

The Role of the EALTA¹ Treasurer

The Treasurer ... shall serve a three-year term of office and may serve no more than two successive terms in the same capacity. (CIO Constitution, section 12.5.3)

The main responsibilities of the EALTA President are as follows:

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. 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 two 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 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 as well as a pre-conference meeting to finalize the programme and conference organization. The pre-conference meeting is held at the site of the next annual conference.
 - d. Ad-hoc expenses, such as the payments for access to webinar hosting tools for delivering webinars etc.

¹ EALTA - the European Association for Language Testing and Assessment is a Charitable Incorporated Organisation (CIO), registered in England, charity number 1198137

4. Income
 - a. The Institutional Members are invoiced once a year. Payment is made directly by bank transfer to the EALTA accounts.
 - 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 as part of the documentation accompanying the notice of the AGM.

25 May 2022