

## EBKA TREASURERS TIMETABLE 2024

Month	Deadline in month	Divisional Treasurers	General Treasurer
		Divisional Membership Secretaries (DMS)	
January		• Complete accounts in accordance with EBKA accounts layout policy.	• Prepare CEC Accounts, including County Honey Show and Enterprises.
	10th	• Send provisional accounts to General Treasurer.	
	Div AGM	• Get accounts independently examined, examiners sign accounts.	
	Div AGM	• Present accounts to Div AGM for approval (prior circulation if poss).	
		• Collect membership subscriptions, donations, etc, for current year.	
February		• Chase late payers (see note 1).	
	7th	• Send approved accounts & Bank Statements to General Treasurer.	• Start preparing consolidated accounts for EBKA AGM.
	7th	• Send Divisional Inventory List (aka Asset Register) to General Treasurer.	
	7th	• Confirm Bank Accounts & signatories to General Treasurer (pro forma on EBKA website).	
	14th		• Finalise consolidated accounts and CEC Asset Register.
	20th	• On eR2 lapse any member who has not renewed. Check address formats.	
	28th		• On eR2 prepare the Gift Aid Return for previous year (note 2).
	28th		• Make claim to HMRC for Gift Aid refund for previous year (note 2).
March	CEC meeting		• Present draft consolidated accounts to CEC.
	EBKA AGM		• Get consolidated accounts examined & signed off.
	EBKA AGM		• Present consolidated accounts to AGM for approval.
	15th	• Divisional eR2 Spring Return closed.	
	15th–25th	• No changes to be made to eR2 except contact changes or lapses.	
	20th	• Spring capitation and donations paid to EBKA.	
	25th		• EBKA eR2 Spring Return closed.
	31st		• BBKA Spring capitation paid.
April	30th	• Pay BDI for current year.	

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May			
June			
July	CEC meeting	• Submit proposals re subscriptions to CEC.	• Recommend to CEC/confirm any changes to subscription rates.
August	1st	• Receive confirmation of subscription rates for the next year.	• Inform Div Treasurers of subscription rates for next year.
	15th	• Divisional eR2 Autumn Return closed.	
	15th–25th	• No changes to be made to eR2 except contact changes or lapses.	
	25th	• Autumn capitation and donations paid to EBKA.	
	25th		• EBKA eR2 Autumn Return closed.
	31st	• Pay remainder of BDI for current year.	• BBKA Autumn capitation paid.
September	After 31st Aug	• Update eR2 to align with any changes in subscription rates, etc.	
October			
November			
December		• Update Divisional Asset Register.	• Update CEC Asset Register.
		• Start preparing annual accounts.	
	<b>NOTES:</b>		
	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:	
		• Donors must sign/tick 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.	
		• 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		