

## PARISH OFFICEHOLDERS 'HAND-OVER' CHECKLIST

| Matter  | ✓ |
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| Grab a copy of the <a href="#">Parish Administration Ordinance 2008</a> that was recently provided to all parishes (red and green books) and <b>read through Chapters 2 &amp; 3</b> to understand the responsibilities of wardens and parish councillors. |   |
| Review the most recent Parish Council minutes   |   |
| Change bank account signatories. If you hold Glebe accounts, click <a href="#">here</a> for the appropriate forms   |   |
| Locate and review the ' <a href="#">Parish Risk Management Program</a> ' folder and the parish's latest risk assessment schedule  |   |
| Review the 2008 financial accounts and 2009 budget  |   |
| Review any current or pending property transactions   |   |
| Read the latest Diocesan <a href="#">Remuneration Guidelines</a> and understand how your ministry staff are remunerated   |   |
| Review the ' <a href="#">Employment Relations Guidelines for Parishes</a> ' (distributed to all parishes in June 2007) and any employment contracts in place.   |   |
| Visit the ' <a href="#">For Wardens &amp; Parish Councillors</a> ' web pages.   |   |
| Review the status of the lodgement of the <a href="#">2008 Prescribed Financial Statements</a> , 2008 parish statistics, other annual returns and Annual meeting election notifications.  |   |

**This is not an exhaustive list of all the matters that may be relevant to your parish but should provide a good 'snapshot' of how the parish operates and what matters may need to be addressed in the short term.**

**If we can be of any further assistance in understanding your responsibilities please give us a call on 02 9265 1555.**

February 2009