

Welsh Masters Athletics Limited

Role of Treasurer

The Treasurer's responsibility is to ensure all WMAL moneys are banked, payments are made in accordance with the Board's requirements and in furtherance of WMAL's objectives, regular accounts are produced for the Board and annual accounts are prepared for WMAL, all in accordance with best practice.

This will include –

- tracking and allocating all receipts for membership, events, etc.
- timely payment of WMAL's purchases, and expenses to officials
- design of systems to ensure moneys are secure and well managed
- regulatory advice on company taxation for the Board
- production of monthly management accounts for Board meetings
- production of annual statutory accounts in company format for approval by the board, filing at Companies House, and distribution to the annual general meeting
- recommending annual membership fees to meet objectives

combined with role of Membership Secretary

The Membership Secretary will send out such reminders as are appropriate for annual membership fees.

The Membership Secretary will enter into the membership system such data as is required/made available to meet UKA requirements.

The Membership Secretary will endeavour to assist members with their understanding of the computerised systems.

The Membership Secretary will use the membership systems to send such reminders, information, etc., as is desirable for the smooth operation of WMAL