

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2003**

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**COMMITTEE APPROVAL**

The Central Executive Committee of this Association is responsible for these Financial Statements and any related information therein.

The Financial Statements incorporate all transactions, and financial results for the year ended 30 September 2003. These were handed for audit on 23 November 2003, and were endorsed by the Central Executive Committee on its seating of 7 December 2003.

The undersigned were authorized to sign the Financial Statements on behalf of the Central Executive Committee.

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**PRESIDENT**

**TREASURER GENERAL**

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
GENERAL INFORMATION**

(Registered in the Republic of Botswana under Section 6 (1) of Society Act, Certificate No. CR0155 dated 15 August 1974)

**MEMBERS OF THE CENTRAL EXECUTIVE COMMITTEE**

David Kanje  
Losika Mosarwa  
Motelebane S. Motelebane  
Naledi Ramasia  
Mogakolodi Mokalake  
Olson K.T. Mantle  
Moshe Noga  
Nomsa Lefenya-Palopalo  
Mariam Maake  
Bigani Shongwe. Kgomotso  
Disang C. Kokotetso

President  
Vice President  
Secretary General  
Ass. Secretary General  
Treasurer General  
Recording Secretary  
Publicity Secretary  
Chairperson W/Wing  
Secretary W/Wing  
Additional Member  
Additional Member

**REGISTERED OFFICE**

Currently Utilizing Local Authorities Facilities

**PRINCIPAL ACTIVITY**

Workers' Association with the responsibility to advocate for improved working conditions of employees of Local Authorities in order to promote, secure and encourage efficient and competent administration in the Unified Local Government Service of Botswana.

**BANKER**

Barclays Bank of Botswana Limited (Gaborone Industrial Branch)

**AUDITORS**

Shadrack Phiri  
Dikeledi Koketso

**AUDITOR'S REPORT**

**BULGSA - CENTRAL EXECUTIVE COMMITTEE  
INCOME STATEMENT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2003**

		P	P
<b>INCOME</b>	Notes	2001/2002	2002/2003
Members' Subscriptions	(1)	127,728.00	182,916.00
Commission on Loans	(2)	79,600.00	60,000.00
Interest Received	(3)	6,008.47	9,003.19
Sale of T-Shirts	(4)	18,000.00	89,043.00
Entertainment		5,400.00	-
Reception		(2,370.55)	-
Fund Raising		912.95	-
Strike Fund	(6)	-	101,620.00
Membership Cards		-	800.00
		<u><b>235,278.87</b></u>	<u><b>443,382.19</b></u>
<b>EXPENDITURE</b>			
CEC Subsistence		19,013.80	29,284.44
W/Wing Subsistence		8,440.10	3,553.30
Conference	(8)	37,170.08	55,947.60
Mini- Conference		(5,125.81)	-
Legal Fees		-	53,984.70
Affiliation to PSI		12,014.56	17,068.97
Telephone		60.00	1,579.03
Publicity	(7)	6,143.05	12,604.95
Postage, Printing & Stationery		548.40	1,446.53
Bank Charges		402.60	1,829.67
Donations		1,900.00	-
Beauty Contest		1,681.90	-
Membership Cards		4,125.00	-
Purchase of T-Shirts		18,638.50	87,890.00
Dinner Dance		12,600.00	-
Overtime for Cooks		8,403.87	-
Stale & R/D cheques	(5)	15,626.00	54,576.00
Purchase of Cowns		-	7,500.00
Special Conference	(9)	-	1,067.70
		<u><b>141,642.05</b></u>	<u><b>328,332.89</b></u>
<b>SURPLUS/(DEFICIT)</b>		<u><b>93,636.82</b></u>	<u><b>115,049.30</b></u>

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
BALANCE SHEET  
AS AT 30 SEPTEMBER 2003**

