# Attachment 7 - Committee Handover checklist (not relevant for parent advisory groups)

The purpose of the handover meeting is for the outgoing committee of management to exchange relevant information and hand over the books/documents related to the management of the organisation to the incoming committee. It will also be necessary to complete the appropriate financial and Approved Provider forms to transfer information and authority for signing cheques and operating bank accounts. It is important that all information is up-to-date and accurate and that forms to be completed are current prior to convening this meeting.

**Committee handover meeting**

All members should be included in the following:

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| **Information to be discussed** | **Comments** | **Completed** |
| Meeting dates and venues – the constitution will determine how often the committee must meet |  |  |
| Current issues within the service, who is involved and who is dealing with it, for example:   * Quality Improvement Plan * employment of new staff * staff validation/performance management * finance issues, if any * grant applications |  |  |
| Incomplete tasks, such as any policy reviews underway, next fundraising event, etc. |  |  |
| Strategic/long-term plans, e.g. playground redevelopment |  |  |
| Meeting procedures, including minutes, agendas, action sheets, reports, who attends, decision making |  |  |
| Financial status of the organisation and budget |  |  |
| Current state of enrolments and fee level |  |  |
| Service security:   * alarm systems and codes * key register, access to keys |  |  |
| Outline of duties of office bearers: president, vice-president, secretary, treasurer.  These people will also need to meet with their outgoing counterparts to discuss all relevant information and handover documents. |  |  |
| Responsibilities of general members who have specific roles, such as fees officer, enrolment officer, fundraising, maintenance, other positions created by the committee.  These people will also need to meet with their outgoing counterparts to discuss all relevant information and handover documents. |  |  |
| Confidentiality, including:   * importance of acting responsibly and complying with the organisation’s privacy policy * guidelines for communicating with media |  |  |
| Regulatory and funding requirements, including:   * responsibilities of the committee as Approved Provider * legal requirements as set out in the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 * funding requirements as set out in the DET Kindergarten Funding Guide * Quality Improvement Plan * Child Safe Standards * Reportable Conduct Scheme - Head of Organisation |  |  |
| ELAA membership services:   * telephone advisory service * resources * training * newsletters, website, e-news   Due to the voluntary nature of committees, and the changeover of its members from year to year, committee training is vital and cannot be underestimated. It is important that as many committee members as possible attend the ELAA free committee training sessions held throughout the year and access online webinars, online learning modules and resources via the ELAA website. |  |  |
| **Documents/information to be handed over or located** | **Comments** | **Completed** |
| Committee member operational handbook (for each member) |  |  |
| Parent information book/service handbook |  |  |
| Details of the organisation’s operational structure for the following year |  |  |
| Staff planning sheet (rosters, contact/non-contact attendance times) |  |  |
| Staff personnel files |  |  |
| Telephone numbers of important contacts – that is, ACECQA, DET Regional and Central Office, ELAA, local council etc |  |  |
| Location of:   * approval certificate – displayed in the foyer * Education and Care Services National Law Act 2010 * Education and Care Services National Regulations 2011 * service’s policy book, containing copies of all current policies (those required by legislation, operational policies and procedures and staff policies) * ELAA membership certificate and number * Quality Improvement Plan * Child Safe Standards Information * Constitution * Personnel files * Approved Provider and Service Approval certificate * Access to employment agreement |  |  |
| Resources, including:   * DET & ACECQA publications (Early childhood organisations should have a copy of each of the following): * *Guide to the National Quality Framework* * *DET Kindergarten Funding Guide* * VMIA Insurance Guide and FAQs for CSOEs (services receiving DET funding) * ELAA resources (recommended): * *Early Childhood Management Manual* * *PolicyWorks Manual – NQF* * *Fundraising Made Simple* * *Preschool Matters* * ELAA website and *e-news* bulletin |  |  |
| **Actions** | **Comments** | **Completed** |
| Complete the *Notification of Change to information about Approved Provider (PA08)* form, online - [www.acecqa.gov.au](http://www.acecqa.gov.au). This form must be completed within 14 days of the AGM or when changes have occurred. |  |  |
| The Executive members of the committee are considered to have management or control of the approved service (as outlined in the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011)* and must complete a *Declaration of Fitness and Propriety (PA02)* form. The form can be downloaded from [www.acecqa.gov.au](http://www.acecqa.gov.au). |  |  |
| Sight and verify police records check and *Working With Children* check cards for any relevant committee members, as determined by legislation, the organisation’s constitution or organisational requirements agreed to by the committee.  (ELAA recommends all people handling money have a police check). |  |  |
| Notify the Australian Business Register (ABR) (within 28 days) regarding the change of office bearers details,   * online through [Australian Business Register External Link](https://abr.gov.au/For-Business,-Super-funds---Charities/Updating-or-cancelling-your-ABN/Update-your-ABN-details/) or [Business Portal External Link](https://bp.ato.gov.au/) * by phone – if you're an authorised contact for the business, phone the business enquiries line (not applicable for adding or updating public officer details) * by lodging a form – order the Change of registration details form (NAT 2943) using the [online publication ordering service for business](https://business.iorder.com.au/blogin.aspx) |  |  |
| Complete contact details of committee members. |  |  |
| Change to login details - NQA ITS ACECQA |  |  |
| Distribute contact details to all committee members. |  |  |
| Distribute list of meeting dates, times and venues as discussed. |  |  |
| Decide who will be responsible for following up any current issues/incomplete tasks. |  |  |
| Handover keys to appropriate people. Record details in key register. |  |  |
| Handover any electronic devices/accessories such as laptops, tablets, external hard disk, USB storage device etc. |  |  |
| Complete committee member declaration. |  |  |
| Set up subcommittees. (It is recommended that three or four committee members are nominated for each of the following subcommittees.)   * complaints subcommittee * staffing subcommittee. |  |  |
| Other committee members may be nominated to be chairperson for other subcommittees, including:   * fundraising * quality assessment * policy review * maintenance * other subcommittees as determined by the committee. |  |  |
| The committee needs to determine the responsibilities of the subcommittees and the extent of their authority - Terms of reference, and record decisions in the meeting minutes |  |  |

