# Financial handover statement

| **School Number** | **School Name** | |
| --- | --- | --- |
|  |  | |
| **Outgoing Principal** | | **Incoming Principal** |
|  | |  |

| **School Financial Position – (attach current Balance Sheet)** | | | |
| --- | --- | --- | --- |
| **Bank Account Balances** |  | | |
| **Account** | **Institution** | **Balance** | **Signatories** |
| Official Account |  |  |  |
| High Yield Investment Account |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add additional rows as required

| **Receivables** |  |
| --- | --- |
| Accounts Receivable  (show total and attach Family Trial Balance) |  |
| Sundry Debtors  (show total and attach Sundry Debtor Trial Balance) |  |

| **Non-Current Assets** |
| --- |
| To the best of my knowledge, the asset register constitutes a true record of accountable items on hand at the school at the time of handover.  (Attach copy of borrowed items register if applicable) |

| **Liabilities** | | | |
| --- | --- | --- | --- |
| Accounts Payable  (show total and attach Creditors Trial Balance and Outstanding Invoices report) | |  | |
| Outstanding Orders  (show total and attach Outstanding Purchase Orders report) | |  | |
| Co-operative Loan Balance (if applicable) | |  | |
| Co-operative Loan Monthly Repayments (if applicable) | **Capital** | | **Interest** |
|  | |  |

| **School Operating Position** |
| --- |
| Attach the following documents:   * Master Cash Budget * CASES21 Operating Statement * CASES21 Annual Sub Program Budget Report * List of persons authorised by school council to sign purchase orders |

| **Student Resource Package – SRP** | | |
| --- | --- | --- |
| Actual Budget Management Report Surplus/Deficit | |  |
| Planner Budget Management Report Surplus/Deficit | |  |
| Attach copies of the following documents: | | |
| * SRP School Budget Management Report * SRP Planner School Budget Management Report | * SRP Trend Analysis Report * Workforce Plan * Staff Summary | |

| **School Purchasing Card** | |
| --- | --- |
| **Card Holder** | **Position/Comments** |
|  |  |
|  |  |
|  |  |

Add additional rows as required

| **Financial Support** | |
| --- | --- |
| Workforce Bridging  (show total and attach Workforce Bridging report and letter) |  |
| Cash Flow Assistance  (show balance remaining and attach support request and repayment schedule) |  |

| -------------------------------------- | ---------------- | ------------------------------------- | ----------------- |
| --- | --- | --- | --- |
| *(Signature of the Departing Principal)* | *(Date)* | *(Signature of Witness)* | *(Date)* |
| The above statement agrees with the financial records of the school at the date of handover. | | | |
| -------------------------------------- | ---------------- | ------------------------------------- | ----------------- |
| *(Signature of the newly appointed Principal or School Council Office bearer)* | *(Date)* | *(Signature of Witness)* | *(Date)* |