Notes      2001/2002    2002/2003

	P	P
<b>ASSETS</b>		
<b>FIXED ASSETS</b>		
Investments – Shares	10,000.00	10,000.00
<hr/>		
Video Camera	6,112.70	6,112.70
Cash Box	173.00	173.00
	<b>16,285.70</b>	<b>16,285.70</b>
<b>Current Assets</b>		
Cash	673.77	6.32
Current Account	-	100.00
Call Account	92,238.91	135,455.56
Members Subscription Debtors	(1) 74,925.80	164,477.80
Court Fees Debtors	2,000.00	2,000.00
Dinner Dance Debtors	6,650.00	5,839.00
Commission on Loan Debtors	(2) 151,700.00	49,000.00
Debtors- South Way Insurance	55,200.00	55,200.00
Advances	1,142.25	1,142.25
Silver Jubilee Debtors	6,500.00	6,500.00
Advance Camera	533.30	533.30
Entertainment	980.00	965.00
T-Shirts	(4) 4,600.00	76,400.00
Mini Conference	300.00	300.00
Strike Fund	-	98,280.00
	<b>397,444.03</b>	<b>596,299.23</b>
<b>Current Liabilities</b>		
Current Account	(5,814.60)	-
Gaborone Branch- advance	(10,000.00)	(10,000.00)
Direct Deposits	<u>(13,800.00)</u>	<u>(103,320.50)</u>
<b>NET ASSETS</b>	<b><u>384,115.13</u></b>	<b><u>499,164.43</u></b>

#### FINANCE

Accumulated Fund	291,528.31	384,115.13
Add Adjustments For the Year	<u>(1,050.00)</u>	<u>-</u>
	290,478.31	384,115.13
Surplus for the Year	<u>93,636.82</u>	<u>115,049.30</u>
	<b><u>384,115.13</u></b>	<b><u>499,164.43</u></b>

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 SEPTEMBER 2003**

	2001/2002 P	2002/2003 P
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Operating surplus	93,636.82	115,049.30
<b>CHANGES IN WORKING CAPITAL</b>		

Decrease (Increase) in Debtors

Membership Subscription	(45,296.00)	(89,552.00)
Dinner Dance	1,400.00	811.00
Commission on Loans	(54,600.00)	102,700.00
Advances	(253.00)	-
Advance Camera	(533.30)	-
Entertainment	(980.00)	15.00
T-Shirts	(4,600.00)	(71,800.00)
Mini Conference	300.00	-
Strike Fund	-	(98,280.00)
<b>Net Cash inflow from operating activities</b>	<b>(11,525.48)</b>	<b>(41,056.70)</b>
Decrease/(Increase) in Fixed Assets	(16,285.70)	-
(Decrease)/ Increase in Liabilities	23,800.00	89,520.50
Adjustments to the Accumulated Fund	(1,050.00)	-
	<b>(5,061.18)</b>	<b>48,463.80</b>
Cash & Cash equivalent (1.10.02)	<u>92,159.26</u>	<u>87,098.08</u>
	<b><u>87,098.08</u></b>	<b><u>135,561.88</u></b>
<b>COMPRISING:</b>		
Cash	673.77	6.32
Current account	(5,814.60)	100.00
Call Account	<u>92,238.91</u>	<u>135,455.56</u>
	<b><u>87,098.08</u></b>	<b><u>135,561.88</u></b>

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
ACCOUNTING POLICIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2003**

**Basis of Accounting**

The financial statements were prepared on the historical cost basis. The accounting policy of this Association was observed and the principles therein were adhered to during this financial period to comply with the International Accounting Standards.

**Membership Subscription Fees**

Membership subscription fees receivables are recognized in the Income Statement on accrual basis. The ratio thereof is in accordance with the constitution of the Association.

**Commission on Loans**

Commission received on loans is accounted for as and when earned, disregarding the date of actual realization of cash, this accords the requirement of the Accrual/ Matching Concept

**Depreciation**

In the absence of the depreciation policy, the depreciation of fixed asset is not accounted for in these accounts.

