**HHUA Treasurer – Terms of Reference**

**Budgets and Reporting**

Provide financial guidance on expected changes in costs and impact on charges for each financial year to be approved by the Management Committee.  Keeping books of account and reporting to the AGM.  Provide the Management Committee with a detailed account duly examined and signed for the preceding financial year. Provide a written statement of the Association’s finances at each of the Management meetings. The Executive Committee may call for a statement of account at any time.  Reporting both budgets and actual income and expenditure under the headings agreed with the other officers of the Association.

**Financial Management**

**General**

Keeping the Association solvent. Arranging for the accounts to be examined and liaising with the examiner(s) for any details required.

**Creditors**

Pay all bills as they fall due, without overreaching the Association's resources. Seeking secondary authority from another Officer for any paymentsover £1000.Check and challenge umpires’ expenses where appropriate before payment

**Debtors**

Receiving and banking payments from Clubs and Members and other organisations as necessary. Actively pursue any amounts owing to the Association.

**Balances**

Actively managing the main bank accounts to ensure that no bank errors are accepted, and that all payments received are credited and all payments made are banked.  Manage funds in medium and long term investments, to ensure the best return.

**Funding Applications**

Completing funding applications to government bodies (such as Lottery Grants and Sports Foundations), and writing reports as required by those bodies.

**Subscriptions**

Receiving Subscriptions from all members of the Association. Actively following-up any members who have not paid their subscriptions. Maintaining accurate records of subscriptions received, by member.

**Travel Claim Assistant (if required)**

Monitor processes allocated to the Travel Claim Assistant.

**Resigning Members and Members Removed by the Selectors**

Along with the other officers, deciding whether a refund of some or all of any subscription paid is appropriate. Making the appropriate refund to the person concerned.