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African National Congress (South Africa)

Office of the Treasurer-General

Constitution, Powers and Function

A) The Office of the Treasurer-General:

The Office of the Treasurer-General shall constitute the Treasury and shall comprise the following:

1/ 1 Treasurer-General

2 Deputy Treasurer-General

-/3 Administrative Secretary

/ 4 Head of Finance Department, Treasurer-General '

Representative for Regional Treasury Offices (N/D

/ 5 Head of Projects Department ' '

V 6 Head of Logistics Department 1w

w Head of Transport Department '

V 8 Head of Building Construction and Maintenance Department

V 9 Head of Mechanics Department

10 Treasurer-General's Representative on the Revolutionary Council

11 Recording Secretary

B) Composition of Secretariat:

The Treasurer-General shall appoint a Secretariat of not more than 7 members enumerated in Clause (a).

C) The Treasury Secretariat:

1 The Treasurer-General shall be the chief Executive Officer of the Secretariat and shall preside at its meetings.

2 In the absence of the Treasurer-General the Deputy Treasurer-General shall have the powers and exercise the functions of the Treasurer-General.

3 The Secretariat shall work under the jurisdiction of the Treasurer-General, and it shall direct, control, guide and manage the affairs of the Treasury.

4 The Secretariat shall be directly responsible to the Treasurer-General, who will then be responsible to the National Executive Committee of the ANC (SA) (Hereinafter referred to as the Organisation).

5 The Secretariat shall meet at least once a month, to review, examine and report on the work of the Treasury. (A /C)

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D) The Treasurer-General:

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The Treasurer-General shall be responsible for the work of the Treasury.

The Treasurer-General shall:

(i) Be responsible for the appointment of head of delegations from his Office; (A /C)

(ii) vSubmit regular reports to the National Executive Committee of the Organisation;

(iii) Prepare and present half-yearly and yearly audited financial statements; 1

(iv) Draw up annual budgets and fund raising projects;

(v) Generally take such action as he may deem necessary to enlarge and safeguard the financial resources of the Organisation and ensure its operation with maximum economy and efficiency.

The Treasurer-General shall consult the Secretariat on matters concerning his office. (A /C)

All Treasury departments shall be required to submit requisitions to the Treasurer-General's Office, specifying their financial and material needs. (N/C)

The Treasurer-General, in consultation with the Secretariat, shall appoint, relieve and supervise all Treasury officials in every region, such officials to include regional treasurers, logistics officers and transport controllers. \_

The Treasurer-General shall constitute in each region a regional committee of the Treasury consisting of the regional officers of the Treasury and having such powers and functions as may be prescribed by the Treasurer-General.

The Treasurer-General, in consultation with the Secretariat shall form various regional committees of not more than four members, taking into account conditions and the feasibility of the formation of such committees. (A /C)

E) The Deputy Treasurer-General: (A/C)

The Deputy Treasurer-General shall exercise the authority of the Treasurer-General during his absence on all matters pertaining to his office.

2 (i) (ii) '(iii) (iv) (v) - Delete

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The Administrative Secretary:

The Administrative Secretary shall at all times:

(i) Attend to all correspondence; (A /C)  
(ii) Convene meetings of the Treasury and Secretariat in consultation with the Treasurer-General; (A /C)  
(iii) (iv) (v) (vi) (x) and (xi) will fall under a new department - Head of Finance;  
(vii) Delete  
(viii) Receive monthly reports from the various departments of the Treasury;  
(ix) Receive monthly reports on all activities of the Treasury conducted by the Regional Offices of the Organisation.  
2 A meeting of all departments to examine and discuss their work shall be convened by the Administrative Secretary. (N/C)  
G) Head of Finance Department/Treasurer-General,s Representative for Regional Treasury Offices (N/D)  
1 The Head of the Finance Department/Treasurer-Generalls Representative for regional Treasury offices shall:  
(i) Control all financial transactions in consultation with the Treasurer-General;  
(ii) Keep such books of accounts as may be required by the Treasurer-General;  
(iii) Prepare monthly financial statements and annual balance sheets to the satisfaction of the Treasurer-General;  
(iv) Compile and maintain a complete inventory of all movable and immovable assets of the Organisation;  
(v) Keep an inventory of houses, flats, land and other fixed property belonging to or rented by the Organisation;  
(vi) Compile monthly returns of the numbers of persons and Headquarters and all other regions of the Organisation, who are maintained by the Organisation; (A C)  
(vii) Receive, monthly financial statements and annual budgets from the Regional Treasury offices. (N/C)  
H) The Head of the Projects Department:  
1 The Head of the Projects Department shall:  
Plan, direct, control and manage all projects established for raising of funds, the construction of buildings and the creation and management of institutions.  
2 The Head of the Department shall prepare reports on all projects with special reference to: '

- (i) donors;
- (ii) funds;
- (iii) personnel;
- (iv) assets and
- (v) any other related information.

