

18.09.83

## Ref: Structures of Regional Treasury Offices Powers & Functions

18/9/83

COES TEMBA & KAY  
NATIONAL TREASURY SECRETARIAT.  
LUSAKA.

Dear Comrades,

In case we do not have the opportunity while I am in Lusaka of sitting down and dealing with the document "Structures for Regional Treasury Offices", I am enclosing a copy with the suggested alterations.

These alterations, as Cde Maduna (Treasury Administrative Secretary in Mazimba) and I explained to the T-G, are necessary because of the unique situation of Mazimba where we have a Directorate, which, according to the NEC Directive entitled "Some Aspects of MAZIMBA ADMINISTRATIVE STRUCTURES" has authority and control in matters affecting SOMAFECO & the Complex as a whole.

This does not negate the link between a Mazimba Dept and its parent Dept/Secretariat at HQ but for purpose of coordination it is essential that the Directorate is consulted, advised and informed by the Regional Treasury about Treasury matters.

In the light of the above, the T-G agreed that the Treasury Document referred to above should be modified for Mazimba/Dakawa purposes.

We will be happy to receive your comments as soon as possible so that there are no further impediments to the smooth administration of our Complex.

Amandla!

Mohammed Iqbal  
Director.



**Structures for Regional Treasury Offices,  
African National Congress of South Africa  
Powers and Functions**

A) The Office of the Treasurer-General shall constitute a Regional Treasury comprising the following:

- 1 Regional Treasurer
- 2 Deputy Regional Treasurer
- 3 Regional Administrative Secretary
- 4 Regional Logistics Section
- 5 Regional Transport Section
- 6 Regional Supplies Section
- 7 Regional Welfare Section.

B) The Regional Treasury Secretariat

1 The Regional Treasury Secretariat shall consist of the Regional Treasurer, the Deputy Regional Treasurer, the Administrative Secretary and one member each from the various sections as enumerated in clause A)4,5,6 & 7.

2 The Regional Treasurer shall be the head of the Secretariat and shall preside at its meetings.

3 In the absence of the Regional Treasurer the Deputy Regional Treasurer shall have the powers and exercise the functions of the Regional Treasurer.

4 The Secretariat shall direct, control, guide and manage the affairs of the Regional Treasury *in consultation with the Directorate.*

5 The Secretariat shall be directly responsible to the Treasurer-General's Office of the African National Congress of South Africa. (Hereinafter referred to as the Organisation). *but shall liaise closely with the Directorate.*

6 The Secretariat shall meet at least once a month to review, examine and report on the work of the Regional Treasury. *& submit reports to the Directorate.*

C) The Regional Treasurer

The Regional Treasurer shall be responsible for the work of the Treasury and shall:

- (i) Control all financial transactions in consultation with *the Directorate &* the Treasurer-General's Office;
- (ii) Keep such books of accounts as may be required by the Treasurer-General's Office
- (iii) Prepare monthly financial statements and annual balance sheets to the satisfaction of the Treasurer-General's Office;

I don't know if this addition is sufficient. The NEC of Directorate says that Depts at Mag/Dak are accountable to the Directorate in the first instance.



- (iv) Receive monthly reports from the various Sections as enumerated in clause (A) 4, 5, 6, & 7;
- ✓ ~~(v)~~ (v) Compile and maintain a complete inventory of all movable and immovable assets of the Organisation;
- (vi) Compile monthly returns of the number of persons maintained by the Regional Treasury;
- (vii) Keep an inventory of houses, flats, land and other fixed property belonging to or rented by the Organisation;
- ✓ (viii) Draw up annual budgets for the Region;
- (ix) The Regional Treasurer shall consult with the Secretariat on matters concerning the Regional Treasury;
- (x) The Regional Treasurer, in consultation with the ~~Treasurer-General's~~ *Directorate & the* Office, shall appoint, relieve and supervise all Regional Treasury officials in the Region, such as officials to include those enumerated in Clause A) 4, 5, 6, & 7;
- (xi) Prepare and submit monthly reports to the Treasurer-General's Office on all aspects of the Regional Treasury.

#### D) The Deputy Regional Treasurer

The Deputy Regional Treasurer shall exercise the authority of the Regional Treasurer in all matters pertaining to his Office.

