services Organisational Portal (for President and Secretary only)
  - Accounting software, e.g. XERO, MYOB, QuickBooks, etc
  - Online platforms, e.g., Square, Canva, Microsoft 365
  - Grant portals, e.g., Community Gambling Benefit Fund
  - Supplier platforms e.g., Coles Online
- P&C Association ABN
- All P&Cs Qld [‘How to Guides’](#)
- Link to P&Cs Qld State Discussion Group - [P&Cs Qld State Discussion Group | Facebook](#)
- Link to P&Cs Qld [online training](#)

*\*It is in the best interest of each executive to read all Department of Education policies, the P&C Constitution, and the P&C Accounting Manual, so that they can gain a clear understanding of P&C legislation. These documents can be accessed [via the P&Cs Qld Website > Resources](#).*

---

#### FOR P&CS OPERATING BUSINESSES, WITH VOLUNTEERS OR EMPLOYEES:

- Current workplace policies and operating procedures for each business (including OSHC, tuckshop, uniform shop, swim club, etc), e.g. induction, WH&S, first aid, etc
- Blue Card Organisational Portal up-to-date with records of all employees & volunteer (if required) Blue Cards
- Current employee personnel files – files should include Employment Contract, Tax File Numbers, Superannuation information, Position Descriptions, record of any training staff have attended, and their starting date
- A copy of the [Parents and Citizens State Award 2016 – current version](#)
- Employment records of time and wages – records should contain information for each pay period detailing the number of hours worked, times employees started and stopped work and details of work breaks
- List of emergency staff/volunteers (if any)

- Current record of all leave entitlements including Long Service Leave
  - List of all employees from the previous 6 years – *including full name and address, date of birth, date employee commenced and ceased employment (if applicable)*
  - WorkCover policy and any additional insurance information, including certificate of currency and policy information if you hold a separate Management Liability Policy
  - If operating an OSHC, update the Approved Providers
- 

#### **PRESIDENT/SECRETARY:**

- Register of current P&C members, including life members
- Previous AGM minutes
- Location of minutes from all meetings since P&C commenced
- All documents from the previous AGM, including membership forms and Executive nomination forms for filing
- Motions register – *recommended for P&Cs to keep track of previous motions and motions in progress*
- Templates for agenda and minutes – *please see 'How to Guide to AGMs' for meeting templates*
- Meeting attendance register
- Blue Card register<sup>^</sup> via the P&C's Organisational Portal for all non-parent members, P&C employees, volunteers and Executive Committee (where applicable)
- [Record retention schedule](#)
- Any important information or correspondence on issues/projects which are still in need of following up or continued by the incoming Executive Committee, e.g. earmarked funds, grants to be acquitted
- Passwords to any social media or P&C managed websites
- All documents/information related to previous P&C events/activities, e.g. event summaries

<sup>^</sup> P&Cs are required to maintain their own Blue Card Register separately to the school as they are separate entities & each bound by confidentiality.

---

#### **TREASURER:**

- P&C Accounting Manual
- Books of Accounts for current and previous year (if using paper accounting method)

- Login details for online Accounting Tools e.g., Xero, MYOB
- Access to all archived records – *including all auditors statements and reports for the past 7 years*
- List of all bank accounts
- List of all active subcommittees that operate accounts and their operating guidelines
- List of debit cards or petty cash, as applicable
- Note if the P&C registered for GST or not
- Asset Register, includes all assets owned by the P&C, e.g. Executive laptop(s), printer, fridge, freezer, freestanding oven, large OSHC equipment, etc
- Copies of previous stocktakes
- Bank forms to change over signatories for all P&C bank accounts - *including any subcommittee accounts (if any)*
- Update Treasurer contact details as the Authorised Contact person with the ATO, including ABN and Relationship Authorisation Manager (RAM) – the Treasurer will need a myID.  
NOTE: this is needed to complete the annual Not-For-Profit self-reporting return.
- P&C insurance details, including policy wordings
- All staff payroll information (*if any*)
- All outstanding and recently actioned invoices
- [Department of Education accounting keeping tools](#), including:
  - P&C cashbook
  - P&C online training package
  - Annual budget and monthly profiling template
  - P&C Treasurer key tasks
  - P&C online training package
  - P&C compliance Report – required for presentation at AGM
  - P&C annual financial reporting requirements – required for end of year audit and reporting

---

**REMEMBER - WHEN COMPLETING YOUR EXECUTIVE HANDOVER, DON'T FORGET TO:**

- Advise P&Cs Qld of the new executive details by logging into our website and clicking “My Account” and then “Update Exec Details”, alternatively you can complete [this form](#)
- Update your HR authorised contacts, if you have a P&Cs Qld HR Support subscription please email [hrsupport@pandcsqld.com.au](mailto:hrsupport@pandcsqld.com.au) (advise two contacts’ name, role, mobile number & personal email address)
- Submit your P&C DoE annual reporting requirements to your school’s regional office

- ❑ Change bank signatories – remove outgoing Executives and add incoming Executives
- ❑ Remove outgoing Executives email addresses from the P&C static email address and add the incoming Executives' email addresses e.g. [pandc@yourschool.eq.edu.au](mailto:pandc@yourschool.eq.edu.au) (to update your details, please see the school MIS coordinator. This is usually the school IT or Business Services Manager).
- ❑ Remove all outgoing Executives from all P&C utilised platforms, and change passwords if required
- ❑ Update the P&C page on the school website to include the new Executive Committee (please see the school marketing officer/school administration to complete this)
- ❑ Update contact details with suppliers for tuckshop, uniforms, OSHC, etc. e.g., Coles, Woolworths, local grocers, etc.
- ❑ Update President contact details with Blue Card Services
- ❑ Update contact details with third party memberships e.g. QAST, QCAN