

COTAC Honorary Treasurer Role

Role functions:

- Draft and present Annual Budget for Trustee approval; attend and submit updated financial reports to Management Group and Trustee meetings
- Ensure appropriate counter signatures for all financial transactions, settle relevant claims and invoices, and arrange funds to be transferred from savings account as required and approved
- Act as one of the three authorised signatures required for bank and saving account transactions
- Liaise with Hon Secretary and Auditors to finalise annual accounts and co-ordinate and submit annual Charity Commission returns by end of January deadline, providing required documentation and responding to queries
- Maintain 6-year duration electronic record and retain hard-copy archive paper files of financial activities (Archive locations: to be reviewed)
- Monitor and control COTAC Bank Accounts (at March 2018) held with:
 - NatWest Bank
 - CafCash Bank (holding reserves)
- Provide financial support for COTAC Conferences, engaging with Dropbox and Eventbrite links
- Ensure web provider fees are paid dealing with IHBC through M0U and Webfaction
- Keep and report up-dated time-spent records.