



Checklist for Outgoing P&C Executive

To be handed over to the incoming president/secretary

- ✓ Current P&C approved Constitution
- ✓ Subcommittee bylaws/policies
- ✓ Other P&C policies
- ✓ Current employee letters of employment and details if applicable to your P&C
- ✓ Letter from ATO advising TCC (Tax Concession Charity) status
- ✓ ATO letter advising of DGR (Deductible Gift Recipient) status if a school building fund.
- ✓ ACNC (Australian Charities and Not-for-profits Commission) Certificate of Registration
- ✓ Membership register including life members
- ✓ Minutes from all meetings since P&C commenced
- ✓ Motions register (it helps executives continue ongoing actions from past motions)
- ✓ Address list of contacts for assistance – Principal, North Sydney District Council P&C, Fair Work Australia, ATO, ACNC, Insurance provider. Local state and federal MPs, NSW P&C Federation (Contact name, phone, 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
- ✓ Bank account details and passwords to all software
- ✓ Employee Personnel Records

To be handed over to the incoming treasurer

- ✓ Books of accounts for current and previous year
- ✓ Registers for building fund/DGR (deductible gift recipient)
- ✓ Receipt, invoice and order books
- ✓ Assets register
- ✓ Auditors contact details



- ✓ 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 information

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 P&C information and old records. They should not be stored off-site.