

6. FINANCIAL MATTERS

(SCHOOL'S LETTERHEAD)

HAND OVER CERTIFICATE

I, (Name and surname of outgoing principal) (Persal nr.....)
hereby declare that I have handed over the documents and registers indicated below to
(Acting principal/deputy principal/SGB chairperson) on (date).
A certified copy of this document will be handed over to the Circuit Manager/Educational Development Officer.

Documents	x or √	Remarks
Asset disposal registers		
Asset registers		
Bank book		
Bank deposit slips		
Bank statements		
Cash analysis book		
Cash payment voucher file		
Departmental circulars		
Educational legislation and policy documents		
Expenditure approval forms		
Inventories and stock lists		
Invoices		
Issue registers		
Journal of daily transactions		
Keys entrusted to the principal		
Keys to the school's safe		
Ledger or registers of debtors and creditors		
Order books		
Personnel files		
Postal remittance registers		
Quotations		
Receipt books		
Receipt voucher file		
Receipts for payments		
Registers for telephone, fax etc.		
Registers of payments received		
Requisition voucher file		
School journal/diary		
School policy		
Vehicle log books		

Signatures:

Outgoing principal: _____ Acting-/deputy principal/SGB chairperson: _____

EDO/ISDO: _____ Witness: _____

Date: _____