**Fixed Assets**

The cost of acquiring cows is not capitalized in view of their life span. The cost of the cash box, although insignificant, has been capitalized in view of its anticipated period of use

**Debtors**

Debtors are not consolidated in the balance sheet purely to comply with the separate valuation principle.

**Accumulated Fund**

Any financial adjustment for previous financial periods is accounted for in the Accumulated Fund.

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
CURRENT ACCOUNT  
AS AT 30 SEPTEMBER 2003**

Opening Balance(1.10.02)	100.00	OutstandingCheques(1.10.02)	5,914.60
Members Subscription	93,364.00	W/Wing Subsistence	3,553.30
Entertainment	15.00	CEC – Subsistence	19,666.62
Sale of T- shirts	17,243.00	Purchase of T- Shirts	87,890.00
Commission on Loans	157,700.00	Stationery	64.00
Dinner Dance	811.00	Conference	56,000.00
Direct Deposits	89,520.50	Postage	82.50
Special Conference	16,148.50	Special Conference	37,967.70
Publicity	1,520.00	PSI Affiliation Fee	17,068.97
Strike Fund	3,340.00	Bank Charges	1,784.67
Conference	5,030.00	Dishonored Cheques	54,576.00
Membership Cards	800.00	Transfer to CALL	326,357.19
Deposit from Cash Account	17,000.00	Cash Provision	6,494.00
Transfer From CALL	292,098.73	Purchase of Cows	7,500.00
		Publicity	13,157.45
		Legal Advice	53,984.70
		Advance to CEC	2,000.00
		Telephone	529.03
		<b>Closing Balance (30.09.03)</b>	<b>100.00</b>
	<b>694,690.73</b>		<b>694,690.73</b>

**RECONCILIATION**

Balance as per Cash Book (1.10.02)	(5,814.60)
ADD Reciepts	<u>694,590.73</u>
	688,776.13

LESS Payments	<u>(688,676.13)</u> <u>(100.00)</u>
Balance as per Bank Statement (30.09.03)	100.00

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
CALL ACCOUNT  
AS AT 30 SEPTEMBER 2003**

Opening Bal. (1.10.02) 92,238.91	Transfer-CURRENT 292,098.73
Transfer -CURRENT 326,357.19	Bank Charges 45.00
Interest Earned 9,003.19	<b>Closing Bal.(30.9.03) 135,455.56</b>
<b>427,599.29</b>	<b>427,599.29</b>

**BANK RECONCILIATION**

Balance as at 1.10.02	92,238.91
ADD Transfer from Current Account	326,357.19
Interest Received	<u>9,003.19</u>
	427,599.29
LESS Transfer to Current Account	(292,098.73)
Bank Charges	45.00
	<u><u>135,455.56</u></u>
Balance as per Bank Statement (30.09.03)	<u><u>135,455.56</u></u>

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
CASH ACCOUNT  
AS AT 30 SEPTEMBER 2003**

Balance b/d(1.10.02)	673.77		Stationery	1,300.03
Cash Provision		6,494.00	Telephone	1,050.00
Special Conference	22,151.50		Conference	4,977.60
Advance to CEC	2,000.00		Publicity	967.50
Commision on Loans	5,000.00		CEC- Subsistence	9,617.82
			Special Conference	1,400.00
			Deposit to Current	17,000.00
			<b>Closing Bal. (30.9.03)</b>	<b>6.32</b>
	<b>36,319.27</b>			<b>36,319.27</b>