#### E) The Regional Administrative Secretary

- 1 The Regional Administrative Secretary shall assume the duties and powers of the Regional Treasurer and the Deputy Regional Treasurer in their absence;
- 2 The Regional Administrative Secretary, in consultation with the Regional Treasurer, shall at all times:
  - (i) Attend to all correspondence;
  - (ii) Convene meetings of the Secretariat as referred to in Clause B) 6;
  - (iii) Take minutes of the proceedings and prepare such minutes;
  - (iv) Submit minutes of all meetings of the Secretariat to the Treasurer-General's Office; and *to the Directorate; and*
  - (v) Generally assist in the routine Treasury work.

#### F) Regional Logistics Section:

- (1) The Regional Treasury Secretariat shall constitute a Logistics sub-committee comprising not less than three and not more than five members;
- 2 Such a sub-committee shall have a chairperson and a secretary;
- 3 The Logistics sub-committee shall:
  - (i) Direct, control and manage the Logistics Section;
  - (ii) Prepare monthly reports specifying all goods received and issued;
  - (iii) Keep a proper stock of all goods received;



- (iv) Prepare monthly reports for the Regional Treasury Secretariat;
- (v) Convene regular meetings of the sub-committee to examine, review and report on the work of the sub-committee to the Regional Secretariat; and
- (vi) Periodically take stock of all goods that fall under the Regional Treasury.

#### G) The Regional Transport Section

*Transport Officer*

- 1 The Regional Treasury Secretariat shall constitute a Transport sub-committee comprising not less than three and not more than five members;
- 2 Such a sub-committee shall have a *Transport Manager as* chairperson and a secretary;
- 3 The Transport sub-committee shall direct, control and manage the affairs of the Transport Section;
- 4 It shall submit monthly reports specifying:
  - (i) The number of motor vehicles according to make, year of first registration, serial number and type, registered in the name of the Organisation;
  - (ii) Motor vehicles purchased;
  - (iii) Motor vehicles received as donations;
  - (iv) Motor vehicles damaged and could be repaired;
  - (v) Motor vehicles damaged beyond repair;
  - (vi) Number of drivers in the Region; and
  - (viii) Insurance policies issued in respect of each motor vehicle registered by the Organisation.
- 3 The Transport sub-committee shall:
  - (i) Take such steps as they may deem necessary to ensure that no unauthorised person and no person not holding a valid driver's licence shall be allowed to control or drive a vehicle registered by the Organisation;
  - (ii) Ensure that all motor vehicles registered in the name of the Organisation is fully insured and licenced; and
  - X (iii) Have a pool system for all motor vehicles, strictly controlled from the Regional Office.

#### H) The Regional Supplies Section

- 1 The Regional Treasury Secretariat shall constitute a Supplies sub-committee comprising not less than three and not more than five members.
- 2 Such a sub-committee shall have a chairperson and a secretary.
- 3 The main task of the sub-committee shall at all times:
  - (i) Ensure that supplies to all residences are carried out regularly and on time
  - (ii) Promptly carry out requests for food supplies.

#### I) The Regional Welfare Section

- 1 The Regional Treasury Secretariat shall constitute a Welfare sub-committee comprising not less than three and not more than 5 members.



- 2 Such a sub-committee shall have a chairperson and a secretary.
- 3 The main purpose of this sub-committee shall be to attend to the welfare matters of the Region.

**J) The Regional Disciplinary Sub-Committee**

- 1 The Regional Treasury Secretariat shall constitute a Disciplinary sub-committee comprising not more than 3 and not less than 5 member.
- 2 Such a sub-committee shall have a chairperson and a secretary.
- 3 The main task of the sub-committee shall be to consider all cases of breach of discipline concerning all those who fall under the jurisdiction of Clause (A).

**K) General**

- ① All major decisions of the various Sections are subject to the approval of the Regional Secretariat. *& the Directorate*
- 2 The various Sections shall have the right to request for special meetings of the Regional Secretariat to discuss any matter or matters pertaining to their respective Sections.
- 3 For the purpose of co-ordination and control, all Sections shall submit regular monthly reports to the Regional Secretariat.
- 4 All Sections shall be subjected to the authority of the Regional Secretariat. *and the Directorate.*
- ⑤ The Chief Representative, ~~and~~ the chairperson of the RPC of the Region *& a Directorate member* shall attend all meetings of the Secretariat and those convened by it as ex officio members.
- 6 Any matter or matters not stated herein shall be dealt with by the Regional Secretariat.

Note: Refer to draft dated 26th May, 1980

7th September, 1980, LUSAKA