

' 1 (ka 9 584315353136
YOUTH EDUCA Tiou TRUST
EHZALLDITIIHV IHEPZHQI'
JOHANNESBURG - CURRENT ACCOUNT
L//6CT '91 - Allocate to individual account is difficult as we
/46JaCLh;,Q&Wadzpannot identify payment due to the following:
Cheque numbers 110-120, no counterfoil or return
cheques.
No vouchers to back up payment. gWW'
V/7L9 ;//
NOV '91 - Cheque numbers 121-123 no return cheques. No
railxg/zg vouchers to back up Cheques. Cheque numbers 125
and 128 no details on counterfoilgo
v//L
DEC '91 - Cheque numbers 132-134, 137-139. No return
KagidV cheques. No vouchers to back up payment. Cheque
45/3&/37 numbers 139 no detail on counterfoil.
x////JAN '92 - Cheque numbers 140-149 no vouchers to back up
payment.
lt'-Y rggnq.
x///FEB '92 - Cheque numbers 150-169 no vouchers to back up
payment.
x// IW/ 1
awwqm MAR '92 - Cheque numbers 170-179 no vouchers to back up
1 payment. enl-onQaMmdhAQ.
L//APR '92 - Cheque numbers 180-185 no vouchers to back up
payment. aoaikaLKL.
PROBLEM TO SOLVE
1. NO PROPER CASH BOOK
2. BANK RECONCILIATION NOT DONE PROPERLY
3. PETTY CASH NOTON IMPREST SYSTEM
4. NO DEDUCTION ON SALARIES
5. NO SALARY CONTROL BOOK
6. ALLOCATE FROM JOHANNESBURG CURRENT A/C & CALL A/C TO
NELSPRUIT
1 7. NO SEQUENCE OF CHEQUE NUMBERS, AS CHEQUE BOOKS ARE LOST OR
MISLAID.
-8. CHEQUES DRAWN FROM NELSPRUIT A/C ARE CASHED AND THEN
DEPOSITED INTO PRODUCTION A/C
J 9. PAYMENT ON PETROL A/C - NO INVOICE
(10. NO RECORDS OF NUMBERS OF VEHICLE ORGANISATION OWN, OR
REGISTRATION NUMBERS
J 11. NO CONTROL ON KITCHEN PURCHASE
j 12. NO CONTROL ON STATIONERY
..13. 35% CHEQUES ISSUED AGAINST CHEQUE REQUISITION WITH NO BACK
UP VOUCHERS
w_14. NUMBERS OF CHEQUES WRITTEN AS "CASH".
v'15. NO FIXED ASSET REGISTER 4.0.
J 16. NO CHECK ON INVOICES PAID

.911?TEM%S

1. JOHANNESBURG TO BE MAIN ACCOUNT
2. JOHANNESBURG CURRENT ACCOUNT TO ALLOCATE TO NELSPRUIT AND NOT CALL ACCOUNT
3. MAINTAIN CALL ACCOUNT AS AN INVESTMENT ACCOUNT
4. SALARIES AND CREDITORS TO BE PAID FROM JOHANNESBURG
5. TO REGISTER WITH ROR AND U.I.F.
6. INTRODUCE SALARY BOOK
7. DEDUCT TAX & UIF FROM EMPLOYEES
8. ALL EMPLOYEES TO FILL IRP 2 FORMS - STAFF FILES
9. INTRODUCE CONTRACT OF EMPLOYMENT
10. ALL MAIL RECEIVED TO BE DATE STAMPED
11. RECORD ALL OUTGOING MAIL
- J 12. ORIGINAL CONTRACT WITH FUNDERS TO BE FILED SEPARATELY i.e NAMES
- J13. AS GRANTS ARE RECEIVED IN INTERVAL TIME, ALL CORRESPONDENCE TO THAT GRANT SHOULD BE FILED SEPARATELY TO THAT OF POINT NUMBER 12
14. CLOSE PRODUCTION UNIT ACCOUNTS
15. NELSPRUIT MAIN ACCOUNT TO CONTROL PRODUCTION UNITS
- j 16. INTRODUCE PETTY CASH 2 IMPREST SYSTEM
-)17. AVOID CASH CHEQUES IF POSSIBLE
- J18. ALL CHEQUES ISSUED - TO HAVE INVOICE OR RECEIPT
- J19. ALL PETROL RECEIPTS MUST READ VEHICLE REGISTRATION NUMBER AND MILEAGE AND TO APPROVE PAYMENT
120. FILE ON FIXED ASSETS
21. TRAFFIC FINES TO BE PAID BY THE PERSON CONCERNED

