

Letter, winding up Report &

Budget figures at Feb 1993

Faxed & mailed to

Ford,

SIDA.

Norway.

25, March 1992

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3 pages;

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2. The use of funding for Research Assistants to pay for the standard increases in salaries as determined by the University of London, has similarly been authorised.

3. IT IS REQUESTED that the Donors authorise payment of £10,000 from Research Assistants, and £7,523 from Publications Support to cover the overspending on Travel. Supervision of Research Assistants in London and Johannesburg, and management of publications in London and Cape Town

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University of London

SOUTH AFRICA CONSTITUTION STUDIES CENTRE

Institute of Commonwealth Studies, 27-28 Russell Square
London WC1B 5DS Tel:071 580 5876 Fax 071 255 2160

Director: Albie Sachs

Admin. Sec: Dorothy Williams

Albie has just completed a busy schedule of conferences and other speaking engagements in London and Cambridge, including a well attended day long symposium on Changing South Africa here at the ICS. We also managed to complete the enclosed report before Albie returned to South Africa.

Winding Up Of Accounts For First Phase Of Operation (1st October, 1989 to 30th September 1992), consists of the following sections:

1. Summarised Report - 2 pages;
2. Report for End of the First Phase of Operation 1989-1992 - 3 pages;
3. Figures for SACSC Budget at February 1992 - 2 pages (prepared by Mrs Kochanowska, Administrative Secretary of ICS).

We are sending you copies by mail, but do not hesitate to contact this office if further information is required.

With greetings and warm good wishes.

Yours sincerely

Dorothy Williams.

Encs.

University of London

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WINDING UP OF ACCOUNTS FOR FIRST PHASE OF OPERATION (1ST OCTOBER, 1989 TO 30th SEPTEMBER 1992).

SUMMARISED REPORT (Figures given in POUNDS STERLING)

1. UNSPENT AMOUNTS AS OF NOW (After current commitments are met)	EXPECTED OVERSPENT ITEMS (After current and final commitments are met)
Research Assistants + 50,113	Travel -17,651
Publications Support+13,000	Equipment - 2,656
Seminars + 2,000	Salaries -15,000(Director)
Office Supplies + 3,000	- 5,000(Secretary)
TOTAL + 68,113	TOTAL -40,307

2. AMOUNT AVAILABLE NOT YET COMMITTED +27,806

IT IS PROPOSED that this balance be used as follows:

Research Assistants, Publications and Seminars	15,000
Relocation expenses	7,000
Contingencies, to be carried forward if not used	5,806

TOTAL 27,806

3. RECONCILIATION OF UNDERSPENT AND OVERSPENT BUDGET ITEMS

1. The use of budget item Office Supplies to cover the Overspend on Equipment has already been authorised by the Funders.
2. The use of funding for Research Assistants to pay for the standard increases in salaries as determined by the University of London, has similarly been authorised.
3. IT IS REQUESTED that the Donors authorise payment of £10,000 from Research Assistants, and £7,523 from Publications Support to cover the overspending on Travel. Supervision of Research Assistants in London and Johannesburg, and management of publications in London and Cape Town

necessitated frequent travel by the Director. Basically the unfolding situation in South Africa demanded far more travel in order to further the objectives of the Centre than had been originally contemplated. Travel was between London, Johannesburg and Cape Town.

4. Donors are accordingly asked to authorise:

- (i) The use of underspent funds covered by budget items Research Assistants and Publications respectively, to make up for the shortfall on Travel, as specified in para 3 (3);
- (ii) The use of the as yet uncommitted balance for the purposes mentioned in paragraph 2 above.

ALBIE SACHS

DIRECTOR

London, March 20, 1992.

REPORT FOR END OF THE FIRST PHASE OF OPERATION 1989 - 1992

The three years for which funding was initially supplied to the Centre will end on 30th September, 1992. If (as is expected) sufficient funding comes through, for a second phase of two years, the Centre will relocate on that date from the above address to the University of the Western Cape (UWC), South Africa. We present this as a winding-up report on the understanding that the future funding for the Centre will be processed by the Finance Department of the UWC. The report deals only with financial aspects of the terminal period of the present three year period of operation. A full review of the functioning of the Centre during this period will be provided at a later stage.

