

END CONSCRIPTION COMMITTEE NATIONAL COUNCIL

NATIONAL FINANCE STATEMENT --- September 1985 to January 1986

INCOME (as in separate statement) 59 589.97

EXPENDITURE

Regional Allocations		
Western Cape	4488.77	
Eastern Cape	2000.00	
Johannesburg	1500.00	
Durban	1000.00	
Pietermaritzburg	1000.00	9988.77
Late Festival payments		1252.17
Loan repayments		4000.00
Reimbursement of previous bounced cheque		1023.00
S.A. Outlook - 1000 copies		750.00
National Organisor's honorarium - 5 months		2500.00
Flights		2114.00
Petrol		263.00
Postage and administrtion		294.06
Telephone, telegram and telex		912.66
Printing		2694.90
Media		623.64
T-shirts		8056.60
Record and tape - "Forces Favourites"		4700.00
Video - Peace festival		84.00
Bank charges		166.71
Sundry expenses		40.00

		39 463.51

BALANCE 20 126.46

1985 ECC FESTIVAL : STATEMENT OF ACCOUNT

A. INCOME

Donations	25	385 .00
Registration fees	7	383 .50
Catering	1	797 .72
Door Takings		402 .99
Bookstall		727 .77
Concert	2	694 .00
Sale of T-shirts	1	334 .00
Sale of other Media		615 .28
Return on Car Hire Deposit	2	381 .12

42 721 .38

B. EXPENDITURE

Media	10	595 .88
Transport	16	452 .60
Security		410 .00
Catering	4	542 .67
Books		716 .88
Conference Venue		150 .00
Stationery		545 .04
Postage		461 .73
Film + Photographs		86 .22
Hire of Audio-visual equipment		227 .12
Sound System	1	045 .00
Creche		63 .15
Concert (Misc)	1	893 .15
Mattress Hire		544 .32
Telephone		326 .78
Art + Poster display		234 .00
Floats		300 .00

38 567 .17

15. BUDGET.

a. National Co-ordination:

Travel (1)	8 000	
		R 8 000,00

b. Employees:

2 full-time at R 600/month	14 400	
4 part-time at R 300/month	14 400	
Travel of national workers	8 000	
		R 36 800,00

c. National Administration:

Book-keeping, auditing, bank fees	1 500	
Legal fees (2)	2 000	
National and International contact (3)	1 500	
Offices R 100/month for 4 offices	4 800	
Telephones	4 800	
		R 14 600,00

d. National Festival:

Media	13 000	
Air Tickets	1 500	
Advertising	3 000	
Transport	12 000	
Sound	4 500	
Venues	2 000	
		R 36 000,00

e. Campaign work:

Media (4)	27 000	
Speakers (5)	5 000	
Hiring of halls and equipment	2 000	
Communication within regions (6)	5 000	
Production of a video	4 000	
		R 43 000,00

TOTAL: R 138 400,00

Amount to be raised locally:

Churches	6 000
Subscriptions of member organisations	4 000
Newsletter subscriptions	3 000
Sundry donations	5 000
Pledges	3 000
Sale of Media	6 000
Profit on sale of Tee-shirts	3 000
National Festival income (fees, donations)	20 000
	TOTAL: R 50 000,00

EFFECTIVE DEFICIT: R 88 400,00

ECC will endeavour to cover the costs of national administration, national co-ordination and part of the cost of employing ECC workers. We would be grateful if agencies could fund the campaign work, the deficit of the festival and the remainder of the cost of employing ECC workers.

Notes:

1. One representative from each region meets four times during the year. In addition the National Conference (10 delegates from each region) meets once a year.
2. This will generally involve appealing against the state's banning of ECC publications. A single appeal costs approximately R 350,00.
3. To send media and information to funding agencies and other sympathetic organisations in the international community.
4. Media has been the major expense of ECC work to date. Each campaign requires posters, pamphlets, stickers, banners, etc. In addition, each centre produces a newsletter. Of the R 27 000 budgetted, R 12 000 will be raised through the sale of media and newsletter subscriptions.
5. The cost of one return flight from Cape Town to Johannesburg is R 380, so an amount of R 5 000 allows limited use of speakers by the five regions.
6. This would involve communication between local ECC's and their affiliates, the sending of minutes and other communiqués, and transport within a region.
7. As a grouping with a clear anti-Apartheid profile, local fund-raising is very difficult.

End Conscription Campaign

A102.1

227/9 Khotso House
42 De Villiers Street
Johannesburg
2000
Tel: 337-6796
Telex: 4-86519 S.A.