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2003**

**1.MEMBERSHIP SUBSCRIPTIONS**

BRANCH	Opening Balance	NO.	60% Contribution	Total	Payments	Balance
Letlhakeng	2,386.80	135	4,860.00	7,246.80	4,860.00	2,386.80
Gaborone	900.00	631	22,716.00	23,616.00		23,616.00
Kgatlang	1,824.00	167	6,012.00	7,836.00	7,836.00	0.00
South East	2,916.00	150	5,400.00	8,316.00		8,316.00
Molepolole	936.00	185	6,660.00	7,596.00		7,596.00
Francistown	3,972.00	576	20,736.00	24,708.00		24,708.00
Tutume	4,314.00	211	7,596.00	11,910.00	9,072.00	2,838.00
Phikwe	10,368.00	191	6,876.00	17,244.00	6,876.00	10,368.00
Sowa	0.00	69	2,484.00	2,484.00	2,500.00	-16.00
North East	4,384.00	75	2,700.00	7,084.00	2,700.00	4,384.00
Maun	0.00	200	7,200.00	7,200.00	7,200.00	0.00
Ghanzi	7,848.00	209	7,524.00	15,372.00		15,372.00

Chobe	1,008.00	80	2,880.00	3,888.00	- 3,168.00	720.00
Okavango	3,654.00	102	3,672.00	7,326.00	- 5,040.00	2,286.00
Charleshill	3,744.00	59	2,124.00	5,868.00	- 3,744.00	2,124.00
Serowe	4,208.80	149	5,364.00	9,572.80		9,572.80
Bobirwa	2,736.00	107	3,852.00	6,588.00		6,588.00
Boteti	0.00	170	6,120.00	6,120.00	- 5,040.00	1,080.00
Palapye	2,872.80	151	5,436.00	8,308.80	- 1,800.00	6,508.80
Mahalapye	1,094.40	220	7,920.00	9,014.40		9,014.40
Jwaneng	1,809.00	154	5,544.00	7,353.00	- 4,700.00	2,653.00
Hukuntsi	4,356.00	126	4,536.00	8,892.00	- 4,600.00	4,292.00
Lobatse	10,584.00	342	12,312.00	22,896.00	- 10,584.00	12,312.00
Southern	-1,224.00	329	11,844.00	10,620.00	- 11,124.00	-504.00
Tsabong	234.00	223	8,028.00	8,262.00		8,262.00
Mabutsane	0.00	70	2,520.00	2,520.00	- 2,520.00	0.00
<b>TOTAL</b>	<b>74,925.80</b>	<b>5,081</b>	<b>182,916.00</b>	<b>257,841.80</b>	<b>-93,364.00</b>	<b>164,477.80</b>

## 2. COMMISSION ON LOANS

Opening Balance (1.10.02)		151,700.00
Additions for the Year – Letshego	20,000.00	
- Golden Bridge	<u>40,000.00</u>	
		<b>60,000.00</b>
		211,700.00
Less Reciepts for the year		<u>(162,700.00)</u>
Outstanding Balance		<u><b>49,000.00</b></u>

## 3. INTEREST EARNED

October 2002	400.77
November	187.06
December	256.17
January	944.93
February	752.89
March	956.64
April	1,113.25
May	831.90
June	851.60
July	881.12
August	847.56
September 2003	<u>979.30</u>
	<u><b>9,003.19</b></u>

#### 4. SALE OF T-SHIRTS

Opening Balance		4,600.00
<b>Additions for the Year</b>		
Lobatse Special Conference	17,243.00	
Southern Branch	10,000.00	
Francistown Branch	15,000.00	
Ghanzi Branch	15,000.00	
Mabutsane Branch	5,000.00	
Lobatse Branch	<u>1,050.00</u>	
		<u>84,443.00</u>
		<b>89,043.00</b>
Less Payments		<u>(17,243.00)</u>
<b>Outstanding Balance</b>		<b><u>76,400.00</u></b>

#### 5. DISHOUNERED CHEQUES

Payment of commission by Ezee	45,000.00
Unknown Deposit	2,700.00
Payment of subscriptions by Phikwe	<u>6,876.00</u>
	<b><u>54,576.00</u></b>

