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**2020年\*月**

附件2

台州市领导干部离任经济事项交接书

[XXXX]第XX号

按照《台州市党政主要领导干部和国有企业领导人员离任经济事项交接办法》有关要求，为进一步明确领导干部的经济责任，现对 （单位） 同志离任作如下经济事项交接：

一、任职时间：XXXX年XX月至XXXX年XX月止。

二、具体交接事项详见XXX（姓名）离任经济事项交接表和XXX（姓名）离任经济事项交接说明。

三、本交接书一式六份，离任领导干部、接任领导干部和所在单位各保存一份，上报市委组织部、市审计局、市财政局各一份。

离任领导干部（签名）： 接任领导干部（签名）：

监交单位代表（签名）：

所在单位有关负责人（签名）：

所在单位盖章

XXXX年XX月XX日

|  |  |  |  |  |  |  |  |  |  |
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| 附件3  台州市领导干部离任经济事项交接表 | | | | | | | | | |
| 表一 | | | |  | |  | |  | |  |
| 年 月 日止资产负债情况表  （含下属单位） | | | | | | | | | |
|  | |  |  | |  | |  | | |  |
| 填报单位： | | |  | |  | | 金额单位：万元 | | |
| 序号 | 帐套名称 | | 资产总额 | | 负债总额 | | 所有者权益(净资产总额) | | 备注 |
| 1 |  | |  | |  | |  | |  |
| 2 |  | |  | |  | |  | |  |
| 3 |  | |  | |  | |  | |  |
| 4 |  | |  | |  | |  | |  |
| 5 |  | |  | |  | |  | |  |
| 6 |  | |  | |  | |  | |  |
| 7 |  | |  | |  | |  | |  |
| 8 |  | |  | |  | |  | |  |
| 9 |  | |  | |  | |  | |  |
| 10 |  | |  | |  | |  | |  |
| 11 |  | |  | |  | |  | |  |
| 12 |  | |  | |  | |  | |  |
| 13 |  | |  | |  | |  | |  |
| 14 |  | |  | |  | |  | |  |
| 15 |  | |  | |  | |  | |  |
| 16 |  | |  | |  | |  | |  |
| 17 |  | |  | |  | |  | |  |
| 18 |  | |  | |  | |  | |  |

