

**Please return to General Secretary on or before 18<sup>th</sup> April 2022**  
**Post: Terenure Badminton Centre, Whitehall, Road, Terenure, Dublin 12**  
**Email: Generalsecretary@lbbui.ie**



## **LEINSTER BRANCH BADMINTON UNION OF IRELAND**

### **Nomination for Election as Honorary Treasurer**

**Term 2022-2024**

**Name:** \_\_\_\_\_

**Club:** \_\_\_\_\_

**Proposed by:** \_\_\_\_\_

**Club** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Club** \_\_\_\_\_

I am prepared to act/serve as Honorary Treasurer of the Leinster Branch Badminton Union of Ireland and I am aware of my responsibilities under Rules 4.1 – 4.9.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **Finance: The Role Extract from Leinster Branch Badminton Rules 2018**

4.1 The Financial Year of the Branch shall end on 31st. December

4.2 It shall be the responsibility of the Honorary Treasurer to ensure that all monies received are lodged to the credit of the Branch with its Bankers for the time being.

4.3 Cheques drawn on the account of the Branch, whether the said account is overdrawn or otherwise, shall be signed by any two of three persons authorised by the Executive Committee.

4.4 The Honorary Treasurer, at his/her discretion, may make disbursements by cash provided always that any one disbursement shall not exceed the amount currently agreed by the Executive Committee.

4.5 As soon as possible after 31st December each year the Honorary Treasurer shall prepare:

- (a) The Income and Expenditure account for the financial year ending 31st December and Balance Sheet as at that date.
- (b) An Estimate of Income and Expenditure under such heads of responsibility as are appropriate, for the following financial year
- (c) An estimate of Capital Expenditure for the following financial year.
- (d) A Balance Sheet showing the position at the end of the following financial year on giving effect to the estimates in (b) and (c).

4.6 As soon as possible after 31st December and not later than the following 31<sup>st</sup> January each sub-committee shall provide the Honorary Treasurer with a financial report of their activities for the preceding year.

4.6.1 To enable him/her to complete the estimates of Income and Expenditure and Capital Expenditure the Honorary Treasurer shall have power to call on the various officials, committees and sub-committees of the Branch after 1st January each year, and each such official, Committee or Sub-Committee shall submit its figures to the Honorary Treasurer not later than 15th January.

4.7 The Honorary Treasurer shall send the estimate of Income and Expenditure, the estimate of Capital Expenditure and the Balance Sheet for the following financial year together with a copy of the accounts for the previous financial year, to the members of the Executive Committee by 1st February each year.

4.7.1 At a meeting in February each year the Executive Committee shall meet and discuss the Honorary Treasurer's estimate in respect of the following financial year.

4.7.2 The Executive Committee shall sanction, or modify and sanction, the figures shown under the various heads of responsibility, and may defer sanction of figures, pending enquiry, until a subsequent meeting.

4.8 When the Executive Committee has sanctioned expenditure under a head of responsibility, this sanction shall entitle the Honorary Treasurer to make payments up to such total without further reference to the Executive Committee.

4.8.1 The Honorary Treasurer shall monitor the progressive total of payments under each head of responsibility so that he/she may issue timely warning to those responsible.

4.8.2 At any time the Honorary Treasurer may bring a request for supplementary sanction under any head of responsibility before the Executive Committee.

4.9 The Notice calling the General Meeting shall be accompanied by: -

- (a) Income and Expenditure account for the previous financial year. These accounts shall be externally audited and made available to the Revenue Commissioners on request.
- (b) Balance Sheet compiled as at the said year-end. The said Income and Expenditure Account and Balance Sheet shall be signed by the Honorary Treasurer and bear the certificate of the Auditor .