

# Bedford BCS Treasurer's work report to August 2017

## Richard Maddison

Each year the Treasurer's biggest job is to bid for the following year's budget allocation. This has to be prepared on the BCS HQ spreadsheet and submitted by the end of March. The problems are as follows.

- \* Our branch committee can in March only guess at the likely pattern of speakers, locations, dates and costs, yet the form asks for the detailed expenditure under each of various headings and each in the column corresponding to the month.

- \* Special events, such as our schools challenge competition project, have to be included appropriately, and with the details also given on a separate Supplementary Funding Request Form.

- \* The whole has to include text justifying the various proposals.

- \* This needs input from other members of the Branch Committee, obviously, and circulation to them for comments on the drafts as it is developed.

BCS HQ does not allocate funds for the coming year till about July. The Committee that allocates the money have been and still are impressed by the way, we manage our finances.

In July this year, they allocated what I had bid for the meetings and schools competition during September 2017 to August 2018.

The rest of the Treasurer's role is:

- \* to attend the various committee meetings, submitting reports if necessary in advance, or reporting that everything is satisfactory

- \* to keep records of what is committed, even though not spent yet

- \* to watch emails and at committee meetings for indications of things that are going to cause some expenditure, and to keep a record

- \* to get people who are planning meetings or events to find out the cost of hiring rooms and other likely costs, and to estimate the expenditure

- \* to authorise payments, liaising was necessary

- \* generally to try to get the whole to both not exceed the allocation, and if possible not be significantly underspent against the allocation

- \* to report to the Member Group Committee when required

- \* to deal with the End-of-year processes – including listing anything that will become an accrual; and to prepare accounts for the Branch AGM.

I keep a Forecast-outturn spreadsheet of the proposed programme with columns giving actual, committed and expected expenditure details as it all gradually evolves. I check monthly with and update from the accounts paid from BCS HQ.

I am grateful to the relevant other committee members for so excellently doing their jobs. I particularly thank Fan and Saverio for making arrangements for meetings bearing in mind the allocated budget.