

**Central Council of Church Bell Ringers**  
Registered charity no. 270036

**Notes on the role of Honorary Treasurer**

The Honorary 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 on the Spring bank holiday weekend at the end of May. The Hon T. is a member of the Administrative Committee, which meets twice a year in March and October.

Currently, the officers have a monthly telephone conference call.

The Hon T. 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.

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 committees), and liaise with the Independent Examiners over their work and report to Council. The report and accounts are to 31<sup>st</sup> December.

**Specific tasks –**

- Keep an overview of invested funds and interest rates.
- Handle the insurance policies with EIG and queries with committees and members.
- Claim the gift aid repayments for the General and Bell Restoration Funds.
- Be involved with the accounting for the Ringing Roadshow - the next is planned for September 2014. (It is not necessary to be a member of the organising team).
- Prepare reports for the Administrative committee – at the October meeting, a forecast of the current year together with an estimate for the next year, and at the March meeting, the result of the year just ended and a forecast for the current year.