

## Playgroup Handover Checklist

Are you an incorporated group? Please use the [Incorporated Playgroup Checklist](#)

Item/Task/Description	Person Responsible	Information required (Logins/AGM dates/links contact etc.)	Completed		
			Yes	No	N/A
<b>Financial Information</b>					
Bank account information					
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					
If your group has an ABN – name and login details for ATO (through My Gov) needs to be changed if person leaving					
<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					
Gmail login if using online forms and documents					
<b>Policies and Procedures</b>					
Health and Safety/Risk Assessment					
Behaviour Policy/Conflict Policy/Social Media Policy					
Playgroup rules charter					
<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					
Inventory of toys and equipment (required for insurance)					

<b>PGWA Membership Information</b>					
Membership records including enrolment forms					
Membership system instructions					
Change committee positions in the membership system					
<b>Venue Information</b>					
Rent/Hire documents and information including costs and contacts					
Information about venue responsibilities e.g. maintenance, utilities					
Key arrangements					
SpacetoCo login if used for bookings					
Venue/Facilities contact					
<b>Playgroup WA</b>					
PGWA Development Officer information and contact		See link below			
PGWA office contact information		<a href="mailto:hotline@playgroupwa.com.au">hotline@playgroupwa.com.au</a>			
Information about support that is available from PGWA					
PGWA website and Resource Kit – templates/guides etc		<a href="https://resourcekit.playgroupwa.com.au/">https://resourcekit.playgroupwa.com.au/</a>			
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>					
Activity ideas and information					
Incursions and Excursion ideas					
Community Development Officer contact in Local Government					
Promotion information/Links to Canva/Fliers/Images etc					
Local business contacts/Grants information					
For Information and support please contact your <a href="#">Playgroup Development Officer</a> or email <a href="mailto:hotline@playgroupwa.com.au">hotline@playgroupwa.com.au</a>					