# 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
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| **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)* |