FINANCES : NC MEETING: SOMETIME IN OCTOBER 1986.

1. Attached, please find the half-yearly financial report ending June 1986. The figures are not completely accurate as I still have not received the books for PE and PMB. I had to draw up the report for our friends, so I went ahead without these figures.
2. Our national balance at the end of September was around R 5000,00. Since then however I have paid out about R 7 500,00. When you receive this, however another R25 000,00 should have been deposited, and we will have about another R 7000,00 in reserve. At the time of your meeting our cash on hand will be about R 29 000,00. Our one major outstanding debt is R 5 000,00 for the militarisation Dossier, which is almost ready for printing. Thus we have some R 24 000,00 to see us through to the end of the year.
3. We must be careful, about spending, as we can only expect funds from our friends in February at the earliest.
4. I have drawn up an application for 1987. I enclose a copy of the budget. Although I have only budgetted for two full-time workers it will not be a problem to find the money for three if that is what regions want.
5. We must be careful about money. The Auditor General seems to be doing the rounds having examined the books of Afrapix. I have been in constant touch with our own Auditor and lawyer, to make sure we are in the clear. We are!
6. Concerning the administration of finances next year. I would propose that the National Secretary be the Treasurer. This would include only the regional distribution of funds, and correspondence with our funders. I would then propose the appointment of a bookkeeper, who will see to the good keeping of books. I propose somebody with accounting experience. As the more political role of the finances will be undertaken by the Nat. Sec. the role of the bookkeeper in purely administrative. Both people should be based in JHB.
7. I have made a grant of R 2 182,97 to the festival as this is money we received from an American group for the festival. They have agreed to give the money to the Cape Cultural Forum.
8. I think that is about all. Enjoy the meeting and I am sorry I was unable to attend.

Much love.... steve...

FINANCIAL STATEMENT: JANUARY - JUNE 1986.

INCOME

Donor Agencies		84 492,76
Newsletter Sales		890,00
Subscriptions from members		8 813,51
Media Sales		11 366,45
Record Sales (Forces Favourites)		3 039,62
Concerts (Door Collections)		5 397,93
Rent Collections		2 610,00
Culture Evenings		156,26
Conference Fees		1 804,96
Spring Fair		5 339,80
Donation		1 000,00
Film Festival		1 468,68
Loans from individuals		1 100,00
Interest		775,30
Miscellaneous		2 489,66
	TOTAL INCOME	<u>R 130 726,93</u>

EXPENDITURE

Salaries		8 600,00
Travel: National	5 181,92	
Local	<u>3 172,12</u>	8 354,04
Administration: Stationery	683,79	
Postage	958,59	
Telephone	657,61	
Rent	3 074,90	
Other	<u>6 904,94</u>	12 279,83
Venues/Halls		4 485,04
Newsletter		2 029,86
Equipment		588,67
Adverts		3 901,76
Security		226,00
Record (Forces Favourites)		7 639,77
Media		45 558,56
Concerts		4 493,42
University Grants		675,96
Film Festival		3 687,08
Photographic Exhibition		100,00
Conference Centre		571,68

TOTAL INCOME

R 130 726,93

EXPENDITURE (CONTINUED)

Furniture and Typewriter	1 655,61	
Spring Fair	20 905,29	
Legal Consultations	1 529,45	
SACBC Administration	1 326,87	
Miscellaneous	9 090,40	
Bank Charges	<u>875,16</u>	
	TOTAL EXPENDITURE	<u>R 138 574,45</u>

EFFECTIVE DEFICIT: R 7 847,52

Balance Brought Forward from 1985: R 14 843,88

BALANCE AS AT JUNE 30, 1986: R 6 996,36

Local Income:

Newsletter donations	2 000
Members Subscriptions	5 000
Media Sales (7)	28 000
Rent Collections for offices	5 000
Donations at events	6 000
Legal aid (4)	20 000
	<hr/>
	TOTAL: R 66 000,00
	<hr/>

