



# Club Treasurers

## Your Club AGM

**Please find below, a checklist of what you must ensure you do for your forthcoming Club AGM:**

- ⇒ You must have a set of audited (or independently examined) accounts for the previous year to 31st August. These must be present on the night of your AGM and ideally, a number of copies made available to members.
- ⇒ You must give a report on these accounts, with an outline of figures and the overall outcome for the year.
- ⇒ Within your report or as a separate item on the meeting agenda, you must present an Annual Return of Membership—this is a complete breakdown of how many members you have in each age category along with associates.
- ⇒ Election of the Club Accounts Auditors for the coming year—this again must be on your agenda and done at the meeting.
- ⇒ Election of cheque signatories and ensure that these are changed over within 4 weeks of your AGM. Get those mandate forms ready now!

If you have any queries, questions or require any help from the County Office, please do not hesitate to contact us. Alternatively, our County Treasurer, Ange Woodward is always willing to help and advise and her number is 07971 074585