



Alton Climate Action Network

9 Grange Gardens, Holybourne, Alton, GU34 4DZ

altonclimatenetwork@gmail.com

<https://altonclimatenetwork.org.uk>

 [@AltonClimate](#)

Join the ACAN team as Volunteer Bookkeeper

Alton Climate Action Network (ACAN) is a Charitable Incorporated Organisation (CIO) established in 2019. ACAN's purpose is to encourage a step change in public understanding and enthusiasm for the benefits of living climate and nature-friendly lives.

ACAN is a vibrant, very active network of groups and projects (see the home page of <https://altonclimatenetwork.org.uk>) run by volunteers from across the community. It brings people in Alton and the surrounding villages together to take positive community action to reduce our impact on the planet and restore the natural environment.

Some of the groups under ACAN's umbrella are autonomous, but several (such as Young ACAN, Cycle Alton, Alton Community Share, Alton Repair Café and others) rely on ACAN for banking and insurance cover, and support with fundraising for their work. We work closely with all of them, promoting their services and events through our newsletter, website, social media, and partners in the community. ACAN also has links with other climate action groups in the district and county.

The ACAN Bookkeeper is supported by the Treasurer, Sarah Branch, a Trustee. She oversees the financial affairs of ACAN in conjunction with Sarah Gulliford, the Chair of Trustees, providing advice and ensuring that they are legal, constitutional and within accepted accounting practice.

ACAN Volunteer Bookkeeper tasks

You would work on your own laptop or computer at home, flexibly in your own time. Whilst not essential, the ACAN Bookkeeper is warmly invited to attend ACAN Committee meetings to join the team: getting to know the people who run ACAN and the breadth of the work that we do. Committee meetings are usually in person every 1-2 months, in central Alton. The Committee consists of 8 Trustees and other members who contribute to the organisation and administration of the network.

Ongoing tasks – approx. ½ to 1 hour per week

- Pay and raise invoices as requested.
- Reconcile the accounts spreadsheet with the Nat West online account so that the balances tally.

<https://altonclimatenetwork.org.uk>

- Process donations made via our CAF (Charities Aid Foundation) website donation buttons. These will be either for ACAN core costs or the Gumbi Education Fund (ACAN's environmental justice initiative in Malawi). All Gift Aid reporting to HMRC is handled by CAF.
- Track receipt of grants, allocate income to groups/projects and provide information for monitoring grants.
- Respond to requests from group/project leaders for details of their own receipts and expenditure.
- Ensure someone attends Repair Café sessions with their petty cash tin and a card reader for donations and to reimburse volunteers for refreshments and parking. Bank cash donations as required.
- Bank the donations collected at other events as necessary.

Committee meetings (every 1-2 months)

- Provide a balance for each project. This is automated so involves no more than a copy and paste from the Project Summaries sheet of the spreadsheet.

Annual approx. 10 hours – with the Treasurer

- April / May – Contact Castle View Accounting and ask for a list of all documents and figures required for the end of year accounts. All of these can be supplied in electronic form, either scanned, downloaded or as a spreadsheet or word document.
 - Other trustees will help with the annual trustees' report of activities.
- When the accounts are finalised, they need to be agreed by the Trustees
- The end of year accounts must then be uploaded to the Charities Commission along with details of changes to trustees.
- August - Research and renew insurance (currently using Access Insurance Brokers)

Longer term – currently undertaken by the Treasurer

- You will need to register with the Charities Commission to be able to update company details and upload the end of year accounts. You will be helped with this.
- You will need access to the current account with the Nat West bank and you will need a debit card. We will provide help with this.
- You will need access to the CAF online account. We will help with this.

Charity Details

- Company name – Alton Climate Action and Network (Charitable Incorporated Organisation - CIO)
- Charity number – 1189431
- Registered address – 9 Grange Gardens, Holybourne, Alton, Hampshire GU34 4DZ
- External Accountants – Castle View Accounting
- End of Financial Year 31 March
- Currently insured with Q Underwriting via Access Insurance Services
clientservicesrenewals@accessinsurance.co.uk the policy expires on 9th September 2026.
- The current account is with NatWest.

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