EXPECTED DEFICIT: R 129 650,00

NOTES

1. ECC has recently been given a second hand car valued at R 3000. It is used extensively in the Eastern Cape for a part-time organiser who travels between East London, Port Elixabeth and Grahamstown.
2. Local Travel involves travel within regions and between regions close to one another. The Cape Town and Johannesburg regions have been very involved in helping to organise the Stellenbosch and Pretoria regions repectively. This involves fairly heavy travelling expenses.
3. Our postage costs are high because of our extensive international contact. We are also using internal mailing under the present circumstamcences, to inform our supporters of our work. We have some 10 000 supporters on mailing lists nationally.
4. We are expecting to have heavy legal expenses in the new year. This has been explained in the application. One supreme court interdict will cost approximately R20 000,00. I have put this in the Budget although we do expect to be involved in more than one such application. We do intend, however raising the funds internally for such actions.
5. Most regions are now producing newsletters. These have extensive readership. In Durban for example their newsletter has a readership of some 2 000. We do intend recovering some of those expenses through asking for donations.
6. We have found in this past year that the insurance for venues has become a significant expense. I May the Johannesburg City Hall wanted to charge us R 19 000,00 for insurance alone of the venue. It was only after court action that we were able to reduce this to R 1500,00. Many of our meetings are now held in venues such as City Halls which are the largest indoor venues available for such meetings.
7. Our media expenses are likely to increase dramatically, as they already have surpassed our 1986 budget four-fold. This is because of the positive response we have had to our posters, stickers and T-shirts in the townships. We do intend recovering many of our expenses through the sale of T-shirts.

Correspondence

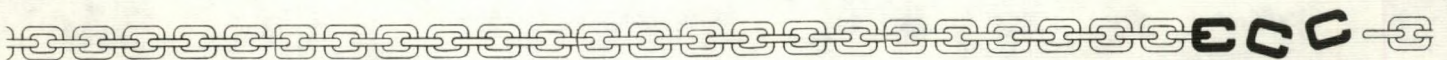
End Conscription Campaign

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Much love.... steve...



ECC
End Conscription Campaign

End Conscription Campaign

41 Olivia Rd
Berea, 2198
Johannesburg
27 March 1986

Dear friend

Well, this is my first communication with you since I agreed to take over the national finances. After the system has been running for two months Alistair in Cape Town, and Dave in the national office have helped me in a rationalisation programme. The suggestions made below are also raised in the context of doing the 1985 books, a really thankless task. Some of the suggestions are made to help us nationally have a clear understanding, so although some of the suggestions might not make much local sense, their is generally method in the madness. It goes without saying that the suggestions will help us with our donors

The main changes we want to suggest relate to the monthly cashbook, and how to fill it in. Below I have indicated the columns we would like to have, based on the same style as you have been using:

Income Columns (ie money recieved);

Date	Receipt No.	Details	Total	National Account ⁽¹⁾	Newsletter Subs ⁽²⁾	Members Subs ⁽³⁾	Media Sales	Record ⁽⁴⁾	Interaset	Other

Notes;

- (1) With regard to allocations from the national account, only record cash (ie cheque) payments. This means that if you are given T-shirts from national, record those sales under media sales and not under national account. With regard to this we also want to institute a system where regions will not pay other regions for goods recieved eg T-shirts, the record. If this happens it means that income gets recorded nationally twice and this unnecessarily pushes our income, and expenses out of proportion.
- (2) Even if you do not charge for your newsletter record any donations recieved for the newsletter in this column.
- (3) Again, even if you do not have a subscription system, donations (only cash), must be recorded in this column. With regard to this and the previous point, we would suggest however that regions consider instituting Newsletter subscriptions, Individual Subscriptions and Member Organisation Subscriptions.
- (4) In order for us to keep a record of the sales of Forces Favourites we need to have an accurate account kept. Instead of you sending the money to the Johannesburg Region, we would you rather to keep the money for your own use, and just record it in your books.

Expenses (ie money paid out);

Date	Cheque No.	Details	Total	Media	ADMINISTRATION ⁽¹⁾					TRAVEL ⁽²⁾		
					Stationery	Postage	Telephone	Rent	Other	National	Local	

Expenses (cont.)

Venues/ Halls	Newsletter	Honorarium ⁽³⁾	Bank Charges	Equipment	Adverts	Security	Record	Other

NOTES;

- (1) It is very usefull to break-down the administration costs. This will also enable us to get a clear picture of the costs.

2. Sometimes Laurie is in need of transport money, or your representative goes to a National Committee meeting. We need a separate account kept of national travel expenses.
3. Honorarium ie. that amount paid to the local employee.

General Points;

1. I realise that all these columns might make the organisation of the books in terms of space a bit difficult. I would suggest that you only fill your cashbook in at the end of the month, and only use those columns that you need. But please don't add any other columns.
2. For special projects we want you to keep a separate column on both the income and expenditure side. We have defined special projects, as those that either generate or incur income or expenditure of more than R 1 000,00. This does not refer to a campaign, such as the 'Working for a Just Peace' campaign. It refers to projects such as Film Festivals, Art Exhibitions, Concerts. It means that all types of income be recorded in the income column except money received from the national account, and media sold at the event. In the expenses it means recording all expenses including the media produced for advertising the event. However do not record administration expenses in this special column. Run the column for as long as you are still either receiving money or making payments.

