

Treasurer handover checklist

Work through every line with the incoming and outgoing officer together. Tick, date, and keep a copy with the club records.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

Access

- ☐ Bank mandate updated and old signatories removed
- ☐ Online banking access working for the incoming treasurer
- ☐ Accounting records or spreadsheets handed over with edit access
- ☐ Membership system access at treasurer level

Knowledge

- ☐ Current fee structure and any member-specific arrangements
- ☐ List of every regular payment and its renewal date
- ☐ Insurance and affiliation renewal dates and costs
- ☐ Where last year's accounts and examination live

State of play

- ☐ Cash at bank confirmed and reconciled on handover day
- ☐ List of unpaid subs and where each chase has got to
- ☐ Any debts owed by or to the club
- ☐ Reserves policy, or the honest number the committee works to

Calendar

- ☐ Renewal month tasks written down with dates
- ☐ AGM date and what the treasurer must produce for it
- ☐ Grant reporting deadlines if the club holds any

Sign-off

Outgoing officer, name and date: _____

Incoming officer, name and date: _____