

The role of the treasurer

1. The treasurer manages the EALTA bank accounts, makes payments through the accounts for expenses that are authorized by the executive committee, invoices people and organizations that are required to make payments to EALTA, and prepares a financial statement for the Annual General Meeting each year.
2. Bank Accounts
 - a. Currently EALTA maintains its bank accounts with Lloyds bank in the UK. This is because of the location of the treasurer in the UK, and may need to be reviewed in future. There are two accounts, a GBP account and a Euro account (both held through Lloyds). The GBP account is accessed mainly through online banking and is the account used for ongoing payment and income. The Euro account can only be accessed through written requests to transfer funds and is used as a back-up holding account.
 - b. Although it is possible to make payments by cheque, in practice all payments are currently made by online bank transfers,
3. Payments
 - a. There are currently 2 main regular payments:
 - i. The annual fee paid to the webmaster based at Lancaster University who maintains the organizations website and data base.
 - ii. An annual payment to the Conference of NGOs (OING Service) overseen by the Council of Europe.
 - b. In addition EALTA now offers annual grants to support events organized by members and SIGs. These are approved by the Executive committee in advance. Lump sum payments are made to the organizers according to the amount agreed by the Executive committee.
 - c. Re-imbusement to Executive Committee members for required travel as a part of their role as executive committee members. These expenses are agreed in advance. Currently they include travel and accommodation to attend the EALTA AGM and conference and for a pre-conference meeting to finalize the program and conference organization. This pre-conference meeting is held at the next annual conference site.
 - d. Ad-hoc expenses, such as the payments for access to webinar hosting tools for delivering the webinars etc.
4. Income
 - a. The institutional members are invoiced once a year. Payment is made directly by bank transfer to the EALTA accounts. (As of the 2017 AGM, Expert Members are no longer charged a membership fee).
 - b. Payment from surplus from the annual conference is made by the organizer to the EALTA bank account.
5. The financial report is produced in advance of the AGM, and must be sent to an auditor, who checks and signs the report. The report signed by the treasurer and auditor is sent by the Secretary to the membership in advance of the AGM.