

# Financial Control no6

## Handover Statement of Financial Accounts and Assets on a Change of Headteacher

It is advisable when a Headteacher leaves a school that there should be a formal verification and handover of all the key information, financial assets and accounts of the school.

This document is designed to facilitate a handover procedure. Both the incoming and outgoing Headteacher have the opportunity to ensure that all the interested parties are happy that all the essential information is in good order at the point of handover for the benefit of the pupils in their care.

### **NB: ALL FIGURES IDENTIFIED SHOULD BE THOSE AT THE DATE OF HANDOVER**

		AMOUNT £	COMMENTS
<b>SCHOOL BANK ACCOUNTS (Reconciliation Report completed and attached)</b>			
1	Bank balance from FMS6/accounts package (Income & Expenditure Report attached)		
2	Petty Cash in school		
3	Bank balances from physical bank Statement(s) (copies attached) a) Current Account b) Deposit Account c) Other Account/s		
4	Unpresented Cheques		
5	Unpresented Income		
6	Reconciliation Report balances at the date of handover	YES/NO*	
7	Bank notified of change of signatories or if Nat West corporate scheme forms sent to Schools Financial Services	YES/NO*	
8	<b>onecard</b> and Purchase cards reviewed and cancelled/reissued (if applicable)	YES/NO*	
<b>STATUTORY RETURNS</b>			
9	Approved 3 year plan original year-end forecast surplus/deficit		
10	Current year-end surplus/deficit forecast from most recent monitoring report		

11	Loan Balance (if Applicable)		
<b>SCHOOL VOLUNTARY FUND</b>			
12	Reconciled Bank Balance		
13	Petty Cash Balance		
14	Outstanding Income		
15	Outstanding Expenditure		
16	Bank notified of changes to signatories	YES/NO*	
If other accounts have been set up please use a separate sheet for details of these accounts			

<b>SECURITY OF EQUIPMENT AND ASSETS</b>			
17	Asset Register checked and agreed	YES/NO*	
18	All keys (including safe keys accounted for and handed over)	YES/NO*	
19	Password to computer systems changed as necessary	YES/NO*	
<b>Dinner money (where appropriate)</b>			
20	Agreed amount of receipts awaiting deposit		
<b>ANY OTHER INCOME</b>			
21	Agreed amount of other receipts awaiting deposit		
Any other financial issues the outgoing Headteacher should make the incoming Headteacher Officer aware of: ..... ..... ..... ..... ..... .....			

\*Delete as appropriate

## STAFF INFORMATION

Staff and Teaching Assistants Pay Points	
Teaching Assistants Hours and Days	
Catering Contract	

## Strategic School Documents

<b>Documents</b>	<b>Person Responsible</b>	<b>Date of Revision</b>	<b>Where Located (File or Folder name)</b>
Vision/Mission Statement/Aims & Objectives			
School Development Plan			
SEF (and access code)			
Parent Survey			
Pupil Survey			
Ofsted Report Ofsted Plan (If applicable)			
Church Inspection Report (If applicable)			
School Prospectus			
School Profile			
List of School's initiatives with LA and who is responsible			
Staff Responsibilities/Job Description/Contracts of Employment/Performance Management Targets			
Single Central Record			
School 3 Year Budget Plan including salaries  Monthly Monitoring Returns  Projected Developments  3 Year Salary Plan  Leasing Agreements  Date of Last Compliance Visit			

SFVS			
Personnel Service Level Agreement			
Providers of Professional Services Contracts (e.g. Finance)			
Voluntary Fund Name of Auditor and date of last audit			
Governing Body register/business interests			
Health and Safety Risk Assessment			

## Headteacher Handover Checklist

### Recommended Procedures

1. The outgoing Headteacher needs to ensure that all elements of this document are completed with the support of school based staff. This document then needs to be discussed with the incoming Headteacher during a meeting at a mutually convenient time before the end of term or notice.
2. The incoming Headteacher needs to ensure that all items are checked and verified and where necessary appropriate action taken. The location of documents, data and keys also needs to be clarified at this meeting.
3. Should the incoming Headteacher not be known or is not available then the outgoing Headteacher should arrange to complete the handover procedure with an Officer/Governor/Deputy Headteacher who is remaining at the school and who has been assigned the task by the Governing Body.
4. It needs to be noted that it is the responsibility of the outgoing Headteacher to discharge his or her financial responsibilities before leaving the school.
5. A copy of this booklet needs to be retained in the school.
6. A completed copy needs also to be shown to the Chair of Governors.

Signed ..... Outgoing  
Headteacher

Signed ..... Incoming  
Headteacher

Signed .....  
Chair of Governors