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MINUTES OF SPECIAL MEETING TO DISCUSS TREASURY HELD 2QTH.\_QQTOBER 12ng

PRESENT: Cds. Tikly, Gaboo and R. Hodgson.

APOLOGIES: Cds. Dennis and Masekoo

Powers and Functions of Regional Treasury

Cd. Gaboo as Regional Treasurer was in charge of Morogoro and Mazimbu, and there was supposed to be a treasurer for Dar es Salaam. However as no one was sent Cd. Gaboo had to assume the responsibility for the whole area.

It was recommended that when Ben Senzo arrives, he should be appointed SOMAFCO Bursar and his duties would include treasury work for all of Mazimbu. Since services, e.g. supplies, logistics, etc. \$ar Morogoro come from Mazimbu, these aspects of the finance would also fall under himo

Comrade Doodles would be overall in charge and would attend to Dar es Salaam, and matters such as leases, rents, etco in Morogoro.

Treasugx Secretariat Meetingso Seven had been held in 1981 and only two in 1982. Cdo Hodgson, as convenor of these meetings, made two points regarding failure to meeto

1. The difficulties of getting Dar es Salaam comrades to Mazimbu and the unavailability of the Regional Treasurer who is overburdened with work.

2. The fact that agendas, which should deal with financial statements, budgets, income and expenditure, etc. cover instead matters discussed in detail on other levels, e.g. logistics, supplies, transport etco In the absence of the main issues, she saw less and less reason for trying to convene these meetings, though appreciates they are important and necessary if the Treasury is to function efficiently.

Job specification for Administrative Secretarx

Except for a written general job description from the T.G's office, no specific tasks have been given her by the Regional Treasurer. She has never had any knowledge of the finances, banking, income or ex%penditures.

In the absence of the Regional Treasury she has never been asked to deputise for himo All work undertaken by her at Mazimbu has been on her own initiatives and while many are useful and important she does not believe that she is fulfilling the role of her mission.

She points out too, that whenever the Treasurer-General has visited Mazimbu and had lengthy discussions at Treasury level, she has never been invited to attend any of those sessions, nor has the TOGo ever discussed her work with hero

Financial Statements '

The Regional Treasurer, stated that due to pressures of work he has not been able to produce statements sihoe April of 1981.nnhowever, he has since trained a comrade and hopes that statements will soon be ready.

It was pointed out to him that greater delegation of work, particularly to the Administratibe Secretary, who could take much of the daily lead off him/tga%denablthg him to concentrate on the major issues. he should be in a position to monitor what is happening in the entire region.

#### New Personnel

Cds. Senzo, Natie and Molly Marcus and Mrs. Mahlala were all expected soon and should all be able to fill important positions in the Treasury which should help to alleviate matters. Posts urgently required to be filled were auditor, bookkeeper, stock controller. Job definitions should be clear. It was suggested that the gar es Salaam Treasurer should be the Beputy Regional Treasurer. It was believed that Cd. Natie would also be in a position to train people here, and therefore intensive counselling at SOMAFCO for future cadres in the Treasury was very important.

#### Lines of Communication

There appears to be much direct communication between various departments and HQ. This should not be so. All departments at lVlazimhu should send their requests and requisitions through the Regional Treasurer and Regional greasury Secretariat who would pass them on to HQ. This again highlighted the need for Treasury meetings to take place regularly once monthly, when departments, including the School, Dar es Salaam and so on could have their say.

The Director should meet regularly with a sub-committee of the local Mazimbu ?reasury departments, i.e. wages, accounts, supplies, logistics, etc. In the long run, he would be accountable for Mazimbu finances and should be fully in the picture.

#### Expenditures

1980 - 24 million shillings of which some 90% spent on Bldg. Project

1981 - approx. 51-52 million shillings of which again largest proportion spent on building.

1982 - should reach 42-45 million shillings, the bulk share also to construction. This money actually passes through the Treasury here and does not include goods purchased abroad with donor funds.

#### Degartmental Accounts

Each monthly financial statement gives details of every department's expenditures. However, there is no breakdown of what is spent, say on food at the school, on transport costs for a particular department, and so on.

#### Evaluation of Property

Cd. Gaboo sees the need to have a proper evaluation of our fixed and movable property, and also our manufactured goods. w The latter will increase with the new Garment factory and when the carpentry work shop completes the building programme.

#### Purchasing and Sales Methods

Locally, almost all transactions are paid by cash and receipts obtained. The Director referred to discussions he had had with the Home Office, who offered to prepare guidelines when we have to pay out large sums. Examples were tender boards and dealing only with licenced people. Cd. Gaboo doubted this would work as even the parastatals work through the highest bidders.

## Banking

We are permitted to run three accounts locally - one for SOMAFCO, one for the Building Project and one General Account.

However, the Treasurer recommended that we should run only one SOMAFCO internal account here and one alongside an external account. He explained the difficulties in Tanzania of being able to get foreign currency out of the external account, therefore not much point in having another external account in Morogoro. It was recommended that for urgent needs to be purchased abroad, the Director should clear with the T.G. that we purchase with our own foreign funds through the London office.

## Requisitions to donors or HQ

Departments wishing to appeal to HQ for needs should channel these requests through the Treasury Office and not have direct communication. This would both assist with centralisation and also avoid duplication. It was pointed out, for example, that components in a UNESCO project may cover the purchase of exercise books which are available locally, but SOMAFCO is writing to HQ for these.

On no account must departments or department heads requisition directly to donors. All must be done through HQ and again channelled through the Treasury Office. If visiting donors ask us our needs and for small things we advise them, this should also be put in writing and despatched to HQ. Secretary to send a further letter to departments regarding the above two points.

It was finally recommended that all departments be asked to submit a list of their needs by June for the following year. Such lists would assist the Treasury to know what has been offered, what still requires to be solicited and what would have to be purchased. It would also help the Treasury to disseminate to departments our current needs so that when they are asked by donors they could speak with more authority rather than haphazardly.

The Secretary to convene a Treasury Secretariat meeting as soon as possible.