

CHARGE HANDING OVER / TAKING OVER REPORT

We the undersigned; the elected Trustees and Secretary of (Name and Address of church):

.....
 church under.....Diocese of Malankara Orthodox Syrian Church,
 for the Financial year 20-- ---- do hereby acknowledge the receipt of the following items
 as on 31st Day of March 20-- from the Trustees and Secretary of the
 above said church for the financial year 20-- ----

SI No	Particulars	Document Number	Amount
1	CASH Church Cash Others Cash		
2	BANK ACCOUNTS		
	BANK	Account Numbers	AMOUNT
	SB/ CD ACCOUNTS		
3	FIXED DEPSOITS / OTHER INVESTMENTS		
	BANK	FD Receipt Numbers	AMOUNT
4	Title Deeds of Land owned by the church, Land Tax Receipts, Building Tax Receipts etc		
	Property Details	Title Deed No and SRO (including Prior Deed)	
5	Details of Gold or Other Valuables		
	Type	Quantity	
6	<u>STOCK REGISTER</u> All movable items as per Stock Register (Inventory)		
7	<u>COURT ORDERS/DECREES /DETAILS OF PENDING CASES</u>		
8	<u>KEYS WITH KEY NUMBERS</u> CASH SAFE, BANK LOCKER ETC		
9	<u>Prior Period Books and Records</u>	Years	
	Financial Statements (Audited)		
	Cash Book		
	Ledger		
	Bank statements/Pass books		
	Bills/Vouchers		
	Receipt books with Stock Register		

- 10 **Church Registers**
Inventory Register
Fixed Assets Register
Kaber/Cemetery Register
Land Register
Others if any
- 11 **OTHER RECORDS IF ANY**
MINUTES BOOKS (GB &MC) AND OTHER
RECORDS , IF ANY
- 12 **APPROVED PLANS/BUILDING PERMITS /FIRE CERTIFICATE/OTHER GOVT PERMITS ETC**
- 13 **CONTRACTS/LEASE AGREEMENTS/ ANY OTHER CURRENT AGREEMENTS**
- 14 **PASSWORDS (IN SEALED COVERS - TO BE OPENED AND VERIFIED BY NEW OFFICE BEARERS)** ACCOUNTING SOFTWARE,EMAIL, INTERNET BANKING,
GST,EPF,ESI. INCOME TAX

DECLARATION

We hereby confirm that above documents/records handed over to new Office bearers for the year 20 -- 20 -- are original and without any defects

Name, Address and Signature of outgoing Trustees

Name, Address and Signature of outgoing Secretary

Before signing the taking over report, the new Trustee & Secretary must confirm and record - "The Document referred above and received are Original/True copy. "(Strike out which is not applicable)

Name, Address and Signature of new Trustees

Name, Address and Signature of new Secretary

Certified:

Name, Address and Signature of Vicar

Place:

Date:

Remarks if any:-