**President**

The retiring president needs to inform the incoming president of the statutory operating requirements and any issues with which the service is currently dealing, providing a ‘big picture’ of the organisation’s operation.

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| **Information to be discussed** | **Comments** | **Completed** |
| Service’s constitution |  |  |
| Incorporation responsibilities – information about the responsibilities of an Incorporated Association can be found at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) |  |  |
| Details of the:   * organisation’s operational structure * staff employment * parent involvement |  |  |
| Service and provider approval obligations |  |  |
| Organisation’s relationship with the local council and/or landlord (for example, church):   * service agreement * maintenance processes |  |  |
| Funding requirements |  |  |
| Projected budget and financial status of the organisation |  |  |
| Information about supporting staff, including:   * professional development * performance appraisals process and status * staff validation (where appropriate) |  |  |
| **Documents/information to be handed over or located** | **Comments** | **Completed** |
| Staffing conditions, employer responsibilities, processes for staff appraisals and professional development. Where copies of the relevant industrial awards are kept, which may include:   * *Victorian Early Childhood Teachers and Educators Agreement (VECTEA) 2016 (or an equivalent Agreement)* * *The Children’s Services Award 2010* * *The Clerks – Private Sector Award 2010* * *Educational Services (Teacher’s) Awards 2010* |  |  |
| Information on committee training and the Early Childhood Education Conference and Professional Learning and Development program (for staff) provided by ELAA |  |  |
| Annual report, including the audited financial report |  |  |
| Details of computer passwords, pathways,  software programs |  |  |
| Other relevant legislation:   * *Associations Incorporation Reform Act 2012 (Vic)* * *Information Privacy Act 2000 (Vic)* * *Health Records Act 2001* * *Food Act 1984 (Vic), as amended 2012* * *Equal Opportunity Act 2010 (Vic)* * *Occupational Health and Safety Act 2004 (Vic)* * *Racial and Religious Tolerance Act 2001 (Vic)* * *Long Service Leave Act 1992 (Vic)* * *Fundraising Act 1998 (Vic)*   For more up-to-date versions of relevant legislation, please visit [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au) (Victorian legislation) and [www.comlaw.gov.au](http://www.comlaw.gov.au) (Commonwealth legislation). |  |  |
| Information on the online ADP payroll training provided by ADP |  |  |
| Contact details of past committee members. |  |  |
| **Actions** | **Comments** | **Completed** |
| Exchange phone numbers for ongoing support. |  |  |

**Secretary**

The secretary is responsible for many aspects of the operation of the organisation. It is important they have a good understanding of procedures for handling correspondence, meeting requirements, reporting to outside organisations, communicating with members of the organisation and how to access the necessary forms and information to ensure the continued smooth operation of the organisation.

