

EBKA TREASURERS TIMETABLE

Month	Deadline in month	Divisional Treasurers	General Treasurer
		Divisional Membership Secretaries (DMS)	
Jan		<ul style="list-style-type: none"> Complete accounts in accordance with EBKA accounts layout policy. 	<ul style="list-style-type: none"> Prepare CEC Accounts, including County Honey Show and Enterprises.
			<ul style="list-style-type: none"> Start preparing consolidated accounts for EBKA AGM.
	10th	<ul style="list-style-type: none"> Send provisional accounts to General Treasurer. 	
	Div AGM	<ul style="list-style-type: none"> Get accounts independently examined, examiners sign accounts. (See note 1) 	
	Div AGM	<ul style="list-style-type: none"> Present accounts to Div AGM for approval (prior circulation if poss). (See note 1) 	
		<ul style="list-style-type: none"> Collect membership subscriptions, donations, etc, for current year. 	
	CEC meeting		<ul style="list-style-type: none"> Present draft accounts to CEC.
Feb		<ul style="list-style-type: none"> Chase late payers (see note 2). 	<ul style="list-style-type: none"> Finalise consolidated accounts and Asset Register.
	7th	<ul style="list-style-type: none"> Send approved accounts to General Treasurer. 	
	7th	<ul style="list-style-type: none"> Send Divisional Asset Register to General Treasurer. 	
	20th	<ul style="list-style-type: none"> On eR2 lapse any member who has not renewed. 	
	28th		<ul style="list-style-type: none"> Make claim to HMRC for Gift Aid refund for previous year.
	28th		<ul style="list-style-type: none"> Get consolidated accounts audited/examined.
Mar	EBKA AGM		<ul style="list-style-type: none"> Present consolidated accounts to AGM for approval.
	10th	<ul style="list-style-type: none"> Divisional eR2 Spring Return closed. 	
	10th–20th	<ul style="list-style-type: none"> No changes to be made to eR2 except renewals, which must be left 'pending approval'. 	
	15th	<ul style="list-style-type: none"> Spring capitation and donations paid to EBKA. 	
	20th		<ul style="list-style-type: none"> EBKA eR2 Spring Return closed.
	31st		<ul style="list-style-type: none"> BBKA Spring capitation paid.
Apr	30th	<ul style="list-style-type: none"> Pay BDI for current year. 	
May			

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Jun			
Jul			
Aug	10th	• Divisional eR2 Autumn Return closed.	
	10th–20th	• No changes to be made to eR2 except renewals, which must be left 'pending approval'.	
	15th	• Autumn capitation and donations paid to EBKA.	
	20th		• EBKA eR2 Autumn Return closed.
	31st	• Pay remainder of BDI for current year.	• BBKA Autumn capitation paid.
Sept	CEC meeting		• Recommend to CEC/confirm any changes to subscription rates.
	30th	• Receive confirmation of subscription rates for the next year.	• Inform Div Treasurers of subscription rates for next year.
Oct			
Nov		• Update eR2 to align with any changes in subscription rates.	
	30th	• Provide Gen Treasurer with Gift Aid statement for current year Jan–Nov (see note 3).	
Dec		• Update Divisional Asset Register.	• Update CEC Asset Register.
		• Start preparing annual accounts.	
	NOTES:		
	1	A Divisional AGM may be held prior to January.	
	2	All Members should be aware that Membership lapses if subscriptions are not paid by 15th February.	
	3	For EBKA to claim Gift Aid, the following requirements must be satisfied:	
		• Donors must sign the Gift Aid declaration and provide:	
		– their name	
		– their home address	
		– our name (EBKA) as recipient	
		– confirmation that they have paid or will pay UK income tax for the current tax year to cover tax reclaimed.	
		• All subscriptions (min BDI only) and donations qualify if the donors pay UK income tax.	
		• See definitive requirements in Gift Aid Guidance in Trustee Handbook Appendix.	
	PA Allen		
	September 2020		