

Accountant Handover Report

Date: [Insert Date]

From (Outgoing Accountant): [Your Name]

To (Incoming Accountant): [Recipient's Name]

Position: Accountant

Department: [Department Name]

1. Purpose of the Handover

This report provides a formal handover of accounting duties and responsibilities from [Your Name] to [Recipient's Name] to ensure a smooth transition.

2. Ongoing Tasks

- **Monthly Financial Reports:** The monthly financial statements for [Month] are in progress and expected to be completed by [Date].
- **Accounts Payable:** Invoices for [list key vendors] are pending approval and payment by [insert date].
- **Accounts Receivable:** Payments from [client names] are expected by [date], and follow-up on overdue payments should be done.

3. Pending Tasks

- **Tax Filing:** The quarterly tax filing is due by [Date]. The required documentation has been gathered, but the filing process needs to be completed.

- **Audit Preparation:** Prepare for the upcoming audit scheduled for [insert date]. Ensure all financial records, receipts, and supporting documents are organized.

4. Key Financial Information

- **Bank Accounts:** The main bank account is with [Bank Name]. Access details are available with [insert supervisor name] for security purposes.
- **Financial Software:** The company uses [Software Name] for bookkeeping and payroll management. User credentials for [Recipient's Name] have been set up.

5. Key Contacts

- **Bank Contact:** [Banker's Name], [Position], reachable at [email/phone number] for any banking-related queries.
- **Payroll Contact:** [Payroll Service Name], [Contact Person], reachable at [email/phone number].
- **External Auditor:** [Auditor's Name], [Audit Firm], reachable at [email/phone number] for audit-related questions.

6. Documents and Resources

All financial records, including balance sheets, tax documents, and payroll reports, are stored in the company's accounting system and backed up on the shared drive under 'Accounting > Financial Records'.

- **Audit Records:** Located under 'Accounting > Audit Preparation'.
- **Tax Documents:** Available in 'Accounting > Taxes'.

7. Special Instructions

- **Upcoming Deadlines:** Ensure to submit the quarterly VAT report by [Date].
- **Budget Review Meeting:** Attend the budget review meeting with management on [insert date] to finalize next quarter's budget.

8. Conclusion

This handover report provides the necessary information for a smooth transition of accounting responsibilities. Please feel free to contact me if further clarification is required during this transition period.

Outgoing Accountant: [Your Name]

Incoming Accountant: [Recipient's Name]