

# **EoFY Handover Duties for Exiting MCs**

## **USMAA 2.0**

### **Document Versions**

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## Introduction

All USMAA Management Committees (MC) have a tenure of one year as per the Constitution.

Below are some high-level tasks that the exiting MC should undertake at the end of the financial year, in readiness to the handover of office to the new MC.

## Treasurer

- Obtain all statements for all bank accounts
- Request bank signatory for the MCCA account (Bro Eddie Dole) to call the MCCA and ask to email the statements if not received by the MC
- Engage the Auditor to review USMAA's financial statements
- Ensure all accounts are finalised before the handover and provide written notes if applicable for any carried over transactions
- USMAA Passbook to be updated and balance updated on Quickbooks
- On the approval of the MC, transfer credit funds in excess of \$4,000 residing in the main USMAA bank account to the MCCA Bank account (As per the MC policy)
- Handover the USMAA bank account cheque book, passbook and deposit book to the exiting President (who in turn will hand them over to the incoming President)

## Secretary

- Begin the election process and prepare for the AGM  
Refer to the USMAA website > Resources > AGM >AGM Procedure
- Annual ACNC lodgement
- Responsible for changing the authorising parties permitted to handle registered mail and package delivered to the Australia Post (Auspost) Branch. The form needs to be sourced from Auspost and the new MC members need to be authorised by the exiting MC authorising parties
- Update the incoming Secretary on the process to be followed to change the authorising parties/signatories to the USMAA accounts (process not written here for security reasons)

Prepare a communique introducing the new committee (via the Editor) the membership and a communique introducing the President and the Secretary (including but not limited) to:

- The Sri Lankan High Consulate in Melbourne
- The Monash City Council
- Other prominent SL and Non-SL Muslim and non-Muslim organisations (ALMA, ASLA, AAGGSL, ICV, etc)

Special emails and phone calls to:

- The Administrative Officer - Monash Halls (Donna Hyams) – Email the Admin Officer to notify that the new President (name), Vice-President (name) and Secretary (name) are the only personnel authorised from the USMAA MC to edit, change and add to the hall bookings

## **ICT Manager**

- Prepare to hand over the credentials document to the new Committee  
The ICT Manager should prepare a list of all the links, usernames and the passwords for the incumbent President to hand over to the new President

## **Facility Manager**

- All the physical assets in the Mulgrave Community Centre storage cage must be matched to the Assets Register. Any missing assets have to be tracked down and if unable to be located, they must be marked as 'lost' from the register with the President's authorisation
- Handover the physical Asset Register to the incumbent President so that it can be handed over to the new President

Make sure.

- All dishes, pots and plates are properly cleaned before the hand over with no food residue
- The oil fryers are to be emptied and thoroughly cleaned
- Any used batteries for the audio-visual system are to be discarded
- Small kitchen items (knives, chopping board, etc) to be stored in the Mulgrave CC kitchen storage area (under the counter directly behind the window shutter to the main hall)
- All disposables (cups, plates, soup bowls, tea, coffee, sugar etc) are to be stored in the small kitchenette storage area (corner cupboard under the microwave)

## **President**

Prepare a handover of the following at the end of his/her term.

- Keys to the Mulgrave Community Centre hall (USMAA has three storage areas in the Mulgrave Hall)
- Credentials – links, logins and passwords to all the website and services that USMAA uses
- Physical folder of the USMAA Asset Register
- USMAA rubber stamp
- Treasurer's receipt books
- Keys to USMAA's PO Box
- The USMAA bank account cheque book, passbook and deposit book

## **Vice President /General Manager**

Begin preparations towards the next event only (if in less that 30 days after the AGM) as the new committee may not have adequate time to settle in. This will include but not limited to :

- Catering
- Volunteers
- Cleaner

Also call the cleaner and advice of the new President/Vice-President