



CHY 17932

www.irishpracticenurses.ie

tel: 0871304115

e-mail: admin@irishpracticenurses.ie

National Honorary Treasurer Role NEC Committee IGPNEA

The National Honorary Treasurer has an important role to play in ensuring all of IGPNEA's income and expenditure is in line with the Charities Regulator and Revenues rules. As well as adhering to the IGPNEA policies.

- Overseeing the National and Conference accounts. This can be done via emailed updates, monthly bank statements with explanatory notes from Administrator, and directly via internet banking.
- Approving / not approving any unusual day-to-day transactions and Administrator / Membership Secretary office expenses.
- Any costs which are large, unexpected, or arising for the first time may be referred to the NEC for approval.
- Authorise any direct payments that have been set up via internet banking by the Administrator.
- Liaise with other NEC Officers whenever necessary re day-to-day management of the Association and any issues that arise.
- Authorising the use of the IGPNEA credit card where appropriate.
- Approve over-time and expenses incurred by employees.
- Give Honorary Treasurer's Report at AGM.
- Sign and uphold the Code of Conduct of the IGPNEA.

The Honorary Treasurer delegates the following duties to the IGPNEA Administrator

- Maintaining accurate bookkeeping accounts on the current National Account and Conference Account
- Collecting treasurers' records from the Branch accounts. These will include all financial transactions, lodgements, invoices in and out and expenses at branch level.
- Pay salaries, calculate PAYE, PRSI, income levies and produce payslips.
- Liaising with accountant re Income Tax Liabilities, annual preparation of accounts and Annual Audit.
- Liaising with Revenue to ensure retention of charitable tax exemption status and compliance with legislation.
- Liaising with the bank and bank manager where IGPNEA has its account.
- Preparation of draft budgets for NEC to examine and approve at February meeting, and updates at subsequent meetings.
- Preparation of final account summaries for Annual Report and AGM.
- Discussions with potential sponsors about how their grants will be used by the IGPNEA
- Report to sponsors how this money was spent.
- Liaising with Membership Secretary and Conference organisers to process membership fees and sponsorship payments.
- Ensuring payment of branch portions of membership fees to the Branches (by direct



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payment).