PTA handover pack checklist

* Constitution
* Accounts
* Minutes of meetings
* Insurance summary
* Charity registration
* Committee member details
* Volunteer details
* Local business/donors/supporters
* Volunteers who can access match funding
* Supplier details
* Licences
* Guarantees
* Equipment service/test
* Calendar
* Event information
* Ongoing fundraising initiatives/schemes
* Letters to parents/templates
* Risk assessments
* Raffle and auction information
* Communication
* Your contact details (in case of emergencies only!)