



REPUBLIC OF KENYA

MINISTRY OF EDUCATION/TEACHERS SERVICE COMMISSION HANDING-TAKING OVER REPORT

PRIMARY & JUNIOR SECONDARY SCHOOLS

1.0 NOTES:

- 1.1 This handing/taking over report MUST be co-signed by County Director of Education and Teachers Service Commission County Director with jurisdiction over the School in question,
- 1.2 County Directors of Education and Teachers Service Commission, County Directors are instructed to ensure that handing/taking over of schools within their jurisdiction is completed within 14 days of the letter of transfer of the Principal.

2.0 HANDING OVER CERTIFICATE

2.1 SCHOOL'S BIO DATA

2.1.1 Name of School:

2.1.2 County:

2.1.3 Sub County:

2.1.4 Division:

2.1.5 Zone:

2.1.6 Registration No

2.1.7 Approved Enrolment

2.1.8 Actual Enrolment

2.2 FINANCIAL POSITION

2.2.1 BANK ACCOUNTS

(A) PRIMARY SECTION

(a) SIMBA ACCOUNT

- (i) Account No:
- (ii) Bank: Branch:
- (iii) Balance as at Kshs. (certificate of balance attached)

(b) GENERAL PURPOSE ACCOUNT

- (i) Account No:
- (ii) Bank: Branch:
- (iii) Balance as at KShs. (certificate of balance attached)

(c) SCHOOL FUND/P.A ACCOUNT

- (i) Account No:
- (ii) Bank Branch:
- (iii) Balance as at Kshs. (certificate of balance attached)

(d) KPEEL ACCOUNT

- (i) Account No:
- (ii) Bank: Branch
- (iii) Balance as at Kshs. (certificate of balance attached)

(e) OTHERS (IF ANY SPECIFY)

- (i) Account Name:
- (ii) Account No:
- (iii) Bank: Branch
- (iv) Balance as at Kshs. (certificate of balance attached)

(B) JUNIOR SECONDARY (JSS) SECTION

(a) TUITION ACCOUNT

- (i) Account No:
- (ii) Bank: Branch:
- (iv) Balance as at Kshs. (certificate of balance attached)

(b) OPERATION ACCOUNT

- (i) Account No:
- (ii) Bank: Branch:
- (iii) Balance as at KShs. (certificate of balance attached)

(c) INFRASTRUCTURE ACCOUNT

- (i) Account No:
(ii) Bank: Branch:
(iii) Balance as at KShs. (certificate of balance attached)

(d) OTHERS (IF ANY SPECIFY)

- (i) Account Name:
(ii) Account No:
(iii) Bank: Branch
(iv) Balance as at Kshs. (certificate of balance attached)

2.2.2 CASH BOOKS

A. PRIMARY SECTION

- (a) **SIMBA ACCOUNT:** Written and reconciled up-to: 20
(b) **GENERAL PURPOSE ACCOUNT:** Written and reconciled up-to: 20
(c) **SCHOOL FUND/ PTA ACCOUNT:** Written and reconciled up-to: 20
(d) **OTHERS (SPECIFY):**
(i) Account Name: Written and reconciled up-to: 20
(ii) Account Name: Written and reconciled up-to: 20

B. JUNIOR SECONDARY SECTION

- (a) **TUITION ACCOUNT:** Written and reconciled up-to: 20
(b) **OPERATION ACCOUNT:** Written and reconciled up-to: 20
(c) **INFRASTRUCTURE ACCOUNT:** Written and reconciled up-to: 20
(d) **OTHERS (SPECIFY):**
(i) Account Name: Written and reconciled up-to: 20
(ii) Account Name: Written and reconciled up-to: 20

2.2.3 FINANCIAL LEDGERS:

A. PRIMARY SECTION

- (a) **SIMBA ACCOUNT:** Written and reconciled up-to: 20
(b) **GENERAL PURPOSE ACCOUNT:** Written and reconciled up-to: 20
(c) **SCHOOL FUND/PA ACCOUNT:** Written and reconciled up-to: 20
(d) **OTHERS (SPECIFY):**
(i) Account Name: Written and reconciled up-to: 20
(ii) Account Name: Written and reconciled up-to: 20

B. JUNIOR SECONDARY SECTION

- (a) **TUITION ACCOUNT:** Written and reconciled up-to: 20
- (b) **OPERATION ACCOUNT:** Written and reconciled up-to: 20
- (c) **INFRASTRUCTURE ACCOUNT:** Written and reconciled up-to: 20
- (d) **OTHERS (SPECIFY):**
- (i) Account Name: Written and reconciled up-to: 20
- (ii) Account Name: Written and reconciled up-to: 20

