

SOCIETY OF ST. VINCENT DE PAUL

Transfer of Charges of CC Presidents

Name of the Central Council: _____ Date _____

A. Current Records

01. Minutes Book.(Board & C.C) From to
02. Attendance Register From..... to
03. Cash Book (Foreign) From to.....
- Cash Book (Local) From to.....
04. Ledger (Foreign) From to
- Ledger (Local) From to
05. Receipts From to
06. Vouchers/bills From to
07. Bank Pass Books & Cheque Books
- a. A/c No, Bank (Name)Branch.....
- b. A/c No, Bank (Name)Branch.....
- c. A/c No, Bank (Name)Branch.....
- d. A/c No, Bank (Name)Branch.....
08. Registers (Specify the number of with subjects)
09. Files-1: i) NCI Correspondence, ii) Headquarters, iii) Miscellaneous from NCI sources
10. Files-2 i) Circulars to & from A.C's & Conferences ii) Diocesan Communications
11. Files-3 i) Annual Reports of C.C, ii) Annual Report of A.C & Conferences.
12. Files-4 i) Audit reports of C.C ii) Audit reports of A.C and their Conferences.
13. Files-5 i) Twinning, ii) Scholarships, iii) Projects, iv) Aggregation & Institution, v) Extension
14. Files-6 i) Youth and Lady members seminars, programmes etc.
15. Inventory of C.C Movable assets-furniture, computers, Stocks of stationery, forms, letter heads, Rule books, SSVV Manual, picture cards, Holy Bible, literatures. Reference books.
16. Documents of Immovable assets land / with building, Tax paid receipts.
17. C.C Projects (if any) Furnish details and its related Accounts.
18. Designation & title seals
19. Any other (Give details)

B. Old Records

Files, Registers, Cash Books, Ledges, Vouchers

Handed over Charge

Taken Charge

Signature with Date

Signature with Date

Name of Outgoing CC President

Name of Incoming CC President

Witness (Name and signature):1.....

2.....

(Note: - A copy to be sent to the NCI, President's Secretariat for Office Record)