

## Incorporated Playgroup Handover Checklist

Item/Task/Description	Person Responsible	Completed		
		Yes	No	N/A
<b>Financial Information</b>				
Bank account information (for all accounts)				
Bank account change of signatories' form				
Bank statements for last 7 years and/or log-on information to access				
Grant information including past applications				
Financial information for current year – budget/fees/expenditure commitments/issues				
Information Statements – information about what it is, how to submit, due date and copies of past statements (if available)				
Exiting president/treasurer to unlink their personal profile with Associations Online after giving incoming president/treasurer access.				
<b>Incorporation Information</b>				
Playgroup's Constitution (and explanation of required roles, quorums etc)				
Incorporation Certificate				
<b>Committee Information</b>				
Committee contacts from outgoing committee				
Incoming committee names and contacts				
Committee roles and responsibilities				
Agendas and Minutes of meetings				
Social media and email account log-in/passwords				
<b>Insurance Information</b>				
Insurance documents/information				
Attendance records (need to keep for 20 years)				
Accident and Injury form and records/information/book				
Certificate of Currency				
<b>PGWA Membership Information</b>				
Membership records including enrolment forms				
Portal log-in details and instructions				
Advise PGWA via email of changes to Committee positions				
<b>Venue Information</b>				
Copy of venue lease (if applicable)				
Rent/Hire documents and information (including costs and contacts)				
Information about venue responsibilities eg maintenance, utilities				
Key arrangements/ Key register				
<b>Playgroup WA</b>				
PGWA Development Officer information and contact				
PGWA office contact information				
Information about support that is available from PGWA				
PGWA website and Resource Kit				
Subscribe/Join PGWA social media including Committee Facebook Group <a href="https://www.facebook.com/PlaygroupWA/">https://www.facebook.com/PlaygroupWA/</a> <a href="https://www.facebook.com/groups/pgwacommittee">https://www.facebook.com/groups/pgwacommittee</a>				
<b>Other Information</b>				
Policies and Procedures				
Inventory of toys and equipment				
Activity ideas and information				
Incursions and Excursion ideas				