

**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, book keeping 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.
- 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:

10 hours a month (2 hours at Committee meeting, 1 hour 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.

Nov 2016