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AFRICAN Np. a .CNAI C: Heart);  
OF SOUTH AFRICA  
28th May 1988.

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TO ALL: Chief Representatives, '  
' Regional Treasury Offices  
R.P.C.'S"  
Project Officials

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Dear Comrades,  
The Office of the Treasurer-General (OTG) hereby requests  
the following information and particulars to be sent to us  
as soon as possible:-

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1. Names of Bankers, bank account number and names of signatories for both resident and external accounts held by your office.  
2. Details of all houses owned by the ANC and certified copies of the title deeds.  
3. Address, name of landlord; rental costs and period of rent, contract for each house rented by the ANC in your region: .  
4. Copies of all existing SIDA/NORAD/FINNIDA/DANEDA and other NGO Financial Statements. , n  
5. An inventory of all ANC moveable property in your region, as specified:- 3 1  
i) Motor vehicles  
, ii) Office equipment and furniture  
1', iii) Household equipment and furniture.  
6. Complete list of all full time functionaries and their designations (with job descriptions) in respect of ALL Departments that fall directly under the Office of the Regional Treasury - i. e: Projects, Transport, Logistics, Supplies and Welfare. 1  
7.1 The name, nationality, sponsoring body, position held and terms of contract for each consultant/co-operant working in your area. . '  
8. The number of nationals of host country engaged in our projects and ANC activities. -  
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9. The number of ANC members engaged in our projects.  
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10. Name and details of all regular funders who contribute to regional ANC projects and activities.

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11. -The structural guidelines governing projects in your region. If you do not have such guidelines please submit a draft proposal, outlining:

1) Structure of organisation

ii) Methods of control and accountability

iii) Method of operation.

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Further to the above requests the OTG would like to draw your attention to the following procedure re: financial accountability to the OTG, which should have been adhered to by all-regional offices. In the instances where this has not been duly done and sent we request that outstanding statements be forwarded to the OTG as soon as possible.

a) Monthly statement of accounts are to be submitted to the OTG no later than 21 days from the end of the month accounted for, for the region and each regional project.

b) Quarterly financial statements are to be submitted to the OTG no later than 21 days after each quarter of our financial year which covers period 1/1 - 31/12 - i. e:

a 3/1 - 31/3

1/4 - 30/6

1/7 - 30/9

'L(10 - 31/12

c) Annual Financial Statement of Income and Expenditure, Profit and Loss accounts and Balance Sheet for our financial year of 1/1 - 31/12 must be submitted by the 31st 'Jan' of the following year, for each regional project.

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Finally we would like to reiterate our policy that ALL requisitions for financial and material assistance made to the OTG must go through the Office of the Regional Treasury. Requisitions coming by any other means will not be dealt with. We thank you for your urgent attention and response to the above matters. .

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'ted Action for People's Power!

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