

EBKA TREASURERS TIMETABLE 2024

Month	Deadline in month	Divisional Treasurers	General Treasurer
		Divisional Membership Secretaries (DMS)	
January		<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.
	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. 	
	Div AGM	<ul style="list-style-type: none"> • Present accounts to Div AGM for approval (prior circulation if poss). 	
		<ul style="list-style-type: none"> • Collect membership subscriptions, donations, etc, for current year. 	
February		<ul style="list-style-type: none"> • Chase late payers (see note 1). 	
	7th	<ul style="list-style-type: none"> • Send approved accounts & Bank Statements to General Treasurer. 	<ul style="list-style-type: none"> • Start preparing consolidated accounts for EBKA AGM.
	7th	<ul style="list-style-type: none"> • Send Divisional Inventory List (aka Asset Register) to General Treasurer. 	
	7th	<ul style="list-style-type: none"> • Confirm Bank Accounts & signatories to General Treasurer (pro forma on EBKA website). 	
	14th		<ul style="list-style-type: none"> • Finalise consolidated accounts and CEC Asset Register.
	20th	<ul style="list-style-type: none"> • On eR2 lapse any member who has not renewed. Check address formats. 	
	28th		<ul style="list-style-type: none"> • On eR2 prepare the Gift Aid Return for previous year (note 2).
	28th		<ul style="list-style-type: none"> • Make claim to HMRC for Gift Aid refund for previous year (note 2).
March	CEC meeting		<ul style="list-style-type: none"> • Present draft consolidated accounts to CEC.
	EBKA AGM		<ul style="list-style-type: none"> • Get consolidated accounts examined & signed off.
	EBKA AGM		<ul style="list-style-type: none"> • Present consolidated accounts to AGM for approval.
	15th	<ul style="list-style-type: none"> • Divisional eR2 Spring Return closed. 	
	15th–25th	<ul style="list-style-type: none"> • No changes to be made to eR2 except contact changes or lapses. 	
	20th	<ul style="list-style-type: none"> • Spring capitation and donations paid to EBKA. 	
	25th		<ul style="list-style-type: none"> • EBKA eR2 Spring Return closed.
	31st		<ul style="list-style-type: none"> • BBKA Spring capitation paid.
April	30th	<ul style="list-style-type: none"> • Pay BDI for current year. 	

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May			
June			
July	CEC meeting	<ul style="list-style-type: none"> • Submit proposals re subscriptions to CEC. 	<ul style="list-style-type: none"> • Recommend to CEC/confirm any changes to subscription rates.
August	1st	<ul style="list-style-type: none"> • Receive confirmation of subscription rates for the next year. 	<ul style="list-style-type: none"> • Inform Div Treasurers of subscription rates for next year.
	15th	<ul style="list-style-type: none"> • Divisional eR2 Autumn Return closed. 	
	15th–25th	<ul style="list-style-type: none"> • No changes to be made to eR2 except contact changes or lapses. 	
	25th	<ul style="list-style-type: none"> • Autumn capitation and donations paid to EBKA. 	
	25th		<ul style="list-style-type: none"> • EBKA eR2 Autumn Return closed.
	31st	<ul style="list-style-type: none"> • Pay remainder of BDI for current year. 	<ul style="list-style-type: none"> • BBKA Autumn capitation paid.
September	After 31st Aug	<ul style="list-style-type: none"> • Update eR2 to align with any changes in subscription rates, etc. 	
October			
November			
December		<ul style="list-style-type: none"> • Update Divisional Asset Register. • Start preparing annual accounts. 	<ul style="list-style-type: none"> • Update CEC Asset Register.
	NOTES:		
	1	All Members should be aware that Membership lapses if subscriptions are not paid by 15th February.	
	2	For EBKA to claim Gift Aid, the following requirements must be satisfied: <ul style="list-style-type: none"> • Donors must sign/tick the Gift Aid declaration and provide: <ul style="list-style-type: none"> – 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. • Payments for courses or goods do not qualify for Gift Aid. • See definitive requirements in Gift Aid Guidance in Trustee Handbook Appendix. 	
	PA Allen		
	October 2023		