



ACAN Bookkeeper / Treasurer tasks

This job can be handled by one person acting as bookkeeper and trustee/treasurer combined or by 2 people. The tasks involved are described below.

The Trustee role of Treasurer involves overseeing the financial affairs of ACAN in conjunction with the Chair of Trustees, providing advice and ensuring that they are legal, constitutional and within accepted accounting practice.

The role of bookkeeper involves the ongoing tasks listed below and sharing the rest of the tasks with the treasurer.

Ongoing – approx. .5 to 1 hour per week

- Pay and raise invoices as requested.
- Keep the accounts spreadsheet synchronised with the Nat West online account so that the balances tally.
- Process donations made via our CAF (Charities Aid Foundation) website donation buttons. These will be either for ACAN core costs or Gumbi Education Fund. 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 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 donations collected at other events as necessary.

Committee meetings

- 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. 20 hours

- 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 committee the AGM should not take place until the accounts are finalised.
- 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)