

## Appendix B Change in School Principal and/or Administrative Staff

<b>School Name:</b>	<b>Date of Change:</b>
<b>Incoming Principal:</b>	<b>Outgoing Principal:</b>

*(Please print full names)*

### School Banking Arrangements

The following represents all bank accounts held in the name of the school (including those held by the School Council):

Bank Account Name	Bank Name and Address	Bank Account Number	Names of Signing Authorities	*Bank Balance

*\*Bank balance on date of change per school accounting system.*

Please attach:

- A copy of the most recent bank statement for each of the accounts listed above.
- A copy of the most recent bank reconciliation for each of the accounts listed above.
- A copy of the most recent financial report for each of the accounts listed above.

The following represents a summary of all significant future commitments, using school-generated funds that have been entered into by the school or School Council:

I have reviewed the current year's plan for school-generated funds. 

Yes	No

The above information represents an accurate representation of the school finances.

Signature of Outgoing Principal:	Date:
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I have reviewed the above information and agree that it appears to accurately represent the financial position of the school with the following exceptions:

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Signature of Incoming Principal:	Date:
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