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OFFICE OF THE ANC CHIEF WHIP  
PROVINCE OF THE EASTERN CAPE  
IPHONDO LEMPUMA KOLONI  
PROVINSIE OOS-KAAP  
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MEMORANDUM

TO : ALL MEMBERS OF THE ANC CAUCUS

FROM ' : OFFICE OF THE CHIEF WHIP

REF. : T. MANYOSI

DATE : , 10 FEBRUARY 1997

SUBJEQT; N TIT EN YF ND YIDELINE

The Constituency Fund Section of the omce of the ChiefWhip wishes to draw the attention of Members, particularly with regard to payment of accounts where proceduresihave sometimes not been followed, and as well as to accounting. Members and their Constituency staff are encouraged to study and familiarise themselves with the Constituency Fund Guidelines, a copy of which is attached hereto for your convenience. Section 2.4 and 2.8 address some of these problems.

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FFICE OF THE CHIEF WHIP

per: T. Manyosi

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(LEGISLATURE OF THE PROVINCE OF THE EASTERN CAPE)

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(FOLLOWING CAUCUS MEETING RECOMMENDATIONS ON 6  
JUNE 1996)

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In terms of the Rules of the Legislature regarding the Administration of the Constituents' Allowances, the system of Constituents' Allowance was introduced to enable political parties represented in the Legislature to set up an infrastructure for the benefit of Constituents or the general public.

The following Guidelines, based on the Rules, are designed to provide control measures for the management and administration of the Fund.

1. E N I

The following structures shall be responsible for the Management and Administration of the Fund:

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1.1.1. W

There shall be established a Constituency Fund Management Committee (CFMC) consisting of

- the Chief Whip (who is the Accounting Officer)
- the Caucus Treasurer
- at least 5 other members appointed, by Caucus, preferably from Constituency Convenors.

1.1.2 mm

The responsibilities and duties of the Constituency Fund Management Committee Shall be:

- To deal with policy matters regarding the management and administration of the Fund.

- To evaluate the impact of the Fund on the Constituents.
- To deal with employment matters and conditions of service of the staff of the Fund.
- To ensure proper management and administration of the Fund.
- To draw annual budgets based on Constituency budgets.
- To receive periodical reports from the Constituencies and to submit financial reports to the Caucus and to the Secretary to the Legislature as required by the Rules.

## 1.2 N T EN - N . MI

### 1.2.1 W

There shall be established by each of the 13 Constituencies, a Constituency Co-ordinating Committee (C.C.C.) consisting of:

- at least 2 MpslMPLs
- and at least 2 members delegated by the REC.

### 1.2.2 W

The duties and responsibilities of the Constituency Co-ordinating Committee shall be:

- To implement policies and guidelines prescribed by the Constituency Fund at Constituency level.
- To ensure that the conditions of service as prescribed by the Constituency Fund are adhered to and complied with.
- To provide support and direction to the Constituency staff.
- To design programmes for effective service to the Constituency.
- To draw and submit annual budgets for the Constituency.
- To submit periodical activity and financial reports to the Constituency Fund Management Committee.

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The Fund shall be administered centrally in the Chief Whip's Office where a financial administrator and any other necessary staff shall be appointed to process claims and requisitions from Constituency Offices which have to be approved by the Chief Whip and any other authorised signatory.

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The costs of the administration of the Fund shall be borne by the Fund itself through a 5% contribution from each Member's allowance and the bank interest accrued.

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A lease agreement has to be entered into and signed between the landlord and the Constituency Co-ordinating Committee, the original copy of which must be submitted to the office of the Chief Whip to be kept in the respective Constituency File.

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2.4.1 Whenever equipment or whatever resource is to be acquired by the Constituency Office, the administrator or secretary of the Constituency Office shall obtain an invoice or a quotation from the supplier.

2.4.2 S/he shall then complete a Cheque Payment Request Form, which must be duly authorised by a member of the Constituency Co-ordinating Committee.

2.4.3 The completed form to which the invoice or quotation shall be attached must then be submitted to the Financial Administrator in the Chief Whip's Office for approval and processing.

2.4.4 A cheque to defray the costs of the equipment being purchased will be made out to the supplier. In other words, the Constituency Co-ordinating Committee Members must authorise their staff to acquire any equipment and the Office of the Chief Whip must effect payment upon being furnished with a

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completed payment requisition form and an invoice or quotation from the supplier.

The Constituency Co-ordinating Committee has a duty to choose the most fair and reasonable supplier whenever capital expenditure is to be made.

WELL: It is recommended that whenever possible and practicable, equipment required by all the offices should be bought in bulk for all the offices from the most reasonable supplier.

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There shall be opened by all 13 Constituency Offices a bank account into which a quarterly financial allowance will be deposited by the Constituency Fund for day-to-day necessities of the Constituency Office such as:

Stationery

printing

postage

refreshments

constituency work travel expenses for staff members.

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2.6.1 A prescribed form shall be completed by the Constituency Co-ordinating Committee in respect of each staff member employed by the Constituency Office, such a form to bear such particulars as the name, date of employment, position, salary, bank account number etcetera.

2.6.2 Monthly salaries shall be deposited by the Constituency Fund Financial Administrator one day before each month end in the Constituency staff members' respective accounts.

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Each Constituency Office shall open and maintain an up-to-date asset register containing a list of all the assets (equipment) bought out of the Constituency Fund for the operation of the Constituency Office. An audit of these assets shall be undertaken by the Constituency Fund periodically.

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2-8 ACCQUNIM

Each Constituency Office shall acquire and maintain proper books of account and submit periodical and, as required, financial and activity reports to the office of the Chief Whip.

3. AM

These Guidelines may be revised and amended from time to time to adapt to changing conditions.