I) The Head of the Logistics Department

The Head of the Logistics Department shall:

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Direct, plan, control and manage the Logistics Department;

Plan and prepare requisitions for material assistance in consultation with the Treasurer-General. All such requisitions made should be followed up until they are realised;

Prepare monthly reports of the Department specifying:

- (i) number of stores and warehouses;
- (ii) number of personnel;
- (iii) methods and systems employed to keep stock of goods received and issued;
- (iv) accountability for goods received and issued by each store or warehouse.

Organise periodical visits to the various stores and warehouses in the respective regions and check the records.

The Head of the Transport Department

The Head of the Transport Department shall:

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Direct, control and manage the affairs of the Transport Department, and shall submit monthly reports specifying:

- (i) The number of motor vehicles according to make, year of first registration, serial number and type, registered in the name of the Organisation;
- (ii) Motor vehicles purchased by the Treasury;
- (iii) Motor vehicles received as donations;
- (iv) Motor vehicles damaged and could be repaired;
- (v) Motor vehicles damaged and beyond repair;
- (vi) Drivers and transport controllers in each region and
- (vii) Insurance policies issued in respect of each motor vehicle registered by the Organisation.

The Head of the Transport Department shall:

- (i) Set up transport disciplinary committees in each region;
- (ii) Be authorised to appoint drivers, subject to the approval of the Secretariat;
- (iii) Take such steps as he may deem necessary to ensure that no

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unauthorised person and no person not holding a valid driver's licence shall be allowed to control or drive a vehicle registered by the Organisation, and .

(iv) ensure that all motor vehicles registered in the name of the Organisation are fully insured and licensed.

K) The Treasurer-General's Representative

On The Revolutionary Council:

The Treasurer-General's Representative on the Revolutionary Council shall: v

1 Control all financial transactions in consultation with the - Treasurer-General;

2 Keep such books of account as may be required by the Treasurer-General;

3 Prepare monthly financial statements and annual balance sheets to the satisfaction of the Treasurer-General; and

4 Submit 6-monthly budgets for financial and material needs of the Revolutionary Council to the Treasurer-General.

L) The Head of the Building, Construction and Maintenance Department:

1 The Treasurer-General, in consultation with the Secretariat, shall appoint a suitably qualified architect/builder to direct, control and manage the affairs of this Department;

2 The Head of the Building, Construction and Maintenance Department shall:

(i) Undertake construction of buildings as directed by the Treasurer-General;

(ii) Be responsible for the maintenance, renovation, repairs and proper upkeep of all premises of the Organisation; (A /C) -

(iii) Prepare regular monthly reports; and

(iv) Submit to the Treasurer-General all requirements and quotations related to the construction and maintenance of buildings. (A /C)

M) The Head of the Mechanics Department:

1 The Treasurer-General, in consultation with the Secretariat, shall appoint a suitably qualified mechanic to direct, control and manage the affairs of the Mechanics Department.

2 The Treasurer-General shall take the necessary steps to provide fully equipped mechanic workshops wherever it is needed for repair and maintenance of motor vehicles of the Organisation.

3 The Head of the Mechanics Department shall be authorised to appoint mechanics, subject to the approval of the Secretariat;

4 The Department shall undertake:

- (i) The training of mechanics;
- (ii) The training of drivers;
- (iii) Repair and maintenance of all motor vehicles of the Organisation;
- (iv) To keep proper records of h number of personnel; at purchases; h stock cards; at job cards; : ' number of motor vehicles repaired and h number of motor vehicles beyond repair;
- (v) To submit regular monthly reports to the Treasurer-Generalls Office.

N) The Recording Secretary

1 The Treasurer-General, in consultation with the Secretariat, shall appoint a Recording Secretary;

2 The Recording Secretary shall:

- (i) Attend all meetings of the Treasury and the Secretariat, take minutes of the proceedings and prepare such minutes and
- (ii) delete
- (iii) Generally assist in the routine Treasury work.

O) The Office of the Auditor

An Auditor shall be appointed by the National Executive Committee of the Organisation.

P) General

1 In the absence of both the Treasurer-General and his Deputy the Head of the Finance Department shall preside at all meetings of the Secretariat and any other meeting convened by the Treasurer-Generalls Office. (N/C)

2 All major decisions of Departments are subject to the approval of the Secretariat. (N/C)

3 The Heads of Departments shall have the right to request for special meetings of the Secretariat or the Treasury to discuss any matter or matters pertaining to their respective departments. (N/C)

4 For the purpose of co-ordination and control, all departments shall submit regular monthly reports to the Secretariat. (N/C)

5 All Departments shall be subject to the authority of the Treasurer-General, the Deputy Treasurer-General and the Secretariat. (N/C)

6 Any matter or matters not stated herein shall be dealt with by the Treasurer-General, the Deputy Treasurer-General or the Secretariat.

NB: Refer to drafts dated: 31/12/79; 16/3/80; and 30/4/80

NOTES: N/ D : New Department; A/C : Amended Clause; N/C : New Clause  
7th September, 1980 LUSAKA

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