**Diocese of Sheffield** 

**Treasurer Handover Checklist**

The purpose of a treasurer handover checklist is to give new and old treasurers the confidence that everything has been completed and transferred over correctly.

**Church / Parish Name:**

**Persons completing the checklist**

Old Treasurer:

New Treasurer:

Clergy / PCC Member:

|  |  |  |
| --- | --- | --- |
| **Key points to cover** | **Y/N/NA** | **Notes** |
| Obtain possession of all cash balances, counting in the presence of the person retiring and give a written receipt, keeping a copy for PCC records. |  |  |
| Ask for a signed list of all monies owing to the PCC and a list of all creditors owed by the PCC. |  |  |
| Ask for a signed list of all creditors owed by the PCC. |  |  |
| Ask for a signed list of all bank and investment accounts operated by the PCC and the signing arrangements. |  |  |
| Ask for a signed list of accounting/record books kept and take possession along with receipt books, cash book and vouchers etc. |  |  |
| Ask for a set of annual accounts from the previous year and for accounts up to handover. |  |  |
| Establish what type of funds the PCC holds. Where the funds are restricted, the paperwork is required relating to the restriction. |  |  |
| Establish who counts and records the collections at services and what procedures are in place. |  |  |
| Immediately change signatories on all bank and investment accounts, following PCC resolution. Also, change the address to which statements should be sent (if necessary). |  |  |
| If dividends/interest from investments are not paid directly to bank accounts, advise the payer of any change of address. |  |  |
| Find out what basis the accounts are prepared on – Receipts and Payments or Accruals. |  |  |
| Establish if the church is registered as a charity with Charities Commission. It is a legal obligation that the church should be registered if the total of all its income exceeds £100,000. |  |  |
| If the church is a registered charity make sure that the Charity Commissioners Regulations/Statement of Recommended Practice (SORP) are applied, make any necessary changes to trustees and ensure accounts are filed up-to-date with the Charities Commission. |  |  |
| Check who does the gift aid claim and how up-to-date it is. If Treasurer’s responsibility, change the authorised person details with HMRC. Obtain all the necessary individual records. |  |  |
| Does the church have any employees and if so who runs the payroll? |  |  |
| Obtain all logins and change passwords. Logins for: Parish Returns, Charities Commission (if the church is a reg. charity), ACAT, Bank – if online banking is used, HMRC – for claiming gift aid online if done by treasurer/for payroll if the church has one. |  |  |
| Obtain a copy of the PCC meeting dates and ensure there is a finance section. |  |  |
| Establish who counts and records the collections at services and what procedures are in place. |  |  |
| Ensure that:  (a) the Diocesan Secretary and the Finance team are notified with new contact details; and  (b) obtain the copy of the “PCC Accountability Guide” |  |  |
| Retain records for at least the previous 7 years, where there is a requirement for them to be kept for this amount of time. |  |  |

**SIGNED AND WITNESSED BY:**

**Previous Treasurer New Treasurer**

**Name: Name:**

**Signature: Signature:**

**Date: Date:**

**Clergy / PCC Member:**

**Name: Role:**

**Signature: Date:**

**SOURCES OF INFORMATION**

GIFT AID: [Claiming Gift Aid as a charity or CASC: Overview - GOV.UK (www.gov.uk)](http://www.gov.uk/claim-gift-aid)

CHARITY COMMISSION: [The Charity Commission - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/charity-commission)

STATEMENT OF RECOMMENDED PRACTICE: [The Charities Statement of Recommended Practice (SORP) - GOV.UK (www.gov.uk)](http://www.gov.uk/government/publications/charities-sorp-2005)

PARISH RETURNS ONLINE: [Parish Returns Online (churchofengland.org)](http://parishreturns.churchofengland.org/component/cofe/home)

ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS (ACAT): [Home - ACAT](https://www.acat.uk.com)

**CHURCH SUPPORT TEAM:**

**Church Operations and Generosity Development Team Leader,**

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