单位负责人: 填报时间： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 表二 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 重要经济事项情况表（含下属单位） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 填报单位： 单位金额：万元 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **一、对外投资情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | 投资项目名称 | | 第一笔投资时间 | | | 第一笔投资金额 | | 累计投入资金 | | | | 任期内投资金额 | | 任期内投资收益 | | | |  | |  | |  | | | |  | |
| 1 | | |  | |  | | |  | |  | | | |  | |  | | | |  | |  | |  | | | |  | |
| 2 | | |  | |  | | |  | |  | | | |  | |  | | | |  | |  | |  | | | |  | |
| 3 | | |  | |  | | |  | |  | | | |  | |  | | | |  | |  | |  | | | |  | |
| 4 | | |  | |  | | |  | |  | | | |  | |  | | | |  | |  | |  | | | |  | |
| 5 | | |  | |  | | |  | |  | | | |  | |  | | | |  | |  | |  | | | |  | |
| **二、对外担保情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序 号 | 担保事项 | | | 被担保单位情况 | | | | | | | | | | 担保方式 | 用于担保资产情况 | | | | | | 担保起止时间 | | 担保金额 | | | | 期末的担保责任余额 | | |
| 名称 | | | | 性质 | | 与本单位关系 | | | | 种类 | | 价值 | | | |
| 1 |  | | |  | | | |  | |  | | | |  |  | |  | | | |  | |  | | | |  | | |
| 2 |  | | |  | | | |  | |  | | | |  |  | |  | | | |  | |  | | | |  | | |
| 3 |  | | |  | | | |  | |  | | | |  |  | |  | | | |  | |  | | | |  | | |
| 4 |  | | |  | | | |  | |  | | | |  |  | |  | | | |  | |  | | | |  | | |
| 5 |  | | |  | | | |  | |  | | | |  |  | |  | | | |  | |  | | | |  | | |
| **三、在建工程情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 在建项目名称 | | | | 批复机关及文号 | | | | 计划总投资额 | | 已累计投资额 | | | 已付 金额 | 代建 单位 | | 分管 领导 | | | |  | |  | | | |  | | |
| 1 |  | | | |  | | | |  | |  | | |  |  | |  | | | |  | |  | | | |  | | |
| 2 |  | | | |  | | | |  | |  | | |  |  | |  | | | |  | |  | | | |  | | |
| 3 |  | | | |  | | | |  | |  | | |  |  | |  | | | |  | |  | | | |  | | |
| 4 |  | | | |  | | | |  | |  | | |  |  | |  | | | |  | |  | | | |  | | |
| **四、经营性资产** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 资产名称 | | | 房产所在地址 | | | | | 房产建筑面积 | | 经营方式 | | | 任期内收益情况 | 说明事项 | |  | | | |  | |  | | | |  | | |
| 1 |  | | |  | | | | |  | |  | | |  |  | |  | | | |  | |  | | | |  | | |
| 2 |  | | |  | | | | |  | |  | | |  |  | |  | | | |  | |  | | | |  | | |
| 3 |  | | |  | | | | |  | |  | | |  |  | |  | | | |  | |  | | | |  | | |
| **五、其他需说明事项** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位负责人： 填报日期： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 表三 | | | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | | |
| 年 月 日止单位银行开户及余额情况表（含下属单位） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 填报单位： | | | | | | | |  | | | | | |  | | | | | | 金额单位：元 | | | | | | | | | |
| 序号 | | | 开户单位（或个人）名称 | | | | | 开户银行 | | | | | | 账号 | | | | | | 账户余额 | | | | | | | 备注 | | |
| 1 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 2 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 3 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 4 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 5 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 6 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 7 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 8 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 9 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 10 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 11 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 12 | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | |
| 单位负责人： 填报日期： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 表四 | | |  | |  | |  | |  |
| 个人使用管理的单位财产移交明细表 | | | | | | | | | |
|  | |  | |  | |  | | | |
| 序号 | 资产名称 | 财产所属单位 | | 金额（元） | | 原发放或管理部门 | | 接收人签字 | |
| 一 | 备用金 |  | |  | |  | |  | |
| 1 |  |  | |  | |  | |  | |
| 2 |  |  | |  | |  | |  | |
| 3 |  |  | |  | |  | |  | |
| 二 | 电子货币卡 |  | |  | |  | |  | |
| 1 |  |  | |  | |  | |  | |
| 2 |  |  | |  | |  | |  | |
| 3 |  |  | |  | |  | |  | |
| 4 |  |  | |  | |  | |  | |
| 三 | 电子消费类卡 |  | |  | |  | |  | |
| 1 |  |  | |  | |  | |  | |
| 2 |  |  | |  | |  | |  | |
| 3 |  |  | |  | |  | |  | |
| 4 |  |  | |  | |  | |  | |
| 四 | 有价证券或票据 |  | |  | |  | |  | |
| 1 |  |  | |  | |  | |  | |
| 2 |  |  | |  | |  | |  | |
| 3 |  |  | |  | |  | |  | |
| 4 |  |  | |  | |  | |  | |
| 五 | 实物资产 |  | |  | |  | |  | |
| 1 | 其中：住房 |  | |  | |  | |  | |
| 2 | 汽车 |  | |  | |  | |  | |
| 3 | 电脑 |  | |  | |  | |  | |
| 4 |  |  | |  | |  | |  | |
| 5 |  |  | |  | |  | |  | |
| 6 |  |  | |  | |  | |  | |
| 移交人： 单位负责人： 填报日期： | | | | | | | | | |

附件5

台州市领导干部离任经济事项交接说明

一、介绍离任领导干部任职时间和分工负责的范围，概要介绍其上任后确定的工作目标及实现情况。

二、概要介绍领导干部任期内重要经济事项的决策及执行情况，包括重要的发展规划、重要的政策制度、重要的建设项目和重大的资金安排等。

三、重点说明尚未完成的重要工作事项，包括建设中的重要项目，尚未解决的经济纠纷或历史遗留问题，正在执行的经济合同，以及正在进行的行政复议、行政诉讼等，可以对下步工作提出意见建议。

四、说明任职期末的可用资金及其他重要资源情况。

五、其他需要说明和交接的事项。