**CHECK LIST**

**(*For* *Handing over and Taking over of Accountant’s Responsibility*)**

**Name of FPO- Date -**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Particulars** | **Yes, No, N/A** | **Remark** |
|  | **Cash** | | |
| **1** | Updated Cash Book |  |  |
| **2** | Physical Cash balance must be tallied with Cash Book and in Software (Balance as on date - ) |  | Mention physical cash balance at the time on handover |
| **3** | Cash Box with Lock and Key |  |  |
|  | **Bank** | | |
| **4** | Cheque Book Register with Cheque Books (*current and old*) |  |  |
| **5** | Bank Book |  | Mention bank balance at the time on handover |
| **6** | Stale Cheques |  |  |
| **7** | BRS as on date……………. |  |  |
| **8** | Board Resolutions for Bank operation (*current and old*) |  |  |
| **9** | Updated bank Passbook/Statement( As on date ) |  |  |
|  | **Account Software** | | |
| **10** | Accounts Data must be updated |  |  |
| **11** | Login Password needs to be changed |  |  |
| **12** | Receivables, Payables, Staff and other party balance confirmations |  | All pending balances |
|  | **Vouchers (Current and Old)** | | |
| **13** | Cash, Bank, Journal, Sale, Purchase, etc. |  |  |
| **14** | All vouchers must be signed by Accountant and authorized person. |  |  |
| **15** | All bill book (Sale, Receipt, etc.) pad |  |  |
|  | **Assets** | | |
| **16** | Updated Fixed and Moveable Assets Register |  |  |
| **17** | Verification of physical assets with custodian signature. |  |  |
|  | **Stock** | | |
| **18** | Updated Manual Stock Register |  |  |
| **19** | Physical verification of Stock as on date |  |  |
|  | **Documents** | | |
| **20** | Share Allotment register (Updated) |  |  |
| **21** | Member Register (Updated) |  |  |
| **22** | Files related to GST document/Return |  |  |
| **23** | File related to MCA compliances |  |  |
| **24** | Audit report with Balance Sheet |  |  |
| **25** | BoD and AGM meeting register |  |  |
| **26** | Others office documents |  |  |
| **27** | Office Seal and Keys |  |  |
| **28** | Password (If any) |  |  |

Signature Signature

Name - Name -

***Handing over*** ***Taking over***