

## **The Role of the Honorary Treasurer**

1. Ensure all income has been received and expenditure is appropriate.
2. Correspond with Bankers, and Financial Accountants engaged by ASCN UK, and ensure all accounts remain in credit.
3. Following consultation with other Honorary Officers, ensure that the treasurer and officers are happy with the appointed accountants.
4. All expenditure claims will be forwarded to the PCO for payment. A monthly report is sent to the Honorary Treasurer by the PCO who will also assist with all VAT and annual returns.
5. Ensure that ASCN UK has charitable cover for fundraising purpose.
6. Prepare an Annual Report, to include independently examined accounts, to be presented at the Annual General Meeting, and uploaded to the ASCN UK Site on the Charities Commission website annually as a Trustees Annual Report (TAR).
7. Assist the other Honorary Officers and conference organisers in organising the Annual Conference.
8. Ensure that reimbursement/payment of invoices is completed within 10 working days.
9. Contribute to pre-election meeting with applicants for in committee positions.
10. Chairperson must be informed in advance of unavailability (eg holidays).
11. Promptly respond to e-mails, CC in all committee where required.
12. Ensure that all decisions are made in alignment with the current ASCN UK Constitution.
13. Appoint Accountants to independently examine accounts.