FINANCIAL REPORT

We enclose herewith a copy of the latest report on our finances, received from the Administrative Secretary of ICS, Mrs Rowena Kochanowska, who has for some months been away on maternity leave. The report indicates that the Centre is functioning comfortably within the general budgetary limits. There are, however, some areas of underspending in relation to particular budget items, and some areas of overspending. The position is as follows:

A. UNDERSPENDING

1. RESEARCH ASSISTANTS (Balance as at mid February, '92) 60,613.00

Payments to Researchers since then, and further payments now due	10,500.00
Balance available as at mid March	50,113.00

(Note: The Research Assistantship of Firoz Cachalia based at the Centre for Applied Legal Studies comes to an end on 31st August, 1992. Payment has already been made to the Centre for Applied Legal Studies).

2. PUBLICATIONS SUPPORT (Balance as at mid February, '92) 14,696.00

Payments now due, approximately	1,696.00
Balance	13,000.00

3. SEMINARS (Balance as at mid February '92) 2,327.00

Further payments now due, approximately	327.00
Balance available	2,000.00

4. OFFICE SUPPLIES (balance as at mid February '92)	4,602.00
Payments now due, approximately	602.00
Balance available	4,000.00

5. OVERHEADS (Balance available at mid February '92)	1,333.00
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(Note: This final amount in connection with accommodation and services will be paid to the University of London so that as at 30th September 1992 there will have been neither over nor underspending.

B. OVERSPENDING

1. TRAVEL (amount overspent at mid February '92)	7,651.00
Further payments now due	2,372.00
Estimated further spending on travel up to 30.9.'92	7,500.00
Total sum to be found for travel to cover actual and predicted overspending	17,523.00
Proposed deduction from Research Assistants:	10,000
Publications	7,523
	17,523.00

2. EQUIPMENT (amount overspent at mid February '92)	2,656.00
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No further equipment required.

Total sum to be found to cover overspending, to come from Office Supplies, as previously authorised	2,656.00
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3. SALARIES

Director's salary - balance as at mid February, '92	15,509.00
Estimated further amount required to pay Director's salary up to 30 September '92	15,000.00
Secretary's salary - balance at mid February	3,649.00
Estimated amount required to pay Secretary's salary to 30 September '92	5,000.00

Proposed deductions from Research Assistants	20,000
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PROPOSED USE OF BALANCE AS YET NOT COMMITTED

Research Assistants]	
]	
Publications]	
]	
Seminars]	15,000
Relocation Expenses		7,000
Contingencies (to be carried forward if not used).		5,806

ALBIE SACHS

DIRECTOR

London, March 20, 1992.

SACSC BUDGET at February 1992.

Budget for 3 yrs Oct 89 - Sept.92	S A L A R I E S			
	Director	Researchers	Secretary	Travel
	093,426	050,547	031,797	024,000
Additional budget financed by Royal Norwegian Ministry of Foreign Affairs	018.000	045,000		
TOTAL BUDGET	111,426	095,547	031,797	024,000
Less Expenditure Oct 89 - Sept.1990	037,498	-----	010,725	003,298
BALANCE at October 1990	073,928	095,547	021,072	020,702
Less Expenditure Oct.90 - Sept.1991	041,331	029,460	012,041	019,666
BALANCE at October 1991	032,597	066,087	009,031	01036
Less Expenditure Oct.91 - Feb.1992	017,088	005,474	005,382	008,687
BALANCE at February 1992	015,509	060,613	003,649	(07,651)

Total budget needed to finance project £342,770

Income received to date SIDA 153,079

FORD 081,832

RNFMA 042,578

Friedrich Ebert Stiftung 001,819

Five Freedoms Forum 000,200

279,508

We have still to receive 3rd instalment of initial grant
from SIDA and 3rd grant from RNMFA

Publications	Seminars	Office Supplies	Equipment	Overheads
022,500	007,500	015,000	010,000	024,000
022,500	007,500	015,000	010,000	024,000
004,240	000,107	000,537	012,656	006,667
018,260	007,393	014,463	(02,656)	017,333
002,913	001,018	003,407	-----	008,000
015,347	006,375	011,056	(02,656)	009,333
000,651	004,048	006,454	-----	008,000
014,696	002,327	004,602	(02,656)	001,333

NB. 1. Brackets () = deficit.

PS. Travel Refunds not listed on page 1

UNESCO	£730.00
SIDA	£3,160.00
Robinson College, Cambridge	£2,722.00

2. You will have to use money from researchers to pay director's and secretary's salaries if the project is to continue.

3. If you use office supplies to subsidise overspending on equipment you only have £1,946 left in office supplies to the end of the project in September.

4. Travel is grossly overspent - can you subsidise from publications?