

# Citywest Probus Group Meeting

24/8/2021

## *Record Keeping*

### Minutes:

- Written
- Electronic
- Recordings
- Circulated
- Period kept

### Membership:

- Written
- Electronic
- Detail

### Attendance / Hospitality / Welfare

- Records

### Finance:

- Bookkeeper / Accountant
- Written / Electronic
- Verification checks
- Complexity
- Budget
- Grants
- Audit

### Backups:

- Persons / Electronic