

21m/042/0009/05

REPORT TO THE EDUCATION COMMITTEE

The provisions of the agreement entered between the Australian High Commissioner and the IMBISA Refugee service provide "inter alia" that the administrator of the fund must keep proper ^{for an audit} financial records ie disbursement financial register on the programme and to periodically supply statements of account to the Australian High Commissioner.

In order to enable us to comply with this requirement, the funds must be properly administered for the purposes originally intended and that proper books and records be kept of the funds. The Imbisa-ANC Educational Fund must be kept totally distinct and separate from funds received from other funding bodies.

The fund was started on the 16th June, 1989 when the initial grants were received and deposited to an account operated at the Standard Chartered by the Imbisa Refugee Service.

The financial statement for the period 16th June, 1989 to the 30th September 1989 is as follows:

	<u>Grants Received</u>	
<u>Expenditure</u>		230,084.
Scholarship Funding	104,744 Note 1	
Emergency Expenditure	22,489 Note 2	230 084
<u>Office Expenses</u>		
Administrator's Salary	6,167 Note 3	
Other Staff	527.	
Stationery	2,265.	
Transport allowances	X 157,154	
Office Equipment	705.	
Bank Charges	360.	
Equipment Maintenance	95.	
Cash Drawn ANIC	5,166 Note 4	
Loan Seminar	2,000 Note 5	
	<u>144,672</u>	
Cash at Bank 30.9.89	85,412	
	<u>230 084</u>	<u>230,084</u>

Note IV

AMC Cash Drawn (5166)

In my view this expenditure is contrary to the terms of agreement. This appears to represent deductions made from the stipend's, tuition fees etc payable to students.

X Note V

Banking Account

Seminar (2,000.00)
This advance is also contrary to the terms of the
General Agreement.
 The first funds were deposited to the "Imbisa - SA exile account, and this caused some confusion resulting in the SA exile account owing the Education Committee the sum of 3469.46 when the new account in the name of the Imbisa - Education Committee was opened. A statement is attached hereto showing ^{how} from this amount has been calculated.

The Imbisa signatories adopted the unhealthy practice of leaving open cheques, duly signed, in the possession of the administrator. who was then free to issue cheque without reference to the education committee. The first cheques issued were in favour of the administrator for "services" rendered (see Note III).

Books of Account

The agreement and its continuance in the years thereafter will depend upon our abilities to administer the funds efficiently, as specifically set out in the terms thereof.

Proper books and records must be kept. It is important that the Education Committee take a direct interest in the running of the affairs of the fund on a day to day bases and atleast ensure that the staff entrusted with this task, have the necessary competence to carry out the work.

General

X This statement of account must be regarded as an interim report. It is necessary to incorporate all the fincial transactions made by all the funding organisations in order to obtain a complete view of the true state of affairs,

As soon as this information is received, a further report will be prepared.

Payments

carried forward 5,171.40

14,710.04

July 8	N. Moyo	School uniform	140
9	P. Mathejwe	" " and fees	593.55
70 10	Mopedi	Creche fees	90
2	6 Children	Dancing	300
3	Mopedi	Creche fees	450
			<hr/>
			67 44.95

July 18

Voucher:

74	Stationery	31.
5	"	35.
6	postages & taxi	22.
76	Wesi creche	30.
7	Masipati Food	100.
8	Refiloe	30.
9	postages	7.
80	application fees for Z.Pikoli	120.
1	<u>L Mofukeng</u>	
	Tuition fees 3 months	192
	travelling	30
		222.15
2	<u>postages</u>	15.90
	"	34.00
4	J. Mongalo	1.00
	food subsidy	200.00
5	A Dlamini - rent	100.00
		<hr/>
		7693.00
Cash Balance		7017.04
		<hr/>
Balance Cash		14,710.04

14,710.04

14,710.04
7017.04

Cards - Records

July 24	Moshene. School fees & Uniform	434.
June 27	Gamble uniform	218.32
July 14	" fees	173.85
" 24	" hat	6.46
June 27	Z Mphehla stipend	50.00
	" school uniform	120.
	" fees	20.
	Tryon Speech fees	20.

PETTY CASH

Cash Account

as extracted from the books and vouchers written by P. Pikoli

Reipts

27 ⁶ /	Cash Ex ANC	5166	04
30 ⁶ /		290	
13 ⁷ /		8303	
29 ⁷ /	N.P.A.	201	
10 ⁷ /		50	
X 30/6	gautswe	100	
July	"	100	
	Refund	500	
			14710.04

Payments

June Voucher No

47	Creche Begge June/July	200
48	" Pikoli	200
49	" Primentel July/Dec	808
50	Rent Dr Dlamini	100
	Book	40
1	Crech Pikoli - Dec	1100
	Noruka -	
2	Crech Dr Dlamini July/Dec	612
4	Book Mcinga	50
5	Crech Zolani	160
6	Stationery	25
7	Tuition A Dlamini	84
	Travell	40
July 9	A Moloto	
	Allowance July	100
60	Sticks allowance	100
1	Golden Loans	100
2	Makonise School uniform	169 . 45
3	B. Mabija allowance	50
	travelling	30
4	Mampsisie uniform	100
5	Pitso crech fees July/Dec	510
6	T Maknina subsidy food	300
7	Zokwe Tuition Exam fees	292 . 95