

Playgroup Handover Checklist

Item/Task/Description	Person Responsible	Completed		
		Yes	No	N/A
Financial Information				
Bank account information				
Bank account change of signatories' form				
Bank statements for last 7 years and/or log-on information to access				
Grant information including past application				
Financial information for current year – budget/fees/expenditure commitments/issues				
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				
Policies and Procedures				
Insurance Information				
Insurance documents/information				
Attendance records (need to keep for 20 years)				
Accident and Injury form and records/information/book				
Certificate of Currency				
PGWA Membership Information				
Membership records including enrolment forms				
Portal log-in details and instructions				
Advise PGWA in writing (email) of changes to Committee positions				
Inventory of toys and equipment				
Venue Information				
Rent/Hire documents and information including costs and contacts				
Information about venue responsibilities eg maintenance, utilities				
Key arrangements				
Playgroup WA				
PGWA Development Officer information and contact				
PGWA office contact information				
Information about support that is available from PGWA				
PGWA website and Resource Kit				
Subscribe/Join PGWA social media including Committee Facebook Group https://www.facebook.com/PlaygroupWA/ https://www.facebook.com/groups/pgwacommittee				
Other Information				
Activity ideas and information				
Incursions and Excursion ideas				



Additional Information for Incorporated Groups

Item/Task/Description	Person Responsible	Completed		
		Yes	No	N/A
Copy of Playgroup's Constitution				
Incorporation Certificate				
Information Statements – information about what it is, how to submit, due date and copies of past statements if available				
Copy of venue lease if applicable				

