

TREASURY DEPARTMENT - REPORT BY NATHAN MARCUS SPECIAL REPRESENTATIVE  
OF THE TREASURER GENERAL - 6TH DECEMBER, 1982

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POWERS AND FUNCTIONS:

REGIONAL TREASURER'S OFFICE

REGIONAL TREASURER

In addition to Clause 3 items i/xi as set forth in the Structures for the Regional Treasury Offices, the Regional Treasurer shall be responsible for:-

- a) The administration of the Treasury Offices and the establishment of the daily routine of all office staff ensuring that all tasks are expeditiously and competently carried out.
- X b) The establishment of proper systems of accountability in respect of all sections under Treasury control. Such records must be subject to constant checks in order to eliminate misfeasance, abuse of the organisation's funds and property, theft etc.
- c) To ensure at all times that projects are economically viable and are not a financial burden on the organisation.
- d) To conduct the financial affairs in a responsible manner, in as far as possible to eliminate waste and unproductive expenditure.
- X e) To prepare a monthly statement of Account within seven (7) days of the end of each month, reflecting receipts and payments from the books for consideration by the Directorate.
- f) The Regional Treasurer is responsible for the safe keeping of all the property, movable and immovable belonging to the organisation. To make a monthly survey to ensure that all property is securely housed.
- g) All payments of whatever nature must be authorised by the Regional Treasurer.
- h) To conduct periodic checks to ensure that the actual funds in hand are in agreement with the books of account.
- i) To check that all tasks assigned to the Treasurer's Office Staff are implemented.



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JOB DESCRIPTIONS

THANDI - CASHIER ✓

MACGREGOR - ACCOUNTS CLERK

NOMOSWAZI - ACCOUNTS CLERK

HEADMAN - WAGE CLERK

NOMKULULEKO - TELEPHONIST/ STATIONERY CLERK

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C A S H I E RTHANDI

Tasks as follows:

DAILY:

- a) To receive all monies, issue receipts therefor giving full details and nature of the monies received and record the sums in the daily Cash Book.
- b) Pay all accounts, expenses etc., provided payment has been properly authorised, and the price and correctness checked.
- c) Control and Responsibility of Cash Float.
- d) Record all receipts and payments on a Daily Summary Sheet,
- e) Verify Cash by Actual Count at the end of Each Day
- f) File all vouchers in support of all monies received and payments made in an manner easily accessible at all times.
- g) Assist in preparation of Wages every 2nd week.
- h) Be a part of the team that pays out the wages on site
- i) Advance loans etc., provided that these have been properly authorised and to keep correct records of such loans
- j) Check the correctness of all monthly statements of accounts from projects and verify the nature of all expenses before reimbursing such monies as may be necessary from time to time.
- k) Security Control of Cash
- l) Not to leave the Office unattended

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TREASURER'S OFFICEJOB DESCRIPTIONS (CONT)A C C O U N T S C L E R KMACGREGOR

## Tasks as follows:

- 1) Check all accounts presented for payment and verify that:-
  - a) The accounts are authentic
  - b) That the goods have been duly received and signed for
  - c) That the arithmetical accuracy of the invoices have been verified both regards to price and extensions
  - d) That payment has been duly authorised by the Treasurer
  - e) Check all entries as reflected on the daily summary payments schedule
- 2) Summarise onto a weekly receipts and payments schedule all daily records of monies received and payments made. This should be done each Monday
- 3) Assist with preparation of Wages every 2nd week AND payment thereof on site
- 4) Analyse the wage payments into the various projects every 2nd week
- 5) Assist in Stores/Transport/Logistics etc recording as necessary
- 6) Collect monies from Bank in respect of Wage payments
- 7) Deposit monies at Bank from time to time

Wage  
analysis

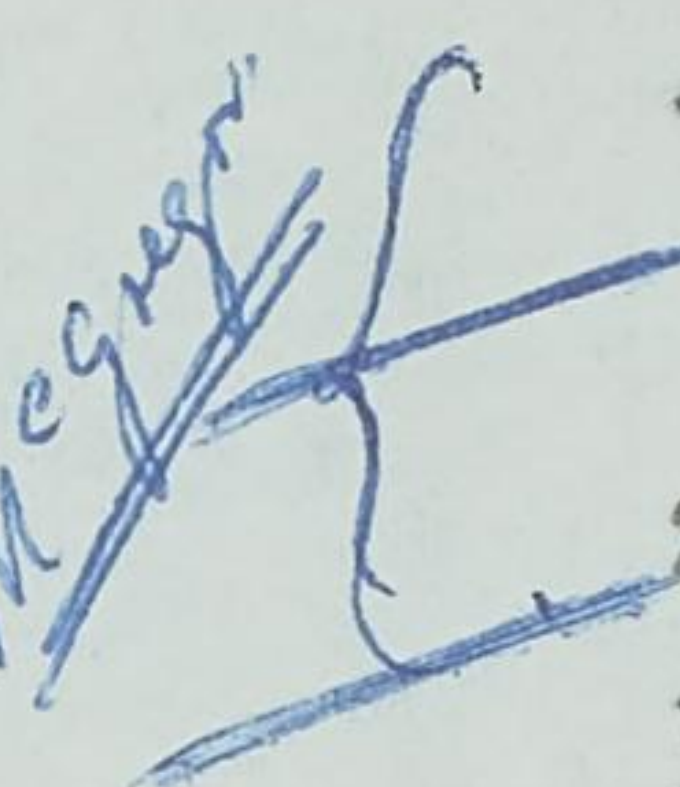
SPECIAL NOTE

FOR SECURITY REASONS TWO PERSONS SHOULD ATTEND TO THE COLLECTION OF MONIES FROM THE BANK WHEN LARGE SUMS ARE DRAWN FOR THE PAYMENT OF WAGES



TREASURER'S OFFICEJOB DESCRIPTIONS (CONT)A C C O U N T S    C L E R KNOMOSWAZI

Tasks as follows:

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- 1) Keep Cash books reflecting monies received and deposited and monies paid out as per cheque book for the different Banking Accounts
  - 2) Check Bank Statements at the end of every month
  - 3) Post all items to their respective accounts at the end of each month
  - 4) Post all accounts from the weekly receipts and payments accounts as well as from the records submitted from all projects
  - 5) Extract a monthly Trial Balance for the purpose of preparing a monthly Payments and Receipts Account
  - 6) Filing of all correspondence etc.
  - 7) Assist the Treasurer wherever required



TREASURER'S OFFICEJOB DESCRIPTIONS ( CONT )W A G E            C L E R KHEADMAN:

Tasks as follows:

- 1) Prepare the wages both for the fortnightly payment and monthly payments for all projects
- 2) Analyse all wages into the appropriate projects account
- 3) Prepare all information required for the monthly returns of all National Contributions
- 4) Attend to all questions relative to wages and the problems as they may arise from time to time
- 5) Pay out all wages on site with comrades MacGregor and Thandi Both weekly and monthly.

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TREASURER'S OFFICEJOB DESCRIPTIONS (CONT)TELEPHONIST/STATIONERY CLERKNOMKULULEKO

Tasks as follows:

1) Attend to the Switchboard - this should not be left unattended at any time

2) Keep a record of all usage of Duplicating Machine

3) Keep a record of all usage of Photostat Machine

For Items 2 and 3 a voucher should be completed by the user showing the department for which it is being used and the number of copies made

× 4) Stationery Control

This would entail the stock control of all stationery and the issuing of supplies. No supplies should be issued without a requisition form stating the use there of and for which department.