



# THE CENTRAL COUNCIL OF CHURCH BELL RINGERS

## Central Council of Church Bell Ringers

Registered charity no. 270036

### Notes on the role of Treasurer

The Treasurer is one of the elected officers of the Council and, as such, is a trustee of the registered charity.

#### Meetings:

- The Annual Council Meeting is held in early September.
- The Treasurer is a member of the Executive, which meets monthly either via 'Skype' or in person.
- The Treasurer represents the Council at meetings or events as appropriate.

#### Principal responsibilities:

- Maintain the accounting records for the General Fund, the Bell Restoration Fund and the Fred Dukes International Bell Fund. This includes keeping the bank records and monitor cash flow, handling receipts and issuing payments.
- Claim gift aid repayments annually for HMRC.
- Prepare annual accounts to include in the trustees annual report, incorporating the detail accounts for Publications, Library and Education Courses (obtained from the 'treasurers' of those workgroups), and liaise with the Independent Examiners over their work and report to the Executive and Council as required. The report and accounts are to 31<sup>st</sup> December of each year.

#### Specific tasks:

- Keep an overview of invested funds and interest rates.
- Handle the insurance policies with EIG and queries with workgroups and members.
- Claim the gift aid repayments for the General and Bell Restoration Funds.
- Be involved with the accounting for special events, e.g. Roadshows.
- Prepare reports for the Executive as required – for example, future year budgets, budget forecasts, final year outturn and particular financial issues that may arise.

#### Skills and Experience:

- Accounting book-keeping skills using electronic accounting systems, currently Excel, on-line banking and on-line gift aid claims.
- Basic knowledge of charities accounting and the ability to produce end of year final accounts to the required standard.
- Ability to produce financial reports to the Executive and Annual General Meetings as required to stated deadlines.

Andy Smith  
June 2019