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TREASURY DEPARTHEHT - REPORT BY NATHAN MARCUS SJEGIAL REPRESSEDEATIVE  
OF TR; TREASURER GENERAL - 6TH DECEMBER, 1982

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POWERS AND FUNCTIONS:

REGIONAL TREASUEER S OFFICE

REGIONAL TREASURER

In addition to Clause 5 items 1/21 as set forth in the Structures for  
the Regional Treasury Offices, the Regional Treasurer shall be  
responsible forsu

a) The administration of the Treasury Offices and the establishment  
of the daily routine of :11 office staffiensuring that all tasks  
are expeditiously and canpatontly carried out.

)( b) The establishment of proper systems of accountability in r aspect  
of all sections under Treasurg control. Such records must be  
subject to constant chucks.ln order to eliminate misreasanoe&  
abuse of the organisation's funds and property, theft etc.

c) To ensure at 311 times that projects are economically viable and  
are not a financial burden on the organisation.

d) To conduct the financial affairs in a responsible manner, in as  
far as possible to eliminate waste and unproductive expenditure.

)( a) To prepare a montly statement of Account within sQVen (7) days of  
the end of each month, reflecting receipts and payments from the  
books for consideration by the Dtractorate.

f) The Regional Treasurer is responsiblg for the safe keeping of all  
the property, movable and immovable belonging to the organisation.  
To make a monthly survey to ensure that all property is securbly  
housed.

g) All payments of whatever nature must be authorised by the Regional  
Treasurer.

h) To conduct periodic checks to ensure that the actual funds in hand  
are in agreement with the books of account.

1) To check that all tasks assigned to the Treasurer's Office Staff  
are implemantated.

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TREASURY OFFICE POWERS AND Fuwcmflows (CONT) 6TH DECEMBER, 1982 (cox!)

JOB DESCRIPTIONS

?HANDI - CASHIER v///

HACGREGOR - ACCOUNTS CLERK

Homosuazx - ACCOUNTS CLERK

HEADMAN - WAGE CLERK

NOHKULULEKO - TELEPHONIST/ STATIONERY CLERK

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Tmsmin's OFFICE; 03 n " 10 6/12/82

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Tasks as follows:

2am:

y.) To receive 2.11 monies, issue receipts therefor giving full details and nature of the monies received and record the sums in the daily cash Book.

1)) Pay all accounts' expenses etc., provided that the bills are authorised, and the price and correctness checked.

3) Control and Raapomuuty or Cash Float.

(1) Record all receipts and payments on a Daily summary Sheet.

0) Verify Cash by Actual Count at the end of Each Day

1:) File 9.11 vouchers in support of all monies received and payments made in a manner easily accessible at 8.11 times.

g) Assist in preparation of Wages every 2nd week.

h) Be a part of the team that pays out the wages on site

1) Advance loans etc" provided that these have been properly authorised and to keep correct records of such loans:

3) Check the correctness of all monthly statements of accounts from projects and verify the nature of all expenses before the reimbursement of monies may be necessary from time to time.

1:) Security Control of Cash

1) Not to leave the Office unattended

TREASURER'S OFFICE JOB DESCRIPTIONS 00M  
ACCOUNTS C LERK  
HACGREGOE

1) Check all acogaints presanted for payment and verify that:-

b) That- the gnods; have been duly receiving: and signed for

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verified bet); 3.; 12:43 ts: price and extensions
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6) Check all. entries as reflected on the daily swim

2) Smarile onto a weekly receipts and payments schedule all

should be done each Honda: '

4) Analyse the wages payments 112% the various macaw! wary 2nd

6) collect monies from Bank in respect of Rage payments

SPECIAL KOTE

FOR SECURITY REASONS THO PERSONS SHOULD ATTEND TO THE COLLECTION OF KONIES FROM THE BAHK WHEN LARGE SIMS ARE DRAW FOR THE PAYMM OF WAGES

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TREASURER'S OFFICE JOB DESCRIPTIONS iGONT1

A C C O U N T S C L E R K

NOMOSWAZI

Tasks as follows:

- 1) Keep Cash books reflecting monies received and deposited and monies paid out as per cheque book for the different Banking Accounts
  - 2) Check Bank Statements at the end of every month
  - 3) Post all items to their respective accounts at the end of each month
  - 4) Post all accounts from the weekly receipts and payments accounts as well as from the records submitted from all projects
  - 5) Extract a monthly Trial Balance for the purpose of preparing a monthly Payments and Receipts Account
  - 6) Filing of all correspondence etc.
- 113 Assist the Treasurer wherever required

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TREASURER'S OFFICE JOB DESCRIPTIONS CONT

W A G E C L E R K

HEADMAN:

Tasks as follows:

- 1) Prepare the wages both for the fortnightly payment and monthly payments far all projects
  - 2) Anahyse all wages into the appropriate projects account
  - 3) Prepare all information required for the monthly returns of all National Contributions
  - 4) Attend to all questions relative to wages and the problems as they may arise from time to time
  - 5) Pay out all wages on site with comrades HacGregor and Thandi
- Both weekly and monthly.

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TREASURER'S OFFICE JOB DESCRIPTIONS (CONTI

TELEPHONISTZSTATIONERY CLERK

NOHKULULEKO

Tasks as follows:

1) Attend to the Switchboard - this should not be left unattended at any time

2) Keep a record of all usage of Duplicating Machine

3) Keep a record of all usage of Photostat Machine

For Items 2 and 3 a voucher should be completed

by the user showing the department for which it is

being used and the number of copies made

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This would entail the stock control of all stationery

and the issuing of supplies. No supplies should be issued

without a requisition form stating the use thereof and for

which department.