Section 6
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**

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

SCHOOL VOLUNTARY FUND

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

SECURITY OF EQUIPMENT AND ASSETS

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*

Dinner money (where appropriate)

20 Agreed amount of receipts awaiting deposit

ANY OTHER INCOME

21 Agreed amount of other receipts awaiting deposit

Any other financial issues the outgoing Headteacher should make the incoming Headteacher Officer aware of:

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*Delete as appropriate
# STAFF INFORMATION

<table>
<thead>
<tr>
<th>Staff and Teaching Assistants Pay Points</th>
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<table>
<thead>
<tr>
<th>Teaching Assistants Hours and Days</th>
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<thead>
<tr>
<th>Catering Contract</th>
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</table>
### Strategic School Documents

<table>
<thead>
<tr>
<th>Documents</th>
<th>Person Responsible</th>
<th>Date of Revision</th>
<th>Where Located (File of Folder name)</th>
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</thead>
<tbody>
<tr>
<td>Vision/Mission Statement/Aims &amp; Objectives</td>
<td></td>
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<tr>
<td>School Development Plan</td>
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<tr>
<td>SEF (and access code)</td>
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<tr>
<td>Parent Survey</td>
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<tr>
<td>Pupil Survey</td>
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<tr>
<td>Ofsted Report</td>
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<tr>
<td>Ofsted Plan (If applicable)</td>
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<tr>
<td>Church Inspection Report (If applicable)</td>
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<tr>
<td>School Prospectus</td>
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<tr>
<td>School Profile</td>
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<tr>
<td>List of School’s initiatives with LA and who is responsible</td>
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<tr>
<td>Staff Responsibilities/Job Description/Contracts of Employment/Performance</td>
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<tr>
<td>Management Targets</td>
<td></td>
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<tr>
<td>Single Central Record</td>
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<tr>
<td>School 3 Year Budget Plan including salaries</td>
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<tr>
<td>Monthly Monitoring Returns</td>
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<td></td>
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<tr>
<td>Projected Developments</td>
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<tr>
<td>3 Year Salary Plan</td>
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<tr>
<td>Leasing Agreements</td>
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<tr>
<td>Date of Last Compliance Visit</td>
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<td>SFVS</td>
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<tr>
<td>Personnel Service Level Agreement</td>
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<tr>
<td>Providers of Professional Services Contracts (e.g. Finance)</td>
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<tr>
<td>Voluntary Fund Name of Auditor and date of last audit</td>
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<tr>
<td>Governing Body register/business interests</td>
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<tr>
<td>Health and Safety Risk Assessment</td>
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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