

MCHAL-57-2-7

Interim Financial Report - October

March 31, 1990.

MEMO: To Albie Sachs

Copies of our Interim Financial Report were sent to three donor organisations and to the Director and Admin. Secretary of the Institute by April 30, 1990. On May 3 I saw Rowena to discuss the best possible means of payment for 1990. She suggested that this should best be done by his opening an account here, unless he wishes to be paid locally, in sterling. Rowena also pointed out the following:

The figures in the Interim Report were incorrect.

Our method of handling petty cash is also faulty;

Financial Reports should be left to the Admin. Secretary of the Institute who will produce one annually.

On checking our Interim Report I found that the salary for the period covered appeared under the wrong column having been entered under Rowena also. She also pointed out that the figure for salaries did not include the employers' contribution. I then prepared a revised version of the Interim Financial Report based on figures provided by Rowena, and sent copies to all the previous recipients.

About petty cash: This should be used mainly for small amounts. In all other cases involving large sums of money, payment should be made to the University for payment.

Dorothy Williams
June 7, 1990.

*copies
Oct. - March*

Revised Interim Financial Report - October 1, 1989 to March 31, 1990.

MEMO: To Albie Sachs

Copies of our Interim Financial Report were sent to the three donor organisations and to the Director and Admin. Secretary of the Institute by April 30, 1990. On May 9 I saw Rowena to discuss the best possible means of payment for Firoz. She suggested that this would best be done by his opening an account here, unless he wishes to be paid locally, in sterling. Rowena also pointed out the following:

The figures in the Interim Report were misleading;

Our method of handling petty cash is unsatisfactory;

Financial Reports should be left to the Admin. Secretary of the Institute who will produce one annually.

On checking our Interim Report I found that the dates for the period covered appeared under the wrong column heading. Later Rowena also pointed out that the figure for salaries did not include the employers' contribution. I then prepared a revised version of the Interim Financial Report, based on figures provided by Rowena, and sent copies to all the previous recipients.

About petty cash: this should be used mainly for small amounts. In all other cases invoices should be passed to the university for payment.

Dorothy Williams
June 7, 1990.

University of London
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Director: Albie Sachs Admin. Sec: Dorothy Williams

Interim Financial Report for period October 1, 1989 to
March 31, 1990.

	ANNUAL ALLOWANCE	EXPENDITURE (October-March)
SALARIES	£58,590.00	£20,900.00
TRAVEL	8,000	16.70
PUBLICATIONS SUPPORT	7,500	1,640.05
SEMINAR EXPENSES	2,500	6.50
OFFICE SUPPLIES	5,000	250.00
OFFICE EQUIPMENT COMPUTERS	10,000	6,483.41
RUNNING COSTS	8,000	to be claimed by University