



## Treasurer HANDOVER Certificate

In a motion adopted and passed by the \_\_\_\_\_ Squadron Sponsoring Committee, Mr. /Mrs. /Ms \_\_\_\_\_ was elected Treasurer of the \_\_\_\_\_ Squadron Sponsoring Committee, replacing Mr./ Mrs. /Ms \_\_\_\_\_, effective \_\_\_\_\_ 20\_\_, and pursuant to the said motion Mr./ Mrs. /Ms \_\_\_\_\_ was to effectively take over and assume full responsibility for and control of the books and of all the financial affairs of the \_\_\_\_\_ Squadron SSC Sponsoring Committee.

Pursuant to the change and in assuming the treasurer responsibilities, I, \_\_\_\_\_, have conducted a review of the accounting records and of the supporting vouchers (cheques, receipts, deposits, etc.) of the Financial Statements of the Squadron Sponsoring Committee as at \_\_\_\_\_ 20\_\_, that being the date of the transfer of responsibilities.

I have also examined the statements of the last Fiscal Year-End of August 31st, 20\_\_ as expressed in the ACC-9, and unless otherwise noted [irregularities or missing documents to be noted on the reverse or on a separate page hereto attached initialed by the new and the ex-treasurer], have found the books and supporting documents substantially and sufficiently in order, and not noting any major irregularity, I \_\_\_\_\_ confirm having henceforth as of this date taken over the role and functions of Squadron Sponsoring Committee Treasurer, with all attendant responsibilities as defined in the Air Cadet League of Canada and the \_\_\_\_\_ Provincial Committee Treasurer's Handbook and in conformity with the Air Cadet League of Canada and \_\_\_\_\_ Provincial Committee By-Laws, Rules and Regulations.

Signed this \_\_\_\_\_ Day of \_\_\_\_\_ in the in the year 20\_\_ .

\_\_\_\_\_ Incoming SSC Treasurer.

I, the outgoing SSC Treasurer hereby certifies the accuracy and completeness of all records, financial Statements, and supporting documents which have **all** been handed over the new Treasurer as at the transfer of responsibilities date, and declare that I am not aware of any circumstances which have or may materially impact the results as handed over. I further certify to have dutifully and accurately to the best of my ability performed the duties of the Squadron Sponsoring Committee Treasurer in accordance with the responsibilities attendant to the role, and performed all bookkeeping functions in conformity with the expected standards, and that I have not withheld any documents or information from the new Treasurer.

Signed this \_\_\_\_\_ Day of \_\_\_\_\_ in the year 20\_\_

\_\_\_\_\_ Outgoing SSC Treasurer.

This Take Over notice acknowledged, and noted \_\_\_\_\_ in the Minutes of the SSC meeting on \_\_\_\_\_ 20\_\_

\_\_\_\_\_ 20\_\_ Squadron Sponsoring Committee Chair.

Noted for information only: \_\_\_\_\_ Squadron Commanding Officer