# Basingstoke and Mid-Hants Athletic Club Committee Posts

**Role Profile**

**Committee role – Honorary\_Treasurer**

**Purpose of role:**

To take general responsibility for the club’s finances including budgeting, account administration and reconciliation and preparation of accounts for auditing.

# Key Tasks and responsibilities:

* Reconciliation of the club’s bank accounts.
* Financial planning and budgeting.
* Organise the club’s annual budget meeting.
* Banking, bookkeeping and record keeping.
* Control of fixed assets.
* Control of bursaries and subsidies.
* Payment of expenses including club bills for insurance, affiliations, league and track fees.
* Prepare year end balance sheet for presentation at the AGM
* Present accounts at the AGM and arrange annual audit.
* Provide the committee with regular updates on the general status of the club’s finances

# Estimated commitment:

14 hours a month (2 hours at Committee meeting, 2 hours a week administrating payments and general committee business and 4 hours a month to reconcile accounts and prepare report for committee meetings).

It may be appropriate to attend 1 or 2 budget meetings per year.   
Oct 2020