I hope this will not be too confusing. At the moment I am travelling around the country for my work and so will soon be in your region, to explain, if there are any problems.

I also want to give you a deadline. I would like to have all the regional cashbooks for January, February and March in by the 17 April. If you cannot send it by then to me in Johannesburg, please send it to me to Gary Cullen in Durban (25 Halford Rd, Berea, Durban, 4001.) I have to receive it by April 25 at the absolute latest. This is because I have to draw up a quarterly report for the National Committee taking place at the beginning of May.

I would ask you also to write up the cash-book according to the columns suggested in this letter retrospective from January. It will only mean a change in the figures and will not affect your bank reconciliations.

That is about all concerning our finances this year. However we need to start thinking about next year. If we want funds to arrive timeously, we need to write up a proposal and budget, by July this year. I therefore will need to have all your cashbooks, including June, as soon as you have written up your June cashbook. You then need to write a budget, using your cashbook columns as a guideline, recording all your expected income and expenditure for the whole of 1987. Base it on your books of these first six months of 1986, but add expected increases, including whether you will need to be employing somebody, a 16% interest rate, and other possible increases, particularly concerning the general expansion of the campaign in your region, which will obviously be happening.

Well this time it is for real. I have finished all I have to say. I hope this is all clear. I know this letter will probably inconvenience the hell out of you...but please bear with me...in the end it will make all our tasks that much more easy.

Go well in Peace

Steve Lowry
National Treasurer

70 Bathurst St
Grahamstown
10/4/86

Dear Dave / Steve

Howard, hope all is well up your way. Enclosed please find
ECC - Grahamstown income and expenditure for January -
March 1986. Hope it is sufficient. We have passed on
R500 of the R1000 you transferred to us to the chamber
ECC. So we trust you will squint a bit more into
our tank. Our account is about to change next week
Friday when we open a current a/c. Will get the
details to you. By the way my address is 70 Bathurst
St and not 17 as you've got on the list of a/c's and
treasurers! Another slight hassle - our position is not
accurately reflected on the analysis of 1985 expenditure!
Our expenditure on transport was in fact R10 and not
R110 when you are including the coach which was
given to Bridget, I think, at National Conference in which
case the total is $R550 + R10 = R560$. Also our
miscellaneous expenses were R100 and not R64,23.
Sorry about the headache. If I've got it all wrong, then
please tell me how you arrived at the different figures.

So well

Mike Kenyon

Third Tutorial: Week of 17th March.

Reading: Introductory Sociology by T.Bilton et al.pp.6-7.

Topic for Discussion: Study Tables 1.1 and 1.2 and come to the tutorial prepared to discuss all the contentions made and their applications. Please note that the sociological explanations listed are not necessarily absolutely true as stated. Bilton and his fellow-authors put these sociological explanations rather bluntly and without qualification in order to get the reader to think and question. My own view is that all these sociological explanations are exaggerations and oversimplification of extremely complex issues. Unless one qualifies, one is forced to take simplistic stances which ill become the sociologist.
Bilton is definitely on the right track but does tend to sacrifice complexity in the interests of brevity. However, you don't have to accept my view. Ponder the two tables and come prepared to discuss them fully.

Fourth Tutorial: Week of 24th March

Reading: E.Goldfield, et al, "A woman is a sometime thing" in F.Lindenfeld (ed) Radical Perspectives on Social Problems, 1973.

Topic for Discussion: Status and Role: Do you agree or disagree with what the article says about the status and role of women?

Fifth Tutorial Week of 31st March.

Reading: J.Henslin,"On becoming male: Reflections of a sociologist on childhood and early socialisation" in J.Henslin (ed), Down to Earth Sociology, '81.

Topic for Discussion: Socialisation: what insights does the article provide with regard to your socialisation as a male or a female, and with regard to socialisation more generally?

Sixth Tutorial: Week of 7th April.

Reading W.Ryan, Blaming the Victim, (1976), Chapter 1.

Topic for Discussion: Ideology: What implications does the article have with regard to understanding the form and role of ideology in the South African context?

St Paul's College
P.O. BOX 77
Grahamstown
6140
8th April 1986

Dear Steve

Thank you for your reply to our (Rhodes ECC) initial request for finance. We hope that all is prospering at your end. [By the way I live in Benoni (well, my parents do), if it were opportune I would really like to meet you and 'the rest' etc. if you are having any get-togethers and felt inclined to contact me you can do so from the 17th April at 968 1594].

