Treasurer Responsibilities

REGULAR TASKS
Estimated time commitment – 0.5 hours per week

- Bank account
  - Have oversight of DSN’s bank statements
  - Administer payments by DSN and credits to DSN’s bank account as necessary
  - Refund appropriate expense claims as per the DSN expense policy
  - Liaise with e.g. Virgin Money Giving, CAFonline as necessary
- Maintain (with the chair) appropriate insurance for DSN’s activities
- Provide a financial summary / advice for DSN committee meetings
- Respond to enquiries made via the DSN treasurer email address

ANNUAL TASKS
Estimated time commitment – 5-6 hours each year

- Regulatory
  - Ensure that DSN’s accounts are available for Charity Commission and Office of the Scottish Charity Regulator returns as required
  - Co-ordinate inspection of DSN’s accounts by an independent examiner
- Provide a treasurer’s report for the AGM
- Contribute to the Gift Aid process

This document will be updated when necessary.

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Author: DSN committee