2.2.4 COUNTERFOIL RECEIPT BOOK REGISTER:

2.2.7 FEES REGISTERS: Completed up-to time of handing over.....

2.2.8 COMMITMENT REGISTER:

2.2.9 CHEQUE BOOKS:

A. PRIMARY SECTION

(a) SIMBA ACCOUNT:

- i) Used Nos.: up-to:
- ii) Unused Nos.: up-to:

(b) GENERAL PURPOSE ACCOUNT:

- (i) Used Nos.: up-to:
- (ii) Unused Nos.: up-to:

(c) KPEEL ACCOUNT:

- (i) Used Nos.: up-to:
- (ii) Unused Nos.: up to:

(d) OTHERS (SPECIFY):

Account Name:

- (i) Used Nos.: up-to:
- (ii) Unused up-to:

Account Name:

- (iii) Used Nos.: up-to:
- Unused up-to:

B. JUNIOR SECONDARY SECTION

(a) TUITIONACCOUNT:

- i) Used Nos.: up-to:
- ii) Unused Nos.: up-to:

(b) OPERATION ACCOUNT:

- (i) Used Nos.: up-to:
- (ii) Unused Nos.: up-to:

(c) INFRASTRUCTURE ACCOUNT:

(i) Used Nos.: up-to:

(ii) Unused Nos.: up to:

(d) OTHERS (SPECIFY):

Account Name:

(i) Used Nos.: up-to:

(ii) Unused up-to:

2.2.10 BANK STATEMENTS: Pay in slips and bank reconciliation

2.2.11 PAYMENT VOUCHERS FILES (PRIMARY & JSS)

(a) SIMBA ACCOUNT: Nos.: up-to:

(b) GENERAL PURPOSE ACCOUNT: Nos.: up to:

(c) SCHOOL FUND ACCOUNT: Nos.:up to:

(d) TUITION ACCOUNT: Nos.: up-to:

(e) OPERATION ACCOUNT: Nos.: up-to:

(f) INFRASTRUCTURE ACCOUNT: Nos.: up-to:

(g) OTHERS (IF ANY)

i) **Account Name:**

Nos.:up-to:

ii) **Account Name:**

Nos.:up-to:

2.2.12 LOCAL PURCHASE ORDER BOOK: As listed below (See counterfoil
Receipt Book Register)

Used No.:up-to:

Partly used No.: up-to:

Unused No.:up-to:

2.2.13 RECEIPT BOOK: As listed below (See counterfoil Receipt Book Register)

Used No.: up-to:

Partly used No.: up-to:

Unused No.: up-to:

2.2.14 ACCOUNTING INSTRUCTIONS (MINISTRY OF EDUCATION):

2.2.15 SAFE WITH KEY:

2.2.16 CASH BOXES WITH KEYS:

2.2.17 TRIAL BALANCES STATEMENTS:

- (a) **SIMBA ACCOUNT** extracted up to:
- (b) **GENERAL PURPOSE ACCOUNT** extracted up to:
- (c) **SCHOOL FUND ACCOUNT** extracted up-to:
- (d) **TUITION ACCOUNT** extracted up to.....
- (e) **OPERATIONS ACCOUNT** extracted up to.....
- (f) **INFRASTRUCTURE ACCOUNT** extracted up-to:

2.2.18 CASH SURVEY CERTIFICATE

(a) DENOMINATION AMOUNT KSHS)

1000:
500:
200:
100:
50:
40:
20:
10:
5:
1:
05:

(b) CHEQUES (List Attached)

(c) MONEY ORDERS (List Attached)

1) Signature

Name..... (Handing over Principal/Headteacher)

2) Signature

Name (Taking over Principal/Headteacher)

3) Signature

Name (Bursar/Accounts Clerk)

CASH FLOW STATEMENT

Cash book balance as at Kshs.

Add (i) Un-posted receipts (schedule obtained) Kshs.

(ii) Cash withdrawal Kshs.

(iii) Imprest.

Less: Unposted Expenditures Kshs.

Cash on hand Kshs.

Cash shortage/excess Kshs.

