

# SAOF ADMINISTRATION REPORT

14<sup>TH</sup> APRIL 2011

## Responsibilities

- Prepare notices of Meetings
- Prepare Agenda's for the SAOF Management Committee and AGM
- Prepare Minutes of Meetings
- Assist in the preparation of the SRSA Application by April 2011
- Maintain accurate and updated monthly records of all members and clubs
- Handle entries for international events
- Ensure that colours applications are completed and submitted on time
- Prepare requests for proposals for sanctioned events
- Liaise with the treasurer and ensure that the treasurer has all relevant documentation
- Keep track of Financial Expense Sheets
- Ensure that Clubs pay levy's for members and events on time
- Assist in the preparation of the Lotto Grant Application – June 2011
- Assist in preparation of NLDTF reports
- Prepare and circulate AGM minutes
- Ensure communication with Clubs
- Update web site regularly
- Attend all SAOF Management Committee meetings

## Assessment

I have been in the position of Administrator for just over a month now.

Although most of the day-to-day tasks are in hand there are still a few that need attention :

- Due to the non handing over of previous information a lot of back ground/checking work needs to be done.
- Payment of approved Expense Sheets needs to be carried out quicker and without follow ups.
- Expense Sheets need to be booked to the correct funding body and allocation, this will allow for easier correlation of information for SRSA and NLDTF applications.
- Copies of Proof of Payment need to be sent with numbered Expense Sheets. This will alleviate the requests, at a later stage, of copies.
- I need to be copied in on all e-mails regarding SAOF matters, including those from High Performance, Coaching, Selection Committee etc, even if there is no need for input from my side and it is only for my information. This will assist in ensuring that I know what is

going on in the event of anyone asking me questions, and it will also help to iron out any snags before they happen.

The only Clubs not to have paid Affiliation Fees for the January 2011 to March 2011 period is UCTMSC and Witsoc. Invoices have been sent to both Clubs for submission to their Sports Councils for payment.

Penoc and Witsoc still need to pay Event Levies and Emit Fees for the January to March 2011 period.

The allocation of payments against the SRSA Funding Categories is proving to be challenging as it doesn't seem that costs are charged to these categories, or they are not reflected in the books.

Despite my requests that I get sent updated Membership lists by Clubs on a monthly basis this is not happening.

The updating of the SAOF website is being done on a regular basis. I must give a big Thank You to Garry Morrison for all his assistance in getting me up to scratch.