#### 6. STRIKE FUND

BRANCH	NO.	Contribution Per Member	Strike Fund	Payments	Balance
Letlhakeng	135	20.00	2,700.00		2,700.00
Gaborone	631	20.00	12,620.00		12,620.00
Kgatleng	167	20.00	3,340.00		3,340.00
South East	150	20.00	3,000.00		3,000.00
Molepolole	185	20.00	3,700.00		3,700.00
Francistown	576	20.00	11,520.00		11,520.00
Tutume	211	20.00	4,220.00	3,340.00	880.00
Phikwe	191	20.00	3,820.00		3,820.00
Sowa	69	20.00	1,380.00		1,380.00
North East	75	20.00	1,500.00		1,500.00
Maun	200	20.00	4,000.00		4,000.00
Ghanzi	209	20.00	4,180.00		4,180.00
Chobe	80	20.00	1,600.00		1,600.00
Okavango	102	20.00	2,040.00		2,040.00
Charleshill	59	20.00	1,180.00		1,180.00
Serowe	149	20.00	2,980.00		2,980.00
Bobirwa	107	20.00	2,140.00		2,140.00
Boteti	170	20.00	3,400.00		3,400.00
Palapye	151	20.00	3,020.00		3,020.00
Mahalapye	220	20.00	4,400.00		4,400.00
Jwaneng	154	20.00	3,080.00		3,080.00

Hukuntsi	126	20.00	2,520.00		2,520.00
Lobatse	342	20.00	6,840.00		6,840.00
Southern	329	20.00	6,580.00		6,580.00
Tsabong	223	20.00	4,460.00		4,460.00
Mabutsane	70	20.00	1,400.00		1,400.00
<b>TOTAL</b>	<b>5,081</b>		<b>101,620.00</b>	<b>-3,340.00</b>	<b>98,280.00</b>

## 7. PUBLICITY

3 x Press conferences at Gabs Hotel	1,513.95
Purchase of Flags	8,250.00
Publicity Secretaries' Workshop	3,481.50
Printing Conference Banners	<u>879.50</u>
	14,124.95
Sale of Flags	<u>(1,520.00)</u>
	<b><u>12,604.95</u></b>

## 8. CONFERENCE

Payment to Ford Food	56,000.00
Conference incidental expenses	1,077.60
CEC Conference Allowances	<u>3,900.00</u>
	<b>60,977.60</b>
Less - Donation from Letshego	(5,000.00)
Conference Charges	<u>(30.00)</u>
	<b><u>55,947.60</u></b>

## 9. SPECIAL CONFERENCE

Funding Lobatse Special Conference	15,000.00
CEC allowance for Special Conference	1,400.00
Funding Maun Special Conference	6,967.70
Payment for Maun Secondary-School facilities	11,250.00
CEC allowance for Special Conference	<u>4,750.00</u>
	<b>39,367.70</b>
Less recoveries – Lobatse	(11,900.00)
- Maun	<u>(26,400.00)</u>
	<b><u>1,067.70</u></b>

**BOTSWANA UNIFIED LOCAL GOVERNMENT SERVICE ASSOCIATION  
CENTRAL EXECUTIVE COMMITTEE  
TREASURER'S REPORT  
FOR THE YEAR ENDED 30 SEPTEMBER 2003**

**1. INTRODUCTION**

- 1.1. This report covers the Financial Performance, Financial Position as well as the Cash Flow Position of this Association for the period under review. The report would also give an update on financial matters that transpired during the course of the financial period.
- 1.2. The theme of this report is "**Evaluation, Review, and Marking the way Forward**".

