

ADMINISTRATION REPORT

1 FEBRUARY 2012

The last 3 months have not been exactly plain sailing :

SRSA

Although a good relationship has been established with Doris Mashishi at SRSA we are no further forward on getting the rest of our funding. The approved Audited Financials as well as a signed original of Eugene's Presidents Report (presented at the AGM in September) were sent by Speed Services to SRSA for attention of Doris Masishi on the 14th December 2011. To date she has not received them. According to Speed Services they were put into SRSA Private Bag. Doris said, 2 weeks ago, that there were 3 large post bags in the mail room that still had to be sorted. It seems, on speaking to her on Monday, that she was not in the office last week so she will have to follow up. She assures me that we will not be penalized. If I have not heard from her by Friday new documents will be hand delivered to her early next week.

NLDTF

As with SRSA the documentation sent to NLDTF were also "not received" although also sent Speed Services at the same time (but to a different Post Office). New documentation will have to be sent to them as well but they state that the documents have to be sent to their Private Bag.

A lesson learned is don't send documents over the holiday period.

STANDARD BANK

We discovered, the hard way, that when the signatories etc for our bank account at Standard Bank were done somehow the FICA process was not captured. Fortunately this could be rectified by me speaking to our Portfolio Manager at the Bank. Now it seems that the change of address, for statements, was not carried out so I am following up on this.

FINANCIALS

I have captured everything from July 2011 to date. Some of my allocations may be incorrect but that can be easily rectified. I took a bit of time to try to master the Quick Books program and I spent 1 afternoon with Tracey (Richards Secretary) getting some advice. I will go and see her

again for more help. I wanted to put in Budgets for the SRSA and NLDTF allocations but still need to master that as it seems to only be possible on a monthly basis and not a once off amount.

EXPENSE SHEETS

A decision needs to be made regarding the numbering of the ES forms. Do I start with a new series at the start of a year (January), SRSA year (April) or our Financial Year (July).

The new system of sending the ES forms out by GoogleDocs seems to be working well.

WEBSITE

The website has been updated with an article on the Big 5 O, as well as with the Minutes of the SGM and the accepted audited Financials.

The updating of the Events 2012 data is taking a bit longer than it should but this will be a priority now that I have semi mastered QuickBooks. All Gauteng Events and the relevant Event Sheets (as they become available) and Cape Events are being put on the website. Unfortunately I am not sent Event Sheets from the Cape.

UPDATING OF CONTACT INFO

Although the updated Contact Details have been sent to SASCO, SRSA, NLDTF and IOF it seems that apart from IOF the others don't have a central database system that they use. Each section/department has their own system so getting the updated info through to all departments is proving to be a mission.

DIARY

This is a challenge that I am going to attempt. I have done some ground work into setting this up.

LEVY PAYMENTS BY CLUBS

This is up to date except for the non payment by Raco for the October to December period. I have chased Tom Scott up on this matter.

ROC, on behalf of the Big 5 O organizers, have paid in R 745.00, but they have taken payments off of the actual amount due, Garry has asked them to send us a full breakdown as well as the full Event Levy and Emit Hire payment, we will then re-imburse them what is due to them. In this way we will be able to show proper accountability.