1) Signature

Name..... (Handing over Principal/Headteacher)

2) Signature

Name (Taking over Principal/Headteacher)

3) Signature

Name (Bursar/Accounts Clerk)

2.2.19 ASSETS AND LIABILITIES

(i) ASSETS

(a) PLANTS AND EQUIPMENT (Type, Make, Serial Nos.)

a) Electricity Generator(s).....

b) Water Plant(s)

c) Projector(s)

d) Radio (s)

e) Television Set(s)

f) Refrigerator(s)

g) Cooker(s)

h) Computers

i) Motor vehicle Reg. No Make Chasis

Motor vehicle Reg. No Make Chasis

4.1.2 All stores handed over and taken over.

- a) As per inventory / ledger No.- (Permanent Equipment)
- b) As per inventory / ledger No.- (Consumable stores).....
- c) As per inventory / ledger No.- (Expendable stores)
- d) As per inventory / ledger No.- (Text book)
- e) As per inventory / ledger No.- (Stationery)
- f) As per inventory / ledger No.- (Kitchen equipment)
- g) As per inventory / ledger No.- (Cookery/Cutlery equipment)

And we certify that everything is in order.

(b) SUNDRY DEBTORS

As at Kshs.....
(List attached)

(ii) LIABILITIES

(a) SUNDRY CREDITORS

As at Kshs.....
(List attached)

2.2.20 SCHOOL RECORDS

- a) School Management Minutes Book
- b) Admission Register
- c) Log Book (s)
- d) Visitors Books
- e) Punishment Book (s)
- f) School Files (listed)
- g) Building Register and Documents
- h) Furniture Record Book(s)
- i) Files for all circulars issued by the Ministry of Education, Regional Coordinator of Education and County Director of Education Office TSC, KNEC, SCDE and Audit Office
- j) Personal files for Non-teaching and Junior subordinate staff
- k) Annual Budget 20.....
- l) Last audited accounts for year.....
- m) School title deed/size
- n) NEMIS file
- o) Any other necessary information e.g.
 - i) Cash shortage Kshs.....
 - ii) Stores discrepancies, a list of surplus stores and other discrepancies the taking over Principal would like to make.

2.2.21 PERFORMANCE MANAGEMENT RESOURCES

- (a) TPAD appraisal documents (duly filled)
- (b) TPAD manual
- (c) Schemes of Work (for handing over Principal and all the teachers on duty)
- (d) Records of Work
- (e) Lesson observation schedules (duly filled)
- (f) Class registers
- (g) Class attendance register (duly marked by class teachers)
- (h) Copies of the Code of Regulations for Teachers
- (i) Copies of the Code of Conduct and Ethics for Teachers
- (j) Copies of the Teachers Service Commission Act.
- (k) School timetable
- (l) List of teachers (Name, TSC/No., on duty, on leave and on interdiction).
- (m) Discipline Record.
- (n) School performance record
- (o) Teachers mark books
- (p) School mark books

N.B:

i) Failure by the outgoing Principal/Headteacher to declare any liabilities / assets or pending dispute during his / her handing over, and any claim that may arise thereafter, the outgoing Principal/Headteacher will be held liable and communication to be made to the TSC to take action.

2.2.22 DECLARATION

We: TSC NO. (Principal/Headteacher handing over) and

..... TSC NO. (Principal/Headteacher taking over)

HEREBY **CERTIFY** that we have today the day of20 handed over and taken over respectively the responsibility of the items listed herein above in the presence of the County Director of Education and the Teachers Service Commission County Director or their representatives.

Signature: Phone No.

(Handing over Principal/Headteacher)

Date:

Signature: Phone No.

(Taking Over Principal/Headteacher)

Date:

2.2.23 RELEASE

The Principal/Headteacher Dr./Mr./Mrs./Ms, TSC
No....., having handed over all the records of Primary
school/Primary and Junior Secondary Schools is hereby released to proceed to his new
station..... Primary school/Primary and Junior
Secondary Schools and report to County Director of Education and the Teachers Service
Commission County Director County.

1. Name of SCDE: P/No.:

Signature

Date

Official Rubber Stamp:

2. Name of TSC-SCD: TSC/.....

Signature

Date

Official Rubber Stamp

3. Chairperson Board of Management/Member Representative:

Name: I.D No.

Signature:

Date.....

4. Chairperson Junior Secondary School Management Committee/Representative:

Name: I.D No.

Signature:

Date.....

Distribution:

Copy to:

- (a) County Director of Education
- (b) TSC County Director
- (c) County Schools' Auditor
- (d) Sub-County Education Office
- (e) TSC Sub-County Director
- (f) Chairman, Board of Management
- (g) Chairman, Junior Secondary School Management Committee
- (h) Taking over Principal/Headteacher
- (i) Handing over Principal/Headteacher
- (j) School file.