

CHECKLIST FOR NEW TREASURER

This is a suggested checklist list of information to obtain from the retiring treasurer. Where possible have a meeting with the retiring treasurer with the incumbent present to work through this list and also to chat through the accounts and the types of income and expenditure. Where possible ensure that paperwork is signed and dated by yourself and the retiring treasurer.

1.	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.	<input type="checkbox"/>
2.	Ask for a signed list of all monies owing to the PCC to the best of the knowledge of the person retiring.	<input type="checkbox"/>
3.	Ask for a signed list of all creditors owed by the PCC to the best of the knowledge of the person retiring.	<input type="checkbox"/>
4.	Ask for a signed list of all bank and investment accounts operated by the PCC and the signing arrangements, and take possession of all bank statements, pass books, etc.	<input type="checkbox"/>
5.	Obtain all unused cheque books and bank paying-in books.	<input type="checkbox"/>
6.	Immediately change signatories on all bank and investment accounts, following PCC resolution. Also change address to which statements should be sent (if necessary).	<input type="checkbox"/>
7.	If dividends/interest from investments are not paid directly to bank accounts, advise payer of any change of address.	<input type="checkbox"/>
8.	Obtain a signed list of accounting/record books kept by the person retiring and take possession, together with receipt books, cash book and vouchers, etc.	<input type="checkbox"/>
9.	Obtain a set of accounts – both the last set of annual accounts and a set up to handover	<input type="checkbox"/>
10.	Find out what basis the accounts are prepared on – Receipts and Payments or Accruals	<input type="checkbox"/>
11.	Establish what types of funds the PCC holds and where the fund is restricted/endowed the paperwork relating to the restriction.	<input type="checkbox"/>
12.	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	<input type="checkbox"/>
13.	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 filed up-to-date with the Charities Commission	<input type="checkbox"/>
14.	Check who does the gift aid claim and how up to date it is. If Treasurer's responsibility change the responsible person details with HMRC. Obtain all the necessary individual records.	<input type="checkbox"/>
15.	Establish who counts and records the collections at services and what procedures are in place.	<input type="checkbox"/>
16.	Does the church have any employees and if so who runs the payroll?	<input type="checkbox"/>
17.	Obtain all logins and change passwords. Logins for: Parish Returns Charities Commission (if church a charity) ACAT Bank – if online banking is used HMRC – for claiming gift aid online if done by treasurer/for payroll if church has one	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18.	Obtain a copy of the PCC meeting dates and ensure there is a finance section	<input type="checkbox"/>
19.	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"	<input type="checkbox"/> <input type="checkbox"/>
20.	In cases of difficulty regarding the changeover, assistance and advice can be obtained from the Finance team at Church of England, 1 Colmore Row.	<input type="checkbox"/>