

Treasurer Handover Guide.

Purpose

This handover guide is designed to support a smooth transition between outgoing and incoming Treasurers. It provides an opportunity to transfer financial knowledge, systems, records and processes to ensure continuity of financial management and governance within the Association or Club.

The Treasurer plays a critical role in maintaining the financial health of the organisation. A comprehensive handover will help the incoming Treasurer understand financial obligations, reporting requirements, budgeting processes and key financial priorities.

TREASURER HANDOVER CHECKLIST

Financial Records and Documentation

Provide the Incoming Treasurer with:

- Previous Annual Budgets
- Most Recent Financial Reports
- Annual Financial Statements
- Bank Reconciliation Reports
- Cash Flow Reports
- Asset Register
- Financial Policies and Procedures
- Audit Reports or Financial Reviews
- Insurance Documentation
- Grant and Funding Records
- Sponsorship Agreements

Discuss:

- Financial position of the organisation
- Budget performance and key trends
- Outstanding financial obligations
- Current financial risks and opportunities
- Financial reporting expectations

BANKING AND FINANCIAL SYSTEMS

Transfer Access to:

- Organisation Bank Accounts
- Online Banking Platforms
- Accounting Software
- Payment Processing Systems
- Expense Management Systems
- Financial Record Storage Systems

Provide:

- Bank Account Details
- Bank Signatory Information
- Banking Procedures
- Financial System User Guides
- Password Transfer Process (where applicable)

Discuss:

- Banking processes and controls
- Payment approval procedures
- Financial delegations
- Cash handling procedures
- Internal financial controls

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BUDGETING AND FINANCIAL PLANNING

Provide:

- Current Budget
- Budget Templates
- Historical Budget Information
- Forecasting Documents
- Strategic Financial Plans

Discuss:

- Budget development process
- Key income streams
- Major expenditure categories
- Seasonal cash flow impacts
- Financial sustainability priorities

Key Questions:

- How is the annual budget prepared?
- What are the key financial risks?
- What major expenses should be planned for?

INCOME AND REVENUE MANAGEMENT

Provide Information on:

- Membership and Registration Revenue
- Competition Fees
- Representative Program Fees
- Sponsorship Revenue
- Fundraising Activities
- Grant Funding
- Canteen Revenue (if applicable)

Discuss:

- Revenue collection processes
- Payment monitoring procedures
- Outstanding debts
- Funding opportunities
- Revenue risks and trends

EXPENSES AND FINANCIAL COMMITMENTS

Provide:

- Supplier List
- Current Contracts and Agreements
- Outstanding Invoices
- Regular Payment Schedule
- Facility Hire Agreements
- Service Provider Agreements

Discuss:

- Regular operating expenses
- Upcoming financial commitments
- Contract renewal dates
- Outstanding liabilities
- Supplier relationships

COMPLIANCE AND REPORTING REQUIREMENTS

Provide:

- Annual Financial Reporting Requirements
- Taxation Information
- Insurance Policies
- Audit Requirements
- Regulatory Reporting Obligations
- Financial Compliance Calendar

Discuss:

- Annual reporting deadlines
- Financial compliance obligations
- Insurance renewal requirements
- Audit or review processes
- Risk management considerations

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STAKEHOLDER RELATIONS

Provide Contact Details and Background Information for:

- President
- Vice President
- Secretary
- Registrar
- Committee Members
- Coordinators
- Bank Representatives
- Accountants/Auditors
- Sponsors
- Grant Funding Bodies
- Suppliers
- State/Territory Netball Organisation

Discuss:

- Key financial relationships
- Important contacts
- Funding and sponsorship arrangements
- Financial reporting expectations

KEY DATES AND ANNUAL TIMELINE

Provide Annual Schedule including:

- Budget Preparation Timeline
- Committee Meetings
- Annual General Meeting
- Registration Periods
- Grant Application Deadlines
- Insurance Renewal Dates
- Audit and Review Dates
- Financial Reporting Deadlines
- Sponsorship Renewal Dates
- Major Payment Dates

LESSONS LEARNED

What Worked Well?

Document successful financial management practices and systems.

Examples:

- Effective budgeting processes
- Strong financial reporting systems
- Successful grant applications
- Fundraising initiatives
- Financial controls and governance practices

CHALLENGES EXPERIENCED

Document challenges and lessons learned.

Examples:

- Cash flow pressures
- Outstanding debt management
- Budget overruns
- Grant funding challenges
- Volunteer financial administration workload

HANDOVER MEETING

Recommended Discussion Topics

- Financial position of the organisation
- Budget performance
- Banking and payment processes
- Financial reporting requirements
- Upcoming financial commitments
- Funding and sponsorship opportunities
- Risks and challenges
- Questions from incoming Treasurer

KEY TAKEAWAY

The Treasurer is the financial steward of the Association or Club. A successful handover ensures financial records, systems, processes and organisational knowledge are transferred effectively, enabling the incoming Treasurer to confidently manage finances, support informed decision-making and contribute to the long-term sustainability of the organisation.