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| **Information to be discussed** | **Comments** | **Completed** |
| Records and documents required by the organisation and the process for updating files and archiving. |  |  |
| Processes for:   * collecting, recording and distributing incoming mail * preparing, recording and sending of outgoing mail |  |  |
| Filing system and location of files |  |  |
| Process for recording and distributing minutes |  |  |
| Process for preparation and distribution of agendas for committee meetings |  |  |
| Process for communicating information approved by the committee to parents, such as newsletter articles/noticeboard displays |  |  |
| Computer information:   * passwords and pathways * software * email processes * information technology policy |  |  |
| Log-in and password details for the Funded Agency Channel to access the Kindergarten Information System (KIM) for completing DET forms e.g. SACC forms |  |  |
| Log in and password details for the organisations 'mycav' account on the Consumer Affairs website |  |  |
| Log in and password details for the ELAA website (members only) |  |  |
| Log in NQA ITS ACECQA |  |  |
| Responsibilities of the Secretary of an Incorporated Association:   * the common seal (if there is one) * maintaining the membership register * communicating with Consumer Affairs Victoria, preparing and filing the annual statement, changes to the committee, changes to the constitution etc. |  |  |
| Any extra tasks that may be the responsibility of the secretary, such as finding relief staff.  (Ensure contact details of relief agency used is provided as part of the handover) |  |  |
| **Documents/information to be handed  over or located** | **Comments** | **Completed** |
| Minute book, which includes copies of minutes of general and committee meetings |  |  |
| Action sheets/agendas |  |  |
| Correspondence book for recording incoming and outgoing mail |  |  |
| Any outstanding correspondence |  |  |
| Personnel files, including employment letters and position descriptions for all staff |  |  |
| Record of incorporation and secretary’s details, common seal of the incorporation |  |  |
| Register of the members of the association |  |  |
| Key register |  |  |
| Post office or letterbox key |  |  |
| Location of:   * letterhead * copies of proforma letters (that is, standard letters which are sent on a regular basis) * stamps |  |  |
| Facility lease/maintenance agreement (if applicable) |  |  |
| Insurance policies |  |  |
| *VMIA –* VMIA CSO Education Insurance Program (services receiving DET funding) |  |  |
| *Risk Management Attestation* |  |  |
| List of suppliers |  |  |
| Information technology policy |  |  |
| If there is a new secretary a *Change of Association Details* form must be completed and sent to Consumer Affairs Victoria within 14 days. This form is accessed through the organisations mycav account - [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au). |  |  |
| Follow up any outstanding correspondence |  |  |
| Update contact details for executive  members on the ELAA website |  |  |
| Ensure annual statement has been completed and sent to Consumer Affairs Victoria within one month of the AGM. You will be required to submit the same documents presented to the members at the AGM (depending on your level of Financial reporting requirements)  The secretary will have been emailed a notice on or after your association's end of financial year which included a link to the sign in page to lodge your annual statement. |  |  |

**Treasurer**

The treasurer’s role may be divided into a number of smaller roles, so the following checklists will need to be adjusted according to the individual requirements of the organisation.

If the financial role has been divided across several committee members – for example, treasurer, payroll officer, fees officer, fundraising officer – each person needs to understand the elements and limitations of their position. The designated treasurer must oversee all positions, including the administrator/bookkeeper (if one is employed), for the organisation’s financial accountability.

