



## Anglican Church Diocese of Sydney

### PARISH OFFICEHOLDERS' HAND-OVER CHECKLIST

Matter	✓
Read the brochure <a href="#"><u>What does the position of Warden or Parish Councillor involve?</u></a>	
Review the most recent <b>Parish Council minutes</b> .	
Change bank account signatories. If you hold Glebe accounts. Click <a href="#"><u>here</u></a> for the appropriate forms.	
Locate and review the <a href="#"><u>Parish Risk Management Program</u></a> folder and the parish's latest risk assessment schedule.	
Review the <b>2009 financial accounts</b> and <b>2010 budget</b> .	
Review any current or pending property transactions.	
Read the latest Diocesan <a href="#"><u>Remuneration Guidelines</u></a> and understand how your ministry staff are remunerated	
Review the <b>'Employment Relations Guidelines for Parishes'</b> (distributed to all parishes in June 2007) and any employment contracts in place.	
Visit the <a href="#"><u>'For Wardens &amp; Parish Councillors'</u></a> web pages for many useful resources.	
Review the status of the lodgement of the <a href="#"><u>2009 Prescribed Financial Statements</u></a> , 2009 parish statistics and annual general meeting of parishioners 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.