

## PROBUS CLUB OF HUNTERS HILL AND DISTRICT

### **Budget & Audit Process**

#### **PURPOSE:**

*To provide clarity on the process of developing an annual budget and having the books audited for the Club by an Honorary Auditor.*

#### **ACTIONS:**

The Treasurer provides a draft annual budget to the October meeting of the Management Committee. When the budget is accepted by the Management Committee, it comes into effect on 1 January each year. The Treasurer provides monthly financial reports to the membership and to the Management Committee, and each quarter reports against budget to the Management Committee.

The Treasurer closes the books at the end of the Club's financial year, submits accounts for audit and prepares a report for the Annual General Meeting.

*Date of Management Committee confirmation of policy:* 2019  
*Who to action:* Treasurer