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| **Information to be discussed** | **Comments** | **Completed** |
| Source/s of income and when they can be expected:   * fees (each term) * DET grant (paid In advance on the first Tuesday of each month for eligible 3 and 4 year old children only) * fee subsidies (Kindergarten fee subsidy, ratio supplement, early childhood teacher supplement) * fundraising |  |  |
| Ongoing expenses: staff salaries, electricity, gas, phone, contractors (for example, cleaner, bookkeeper) |  |  |
| Intermittent general expenses:   * art supplies * equipment * cleaning supplies |  |  |
| Processes for payment and recording of petty cash |  |  |
| Purchasing and payment procedures |  |  |
| Fees for the next year |  |  |
| How to find and use applicable software |  |  |
| Current financial issues relating to fees |  |  |
| Current and projected budget, including:   * how the projected figures were determined * how to adjust the budget to reflect changes in enrolments |  |  |
| Information to be included in the monthly reports, for example, proforma report |  |  |
| Financial accountability reports to DET, including name and details of DET regional contact |  |  |
| Any other financial accountability reporting requirements, such as local government, ACNC |  |  |
| Auditor’s name and contact details |  |  |
| Different bank accounts and what they are used for, for example, provisions account |  |  |
| **Documents/information to be handed  over or located** | **Comments** | **Completed** |
| Treasurer’s financial records: cash book, cheque book, bank deposit book, investment and provision accounts, outstanding invoices, taxation records, insurance policies, assets register, petty cash records, bank statements and copies of previously submitted Business Activity Statements |  |  |
| Details of current signatories and bank account details, including name and location of banks |  |  |
| Current and previous audited financial reports |  |  |
| Current and previous budgets |  |  |
| Projected budget and how those figures were determined |  |  |
| Previous monthly financial reports |  |  |
| List of debtors |  |  |
| List of current expense accounts at local businesses, for example, newsagent, post office |  |  |
| Purchasing policies for those accounts, such as authorised signatories, limits |  |  |
| Fee policy |  |  |
| Documentation for the collection and receipt of fees |  |  |
| Registered child care number and receipt template |  |  |
| Copy of the administrator/bookkeeper’s job description, rostered hours and contact details |  |  |
| Current service agreement with DET |  |  |
| DET *Kindergarten Funding Guide* |  |  |
| Copies of previous DET financial accountability reports (FAR). |  |  |
| **Actions** | **Comments** | **Completed** |
| Complete change of signatories form for bank accounts |  |  |
| Change names of authorised persons on store accounts |  |  |
| Ensure financial information has been provided to Consumer Affairs Victoria via the annual statement completed by the Secretary |  |  |

**Payroll officer**

The processes for payment of staff will vary from service to service. It is important that the treasurer   
is also involved in this handover.

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| **Information to be discussed** | | **Comments** | | **Completed** | |
| Information on ADP payroll processing and other requirements if different system is used | |  | |  | |
| Attendance at ADP training online and face-to-face | |  | |  | |
| When next pay is due and the process for dealing with it | |  | |  | |
| **Documents/information to be handed  over or located** | **Comments** | | **Completed** | |
| The ADP binder with all of the reports since July 1 (the earlier records should be bundled up and stored at the service for seven years) |  | |  | |
| ADP Welcome Kit |  | |  | |
| All ADP bulletins from the previous year |  | |  | |
| Personnel records location and information including:   * letter of employment * sick leave * long service leave accrued and taken * increment dates |  | |  | |
| Staff planning sheet (rosters, contact/non-contact attendance times) |  | |  | |
| The terms of employment for each staff member, including:   * roster * award/agreement * current pay rate * next increment date * superannuation, including names and details of funds |  | |  | |
| Emergency/relief staff procedure |  | |  | |
| List of approved relievers |  | |  | |
| Employment agency contact details |  | |  | |
| Contact phone numbers for:   * staff * support organisations (ELAA,ADP) * WorkCover insurer. |  | |  | |
| ELAA Industrial bulletins and wages bulletins folder. |  | |  | |
| **Actions** | **Comments** | | **Completed** | |
| ADP is notified, in writing on letterhead, of the change of details for the authorised person. |  | |  | |

**Enrolment officer**

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| **Information to be discussed** | **Comments** | **Completed** |
| Enrolment processes |  |  |
| Current state of enrolments |  |  |
| Level of fees |  |  |
| Any current issues relating to enrolments; for example, unpaid fees, which may affect future enrolment at the service |  |  |
| **Documents to be handed over** | **Comments** | **Completed** |
| Enrolment book and waiting lists or central enrolment information |  |  |
| Enrolment policy |  |  |
| Proforma letters |  |  |
| **Actions** | **Comments** | **Completed** |
| Follow up any outstanding enrolment offers or replies |  |  |

**Fundraising officer**

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| **Information to be discussed** | **Comments** | **Completed** | |
| Any bookings or regularly occurring events, which have already been organised |  |  | |
| **Documents to be handed over** | **Comments** | **Completed** |
| Record of past events, successful and unsuccessful |  |  |
| Details of future events such as bookings, regular events |  |  |
| Account and banking details |  |  |
| List of suppliers, contacts and ideas |  |  |
| Downloaded copy of ELAA publication *Fundraising Made Simple* (available from the ELAA website) |  |  |
| **Actions** | **Comments** | **Completed** |
| Advertise for members to join |  |  |
| Decide on first meeting and begin brainstorming and planning |  |  |