

DRAFT AMENDED STRUCTURE AS AT 17/11/82.

OFFICE OF THE TREASURER-GENERAL - CONSTITUTION, POWERS AND FUNCTIONS

A) The Office of the Treasurer-General.

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

1. Treasurer-General
2. Deputy Treasurer-General
3. Head of Finance Department, Treasurer-General's Representative for Regional Treasury Offices.
4. Administrative Secretary
5. Head of Projects Department.
6. Head of Logistics Department.
7. Head of Transport Department.
8. Head of Building Construction and Maintenance Department.
9. Head of Mechanics Department
10. Head of Welfare Department.
11. Treasurer-General's Representative on the Revolutionary Council.
12. Recording Secretary.

B) Composition of Secretariat.

The Secretariat shall comprise of all heads of departments as 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 (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.

D) OFFICE OF THE TREASURER-GENERAL

The Treasurer-General is the Chief custodian of the funds and property of the Congress, He shall:

- (a) Receive and bank all monies on behalf of the National Executive Committee, and shall, together with any two National Executive members, operate a banking account;
- (b) Keep such books of account as may be necessary to record clearly the financial position of Congress.

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- (iii) Receive monthly reports from the various departments of the Treasury.
- (iv) Receive monthly reports from the activities of the Treasury conducted by the Regional Offices of the Organisation.
- (v) Shall convene periodic meetings of the various departments, discuss and examine their work!

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 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:

1. Direct, plan, control and manage the Logistics Department
2. 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.
3. Prepare monthly reports of the department specifying:
 - (i) Number of stores and warehouses
 - (ii) Number of personnel
 - (iii) Methods and systems employed to keep of goods received and issued.
 - (iv) Accountability for goods received and issued by each store or warehouse.
4. Organise periodic visits to the various stores and warehouses in the respective regions and check the records.

J) The Head of the Transport Department

The Head of the Transport Department shall:

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

- (i) The number 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 Treasury.
- (iii) Motor vehicles received as donations.
- (iv) Motor vehicles damaged and could be repaired.
- (v) Drivers and transport controllers in each region, and
- (vii) Insurance policies issued in respect of each motor vehicle registered by the Organisation.

2. The Head of the Transport Department shall:

- (i) Be authorised to appoint drivers, subject to the approval of the Secretariat.
- (ii) Take such steps as he may deem necessary to ensure that no unauthorised person and no person without a valid driver's licence shall be allowed to control or drive a motor vehicle owned by the Organisation.
- (iii) Ensure that all motor vehicles registered in the name of the Organisation are fully insured and licenced.

K) Representative of the Office of the Treasurer-General on the Revolutionary Council

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

1. Control all financial transactions in consultation with the Office of 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 for the Office of the Treasurer-General, and
4. Submit six-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 the 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.
- (iii) Prepare regular monthly reports, and
- (iv) Submit to the Treasurer-General all requirements and quotations related to the construction and maintenance of buildings.

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 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 vehicles of the Organisation.
 - (iv) To keep proper records of:
 - + Number of personnel
 - + Purchases
 - + Stock cards
 - + Job cards
 - + Number of motor vehicles repaired, and
 - + Number of motor vehicles beyond repair
 - (v) To submit regular monthly reports to the Office of the Treasurer-General.

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) Generally assist in the routine Treasury work.

O) The Office of the Internal Auditor

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

- (a) The Office of Internal Auditor is to be part of the Office of the Treasurer-General.
- (b) It exists as an independent department directly responsible to the Treasurer-General or the Deputy Treasurer-General.

2. Staffing:

The work of the Office of the Internal Auditor covers Headquarters, the regions and missions, stores and the projects of the organisation wherever these are situated.

To carry out this task efficiently the Office of the Internal Auditor needs a task force of about 3 to 5 people, headed by the Chief Internal Auditor.

3. Responsibilities:

The Chief Internal Auditor shall be responsible for:

- (a) Preparing the consolidated financial statements of the organisation;
- (b) Planning and controlling all audit activities;
- (c) Advising the Treasurer-General on the control factors relating to all accounting procedures and systems;
- (d) Advising the Treasurer-General on the existence of circumstances requiring remedial action and suggesting courses of action relating to such circumstances;
- (e) Ensuring that the assets of the organisation are adequately safeguarded by suitable control procedures to prevent fraudulent conversion and misappropriation;
- (f) Ensuring that established accounting principles are applied with regard to the valuation of stores and other assets, and that the transactions of the organisation are accurately recorded on source documents and that appropriate records are maintained;
- (g) Ensuring that effective internal check procedures are maintained to avoid collusion to perpetrate fraud;
- (h) Preparing audit programmes and check lists for use by Internal Audit staff for the systematic auditing of specific procedures, systems and activities;
- (i) Reviewing and appraising the internal control system of the organisation in terms of its adequacy and effectiveness.

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 office of the Treasurer-General.

2. All major decisions of the departments are subject to the approval of the Secretariat.
3. The Heads of departments shall have the right to request for special meetings of the Secretariat or the Treasury to discuss any matters pertaining to their respective departments.
4. For the purpose of co-ordination and control, all departments shall submit regular monthly reports to the Secretariat.
5. All Departments shall be subject to the authority of the Treasurer-General, the Deputy Treasurer-General and the Secretariat.
6. Any matter or matters not stated herein shall be dealt with by the Treasurer-General, the Deputy Treasurer-General or the Secretariat.