

## **Treasurer**

1. To promote and support the DBKA and its members in achieving its aims and objectives.
2. You shall be a DBKA Officer, a Trustee of DBKA, and a member of the DBKA Executive Council (EC).
3. You are to maintain the record of DBKA's central receipts and payments.
4. You are to collect from the Branches capitation for DBKA, BBKA and BDI, and BBKA research fund donations; and are to pay the capitation invoices on time.
5. You are to prepare a report, including details of payments made or due, for each trustee and EC meeting.
6. You are to prepare DBKA Accounts and combined Branches & DBKA Accounts, and secure an independent examination under the Charities Act 2011.
7. You are to prepare the financial section of the DBKA Annual Report & Return to the Charity Commission.
8. You are to prepare annual budgets for DBKA's activities.
9. You are to pay invoices through the year for items such as affiliation fees, printing costs, hire of halls, general meeting and lecture expenses.
10. You are to receive and distribute Gift Aid recovered from HMRC. Note that the Gift Aid claim is administered by the Gift Aid officer.
11. You are to provide technical advice and guidance to branch treasurers.
12. You shall be the Bee Craft Magazine Lead Trustee.