

The question has been posed - does the Treasury do any work since it usually merits only a line or two in the Bulletin. The answer is YES. If it did not, the Building project would grind to a halt, all transport would stop, smokers would suffer withdrawal symptoms without mia moja and everyone would starve. SOMAFCO would close down.

Under this department are finance, logistics, supplies, ~~xxxx~~ hardware stores, transport, telephone exchange and post.

The Regional Treasurer must first and foremost ensure sufficient funds in the kitty to pay for the day-to-day requirements of the East African Region. Like all organisations the world over, there is never sufficient money so he <sup>has</sup> to perform juggling feats to spread it around. Pay the creditors or placate them, find the cheapest prices, get to know and influence the suppliers. He is charged with the overall buying and distribution for the community and liaises with HQ. He also oversees all transport.

The Administrative Secretary Does the minutes for the Treasury, Finance, ~~XXXXXXXXXX~~ Transport, Regional and Mazimbu Logistics and deals with correspondence, memoranda, etc. arising from them. She requisitions from the Logistics Store for all the adults in Mazimbu/Morogoro and to this end has to keep an up-dated census of all personnel in East Africa and has ~~xxxxxx~~ an inventory of ~~ANC~~ property and effects in the area. She liaises with Dar on Bills of Lading of goods arriving and acknowledges and thanks all donors, keeping HQ informed. The needs of the community are requisitioned through her to HQ. She has since its inception been acting secretary to the Directorate, taking minutes and attending to all matters ~~xxxxxxxxxxxxxx~~ of correspondence and other action required.

Wages Section under Comrade Headman, prepares, processes and pays fortnightly and monthly wages, incentives, mia moja, allowances for holidays, etc. Makes loans to workers in emergencies, deals with workers' employment registration. His section also serves as a link between the project and Jawata and the Labour Office in settling disputes; interpreting the labour laws between employer and employee; deducting workers contributions to the National Provident Fund and issuing new members cards to the Fund. These have to be strictly balanced to ensure correct payments and on termination of contracts full reports must be submitted to the NPF office. He sees to the payment of insurance for workmens compensation.

Cashier Cd. Tandi handles all cash transactions - to the wages department, for the payment of daily food supplies, spare parts, building material, fuel, medical supplies, stationery and so on. She pays the electricity, water and telephone bills and also provides petty cash floats to other departments, e.g. SOMAFCO, agriculture, site, etc. Each day she must reconcile her cash and balance her books each month end.

Cd. Mcgergor stands in for the Treasurer during his absences. He collects from and makes payments to the bank and must always have the correct amount of change on hand. He checks all the cash - Tandi's daily balances, ~~xxx~~ the wages Dept. and petty cash floats. He is assisting on accounts and creditors books, pays car insurances, handles stationery needs of all sections and sees that the filing is in order.

Telephonist Cd. Nonkululeko's task is the most thankless in the organisation. With an extremely busy board but only one outside line, she is subject to everyone's frustrations and irritations. It is to her credit, that she manages to keep her cool and good temper. When she can tear herself away from the switchboard she manages to do odd typing jobs and duplications for various units.



Comrade Francina is presently acting secretary and receptionist to the Director. This necessitates typing his correspondence, news letters, programmes, etc. as well as typing minutes for various production units. She does the filing; posts, collects and distributes all mail daily and collects and disburses the newspapers.

Cd. Jenny does general typing for the Treasurer and the office and duplicating.

Cd. Don as acting transport office works from the Treasury but is not in in our production unit. He is in charge of the movement of all vehicles, issuing of gate passes and filling in as driver.

The Hardware Stores with Cds. Kakes and Dick as the only two ANC members also fall under our unit. They attend to all buying and requisitioning of spares and implements for the building, agriculture and mechanical sectors. They must at all times ensure that stocks can meet the demand.

Cd. Mbali is a member of our unit but to date has not supplied his job specification. As far as I understand it he is second to the Project Manager and <sup>has</sup> overall ~~taxxaxgaxxfxhaxrxaxex~~ responsibility for hardware supplies. He requisitions for working gear for workers and also for movable furniture for residences ~~xxxxx~~ offices, factories, etc.