**Incorporated Playgroup Handover Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/Task/Description** | **Person Responsible** | **Information required**  **(Logins/AGM dates/Playgroup WA contact etc.)** | **Completed** | | |
| **Yes** | **No** | **N/A** |
| **Financial Information** |  |  |  |  |  |
| Bank account information (for all accounts) |  |  |  |  |  |
| Bank account change of signatories’ form |  |  |  |  |  |
| Bank statements for last 7 years and/or log-on information to access |  |  |  |  |  |
| Grant information including past applications |  |  |  |  |  |
| Financial information for current year – budget/fees/expenditure commitments/issues |  |  |  |  |  |
| Information Statements – information about what it is, how to submit, due date and copies of past statements (if available) |  |  |  |  |  |
| Exiting president/treasurer to unlink their personal profile with Associations Online after giving incoming president/treasurer access. |  |  |  |  |  |
| ATO responsible contact – change of details with ATO |  |  |  |  |  |
| ACNC responsible contact – change of details with ACNC |  |  |  |  |  |
| **Incorporation Information** |  |  |  |  |  |
| Playgroup’s Constitution (including explanation of required roles, quorums etc) |  |  |  |  |  |
| Incorporation Certificate |  |  |  |  |  |
| **Committee Information** |  |  |  |  |  |
| Committee contacts from outgoing committee |  |  |  |  |  |
| Incoming committee names and contacts |  |  |  |  |  |
| Committee roles and responsibilities |  |  |  |  |  |
| Agendas and Minutes of meetings |  |  |  |  |  |
| Social media and email account log-in/passwords |  |  |  |  |  |
| Gmail login if using online forms and documents |  |  |  |  |  |
| **Insurance Information** |  |  |  |  |  |
| Insurance documents/information |  |  |  |  |  |
| Attendance records (need to keep for 20 years) |  |  |  |  |  |
| Accident and Injury form and records/information/book |  |  |  |  |  |
| Certificate of Currency |  |  |  |  |  |
| Inventory of toys and equipment |  |  |  |  |  |
| **PGWA Membership Information** |  |  |  |  |  |
| Membership records including enrolment forms |  |  |  |  |  |
| Portal log-in details and instructions |  |  |  |  |  |
| Advise PGWA via email of changes to Committee positions |  |  |  |  |  |
| **Policies and Procedures** |  |  |  |  |  |
| Health and Safety/Risk Assessment |  |  |  |  |  |
| Behaviour Policy/Conflict Policy/Social Media Policy |  |  |  |  |  |
| Playgroup rules charter |  |  |  |  |  |
| **Venue Information** |  |  |  |  |  |
| Copy of venue lease (if applicable) |  |  |  |  |  |
| Rent/Hire documents and information (including costs and contacts) |  |  |  |  |  |
| Information about venue responsibilities e.g. maintenance, utilities |  |  |  |  |  |
| Key arrangements/ Key register |  |  |  |  |  |
| SpacetoCo login if used for bookings |  |  |  |  |  |
| Venue/Facilities contact |  |  |  |  |  |
| **Playgroup WA** |  |  |  |  |  |
| PGWA Development Officer information and contact |  |  |  |  |  |
| PGWA office contact information |  | [hotline@playgroupwa.com.au](mailto:hotline@playgroupwa.com.au) |  |  |  |
| Information about support that is available from PGWA |  |  |  |  |  |
| PGWA website and Resource Kit |  | <https://resourcekit.playgroupwa.com.au/managing-a-community-playgroup/incorporated-playgroups/> |  |  |  |
| Subscribe/Join PGWA social media including Committee Facebook Group  <https://www.facebook.com/PlaygroupWA/> <https://www.facebook.com/groups/pgwacommittee> |  |  |  |  |  |
| **Other Information** |  |  |  |  |  |
| Community Development Officer contact in Local Government |  |  |  |  |  |
| Promotion information/Links to Canva/Fliers/Images etc |  |  |  |  |  |
| Activity/Incursions/Excursions ideas |  |  |  |  |  |
| Local business contacts/Grants information/Fundraising |  |  |  |  |  |