



The Bath and Wells Diocesan Association of Change Ringers

Officers' Terms of Reference

TREASURER

General Fund

1. To administer the general fund of the Association in the best interests of the Association and in accordance with the decisions of the General Committee.
2. To produce accurate annual accounts, properly inspected by the officer appointed by the Association for this purpose, and oversee their publication in the Annual Report.
3. To monitor the financial and membership returns of the branches to ensure that they are in accordance with the rules, and to maintain liaison with the appropriate branch officers.
4. To make recommendations to the General Committee regarding the rates of fees and subscriptions to ensure the financial soundness of the Association, and regarding the rates of travel expenses.
5. To make recommendations to the General Committee regarding the investment and disinvestment of capital reserves.
6. To hold all insurance policies of the Association, and to ensure that cover is updated as necessary.

Bell Fund

7. To administer the bell fund of the Association in accordance with its rules, the requirements of the Charity Commissioners and Inland Revenue and in accordance with the decisions of the General Committee.
9. To encourage Parishes and Trustees of ringing installations in the care of charities to affiliate to the Association, and to maintain records of such affiliations.
10. To produce accurate annual accounts, properly inspected by the officer appointed by the Association for this purpose, and oversee their publication in the Annual Report.
11. To complete such returns as required by the Charity Commission, and to ensure that records held by the commission are accurate and up to date.
12. To promote the, the use of Gift Aid in collaboration with other appropriate officers, and to make any necessary claim for repayment of income tax by the Inland Revenue.
13. To make recommendations to the General Committee as to the availability of funds for grant aid
14. To make recommendations to the General Committee regarding the investment and disinvestment of capital reserves.
15. To perform such other duties as may be agreed by the General, Executive Committee or Trustees of the fund.

Updated January 2024

As first approved by the General Committee on 16 February 1991 and modified since

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