**2. FINANCIAL PERFORMANCE**

- 2.1. The Income Statement depicts an operating surplus of P115, 049.30 comparative to the previous P93, 636.82, which mark a 23 % upward margin on the surplus.
- 2.2. The favorable variance on the operating surplus is contributed by a 43% increase on our membership roll, which obviously has the same effect on membership subscriptions.
- 2.3. The resolution to introduce the Strike Fund, which represents 23% of total income, also contributed to the increase on revenue base.
- 2.4. The total increase of revenue base from P235, 278.87 to P443, 382.19 reflect a remarkable increase of 88%.
- 2.5. Despite the increase on revenue base of 88%, the expenditure has drastically increased by over 232%, from P141,642.05 to P328,332.89.
- 2.6. The CEC Subsistence allowances have increased from P19,013.80 to P29, 284.44 by 54% as a result of a resolution to increase the same from P70.00 to P95.00. The need to frequently meet the employer for both job evaluations battle and O & M also justifies the increase on this area of spending.
- 2.7. The conference costs have also increased from P37, 170.08 to P55, 947.60 by 51% as a result of engagement of a private catering company, which its approach to operations is profit driven.
- 2.8. The job evaluation battle, which included series of industrial actions by this association, as well as the resolution to sue the Government for contempt of court order, necessitated this association to incur P53, 984.70 on legal charges.

**3. FINANCIAL POSITION**

- 3.1. The Net Assets have increased from P384,115.13 to P499,164.43 by 30%, which is a positive move towards building a financial resource base.
- 3.2. There is no change in the fixed assets, the increase of 50% is only realized on current assets.
- 3.3. Over 60% of these assets are accumulated debts to CEC of various branches of this association.

- 3.4. P55, 200.00 of these current assets is a long outstanding debt from South Way Insurance, and it is the opinion of the treasury that this debt is irrecoverable hence recommending for write-off.

#### **4. CASH FLOW POSITION**

- 4.1. At the end of the financial period under review, this association was operating with cash and cash equivalents of P165, 561.88 comparative to the previous P87,098.08, representing a 56% improvement in our cash flow position.
- 4.2. Payment of P40, 000.00 from Golden Bridge and P62, 700.00 and from Ezee Services, being commission on loans, contributed this improvement on cash flow position.
- 4.3. Despite this improvement on the cash flow position, the treasury has the greatest challenge of recovering the huge outstanding debts from branches.

#### **5. EVALUATION & REVIEW**

##### **5.1. MEMBERSHIP SUBSCRIPTIONS**

- 5.1.1. The 28<sup>th</sup> Tonota AGC endorsed the Treasury's proposal to centralize 100% of membership subscriptions effective from the financial year commencing 1 October 2003.
- 5.1.2. On contrary, some branches seem to claim not to understand this resolution, as when this resolution was to be implemented, they had already deducted subscription from members.
- 5.1.3. The implication of the said resolution is that no branch would be allowed to deduct subscriptions from members' but only CEC, and the subscription would be remitted monthly inclusive of Funeral Scheme package and Development Fund.

##### **5.2. FUNERAL SCHEME**

- 5.2.1. The Maun Special Conference of April 2003 endorsed the Treasury proposal to terminate negotiations with Letshego and start new negotiation with Marsh Insurance Company.
- 5.2.2. Marsh has submitted the proposal on the modus of operandi of the scheme as well as the articles of memorandum of agreement, which are to be considered by the Central Executive Committee.
- 5.2.3. Although the 25<sup>th</sup> Lobatse AGC has resolved the issue of Funeral Scheme, some branches and individual members seem not to be comfortable with it, which confuses the whole approach, as there are signs of dis-ownership.
- 5.2.4. The treasury would like to caution the delegates and the general membership of the need to respect and honor the conference resolution.

##### **5.3. CREDIT & SAVINGS COOPERATIVE SOCIETY**

- 5.3.1. The Otse 27<sup>th</sup> AGC endorsed guidelines on the proposed Credit & Savings Cooperative Society. The guidelines were converted into byelaws or rules and regulations to enable registering a separate entity.
- 5.3.2. The registration has not yet been done; as for this to start operating, there would be a need to engage fulltime staff with a full time office and other relevant resources.

- 5.3.3. It is the opinion of the treasury that the association should focus and give priority to the construction of BULGSA headquarters in order to pave the way for all other projects.

#### **5.4. DEVELOPMENT FUND**

- 5.4.1. The Tonota 28<sup>th</sup> AGC endorsed a proposal to establish a Development Fund whereby every member would contribute P1.00 monthly and every region would contribute P5,000.00 annually towards development of BULGSA headquarters.
- 5.4.2. Since the membership contribution is to be tied up to the monthly subscription fee, my office encountered problems to implement this as a result of the shortcomings alluded under 5.1.2 above.
- 5.4.3. None of the five regions of this association has pledged towards this resolution.

