



Alton Climate Action Network

9 Divers Close, Alton, GU34 2LE

altonclimatenetwork@gmail.com

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Alton Climate Action Network (ACAN)

ACAN is a Charitable Incorporated Organisation (CIO). Established in 2019 by Energy Alton, Alton Local Food Initiative and The Alton Society, building on the work of the Alton Climate Alliance.

It is an umbrella group bringing people together to tackle the climate and environmental emergencies by offering a forum for local people to take action on specific issues. ACAN brings people together, co-ordinates and encourages.

Some of the groups under ACAN's umbrella are autonomous, others rely on ACAN for banking and insurance cover. We work closely with all of them, providing opportunities to advertise their services and events through our newsletter, website, social media, and other connections. ACAN also has ties with other climate action groups in the district and county.

It is not a membership organisation. It provides speakers, and trustworthy information on the website, about the climate and environmental crises and what we can all do to reduce our carbon emissions and rebuild our natural environment.

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. ½ 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.

www.altonclimatenetwork.org.uk

- 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 (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

- 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)

One off tasks

- 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.

Company Details

- Company name – Alton Climate Action and Network (Charitable Incorporated Organisation - CIO)
- Charity number – 1189431
- Registered address – 9 Divers Close, Alton, GU34 2LE
- Best contact – Eleanor Hill (ex-treasurer) eleanorhill777@gmail.com
- External Accountants – Castle View Accounting support@castleviwaccounts.co.uk
- End of Financial Year 31 March
- Currently insured with QUnderwriting via Access Insurance Services clientservicesrenewals@accessinsurance.co.uk the policy will expire on 9th September 2025.
- The current account is with NatWest.

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