10am EAUM1'OIJ 4:115!
El/nLum/llou kffokf
41\$ CJAlfJ/f ALLOUAI/
I . '
0C1 5! Elam, (a _t/AIx/1AuAL 46LDUJ1 L1 Ail/Icud 0! Iji Camdaf
ZAEIJ%/V f/r/Mde ('41:! 1o 11!: rDLLDlJIA/ll '
IMGUI: Ala! IID '- llo) A/a (ouNka/ZHL a/L (E/ula/ 650L111!
No t/ouu/L'u 4 RAUL L10 f/rfA/IENT .
Nm/ .1)! bite Lies I'll - HI Nu Rt'futm 6mm. No Uoucdu f
Bum Llf 674mm. 81mm: MA 135 Dm I)! Mn 1361mm 0.!
CnuN/IKK. Fovlu
BEL 9i lbw Nos I322 f; I34, 131 f0 HQ No Kduu Bueuu, No
Vnul'JJlU K, BACK Ur fainted. 6st #0134 No AJmu
M auN1 EL (OIL.
, .
Cid Q2 ' Crlmur'. Mos No (a :44 No l/OUClJHU f; 60m LI/ /)/1(q)zu1
HQ 6) ' BJLNuL N35 I59 f0 "39 Mo L/DdarJLU a Z140): LU l/7A1A/11N1
MN.- 31 - Em No no is m Madman 1; 44mm Ibmaff
AM. 32 / GHQ M3160 (3'2; No JOucNLM //o 13AM Llf PMMLJ
p/loALG/A #9 .(AL JL
1. ND (Hum 0m 800L-
'1. Bahia. ntIDNCILl0/1'0A) No1 Audi rlopeUJ
3. WM cam AM oA (M04251 14AM
"L No A(DUL/IWJ Ml 501M111
5. m. .C/amM comm Rum .
ml. ,g- Nmmuf
(9. Aime. Rum 1M CuAm/M ML L (ma. '
I). No AEUINUL PL GHGUL 5/03, m G'hfeLHL khan ME (.051 m rAU l/QLA
k. (?lhmJil mania) ROM ffleLtl'Ld'J M(AM (2di ran 4,; WolJa 1/470 .,
Momd um) A IL
6L p04/1L7za1 0A PARC". W'L rJo TAJomL
In. No RELoikI u(r lJo. cl l/JIJELI. Dkln/Hlfdfnzl
H. No (EnifIrl/m MI Elgljwjuwmg ,
o - t- IJ ' ' I
'1- M L? . a , p mmsdm M MD. Enwumwiw
NI. MuALau ac meme! M4124 0A '62:,4'.'
I1. No FHA lkmf Mum.
IL. Mo Chan. M Lidoyais FAA
0,0,4), 0R. QLGU'fU/Amd No.

K73 7641

/ %/J % j! ij/A/ 10,011.17

3. 1/115 Emmi I444 f Auu % A/ur/Zw/ ALIA Aaf JILL J/C

1?. A/0/A/70HJ //:ML /) /(. /JI 11V del anV/ 4/6

If. .(ALMM 14x7) HQL'AI/oLJ lo (5L fan) 40% 4/16.

5. (,6 mm L144 ADA r ail,

4) . era BULL 5/1 erH 13 00K.

1. A&mud /f/JX ,, UI/ 1.20M L'Lr/wv/ia

3 ALL EAAFLDq((i! /(3 Kn. fKP 1 ISEMLL ' 17/5/14 tug!

q. Clirtwkurt C(rxftmf' 13/4 KMWLolelN/I

'0. ALL LAAIL QLLLKMx (a 61:5 Mi QAJ/LX

H. mom ALL D..160.All: Wu

ENUEMJAL foA'Id/M1 Ulfll EAAUU 4:) 13L /LLA \$7 40751"//5/&//11!4((

A1 6,1207%! Hm; RLLMJL'X IJ fJ/fttdm, //m/1.L Nu.

/fo Tia! WNW! gland 61 :L/ILE'A 1N (ham/IM 11/27

I42 dost phrmm/lm/d LL14 nLLodvs/Zf.

'5.NLLfMLn/1 PIILAJ ML /(QJfLDL /AoAu://p/J UN///.P ' ,'_ ' ('

lb fM/mml MM (kw , fmmf QM J)

H Alon) Mil ahau1lf // Arrr/ILE

,9 Au Ghana fIISuM , 1) (/WE fhhlorat 0A Kttuff

H. Nu. IMAM mum'h Mud REM What Igcgufa/AM MD MA n/IerAE %

nfMoJL anmu'l.

Do. flu: mu Flux ILM/IJ

A4/u/u" Imus 45 lit fad) 8x4 09 I(um CnNti/(ALCA

(Zem fomAL/NLL

(ll W0IN/I n10 I1_