#### **5.5. FINANCE COMMITTEE**

- 5.5.1. The Tonota 28<sup>th</sup> AGC endorsed a proposal to establish a Finance Committee composed of the Treasurer General and all Regional Treasurers, which would convene at least quarterly to address all financial and related matters of this association.
- 5.5.2. This committee has never convened, because of unplanned frequent meetings of the Central Executive Committee as alluded above.
- 5.5.3. It is hoped that this committee would conveniently operate next year.

### **6. OTHER FINANCIAL MATTERS**

#### **6.1. NEWLY DEFINED REPORTING SYSTEM**

- 6.1.2. My office has communicated a newly defined system of reporting financial matters of this association to both branches and regions.
- 6.1.3. This system if efficiently followed could simplify problems of failure to observe financial reporting by branches.
- 6.1.4. The system would allow all matters, where necessary, to be fully addressed by all relevant structures of this association.
- 6.1.5. It is hoped, if at all branches and regions have complied, that this system of reporting would be experienced in this very conference.

#### **6.2. ESTABLISHMENT OF NEW BRANCHES**

- 6.2.1. Article 10 of the constitution of this association clearly define how to establish a branch, but it is very silent on how the newly established branch should get it's establishment funding.
- 6.2.2. As a result there has been some inconsistencies in the criteria used to fund the introduced branches by the introducing ones, which has lead to unnecessary financial misunderstanding between the concerned branches.
- 6.2.3. The treasury therefore calls this conference to clearly pronounce itself on this matter to avoid future internal jostling for finances within this association.

6.2.4. The treasury would like to guide this conference on this matter by recommending criteria of funding a newly established branch, which is simply apportioning the net assets on the ratio of membership.

**6.3. DIRECT DEPOSITS TO CEC ACCOUNT**

6.3.1. It has become common that some branches owing CEC, would just transfer or deposit funds into CEC account without any notification to my office.

6.3.2. This makes it very difficult for my office to identify source of these funds leading to difficulty in my accounting.

6.3.3. This implies that some branches, which have attempted to clear their liabilities with CEC, might still have a recorded outstanding balance.

6.3.4. It is worth noting that it is in the interest of any branch that has deposited money in the CEC account to ensure that my office is notified for accounting purposes.

**6.4. BULGSA 30<sup>th</sup> ANNIVERSARY**

6.4.1. As we might all know, BULGSA was established as far as 1974.

6.4.2. This actually implies that next year (2004), BULGSA will be 30 years old. My office believes that this is a remarkable success, which shall be celebrated.

6.4.3. As much as there is a need to observe the importance of celebrating our 30<sup>th</sup> anniversary, there is an equal need to remind ourselves of our limited financial resources.

6.4.4. My office therefore would like to call this conference to clearly pronounce itself on how to make celebrations of the 30<sup>th</sup> Anniversary a success.

**7. CONCLUSION**

7.1. In conclusion, I will like to note that for this association to achieve its objectives we need to achieve 100% membership. To achieve this we need to embark on a massive recruitment campaign and we should aim to retain the existing membership as much as possible.

7.2. To fast track our recruitment drive, we need to have adequate information about both our existing membership and our potential membership. This could be achieving by designing a modernized database, which can only be by a computer.

7.3. The treasury is planning to acquire a computer to be used by the secretariat office for the above, but the issue of office accommodation remains the limiting factor.

7.4. It is on the basis of the foregoing that my office seeks the mandate of this conference to allow this computer to be kept at the residence of the Secretary General of this association, pending construction of our office.

With that note, I would love to conclude my report in the name of Service and Development.

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**Mogakolodi Mokalake**  
**LBIA. MAAT.**  
**Treasurer General**  
**BULGSA**