The real point of this letter is, despite your first letter, to ask for financial help. We owe Cape Town R180.00, which we are quite unable to pay as we are broke. Do you think that you could give Cape Town R180.00 on our behalf? We would indeed be grateful!

Yours
Martin Glover

Discuss with Dave

St Paul's College
P.O. Box 77
Grahamstown
6140

Replied to an
5/3/86

25th February 1986

Dear Steve

Greetings from the Rhodes ECC! We wish you an efficient and satisfying tenure of office.

Last year we received most welcome financial assistance from the ECC "head-office" as it were - unlike Evans in Cape Town to be exact. As ever we need your assistance again. The following projection is only an approximation in terms of totals and the money's application during the course of our programmes.

● PRINTING (Promotions, Posters, pamphlets, etc)	R 7.50.00
STATIONARY (Office, records etc)	R 50.00
TRAVELING (to P.E., to meetings, conference)	R 200.00
'PHONE	R 50.00
MISCELLANEOUS	R 100.00
	<u>R 1150.00</u>

Should you be financially able to send us a cheque could you make it out to RHODES UNIVERSITY SRC (ECC COM.)

Many thanks +
Martin Glover

UNIVERSITY OF CAPE TOWN

(WITH WHICH IS INCORPORATED THE SOUTH AFRICAN COLLEGE)

Phone: 69-8531



DEPARTMENT OF PSYCHOLOGY

RONDEBOSCH,

7700

11/2/86

Steve,

Please find enclosed

- ① Copy of Cape Towns Regional Cook Book.
- ② Copy of Film fest., Photo exhibition + cultural evening budgets. This will all be taking place in the Baxter Theater over April. Figures submitted are the "worst possible", i.e. the outlay / loss would not exceed the budgeted figures.

Keep up the WJP and comradely regards to you all

Alastair

A) Cultural Evening Budget -

Pamphlet	:	R 50
Poster	:	R 70
2 air tickets	:	R 480
P A system	:	R 350
Banquet hall	:	R 400

R 1350

should take R1000 at the door

B) Photo Budget

Insurance or Security Guard	:	R 500
Letters and Postage	:	R 100
Phone	:	R 100
Opening / Prints	:	R 200
Poster	:	R 150
Catalogue	:	R 100
Lighting	:	R 150
Prints	:	

R 1300

R1000 cost

should take R200 from poster sale

C) Film Fest Budget

Poster	R 200
Program	R 200
Newspaper	R 300
Banquet	R 200
Opening	R 200
	<u>R 1100</u>

— should come out of profits

~~up front~~



**The Standard Bank
of South Africa Limited**

Reg. No. 62/00738/06

Registered Commercial Bank

Replied to on 20/01/86

The Secretary
E C C National
35 Olivia Road
Berea
Johannesburg
2198

Hillbrow Branch

PO Box 17085
2038 Hillbrow
Cor Kotze & Claim Streets
2001 Johannesburg
S.W.I.F.T. Address SBZA ZAJJ
Telex 4-22437
Telephone (011) 28-7321

Date
6 January 1986

In reply please quote Your reference
our reference **FPV/DLBP**

Dear Sir


CURRENT ACCOUNT NO. 00-212-510-2
BALANCE R147-22 - DATE LAST ACTIVE 10.9.1985

We write to you in the thought that you have overlooked the existence of the above-mentioned account as it has not been operated upon for some considerable time.

Of course, we will only too happy to keep the account open but it is possible that you may wish to have the account transferred to another Branch more conveniently situated for you.

We look forward to hearing from you.

Yours faithfully


A. J. MINOGUEIRA
SUB ACCOUNTANT

NATIONAL ACCOUNTING SYSTEM

1. Each region must keep ~~their~~^{its} own accounts, and must get the accounts audited in JUNE.
2. The audited accounts (ie the bit that's written + signed by the auditor) must be sent to national by AUGUST.
3. National books must be audited in SEPTEMBER.
This is so we have an audited account by January when we draw up the national budget.

Form 1 - The Regional Cashbook. FILL IN MONTHLY SEND IN QUARTERLY

1. Each region may design its own cashbook. However at the end of each month the cash book MUST be written out in Form 1.
So it makes life easier for each region to use Form 1 as the basis for the cash book.

ie fill in form 1. file it & send a photocopy to national. your file is then your cashbook.

2. How to use this form.

① The Receipts (money you receive)

- Each region MUST have a receipt book. You must write out a receipt every time you get money. The receipt no. is recorded in your cash book.
- Details - here you write "money received" or "donation" or some description of your income.
- All money must be recorded twice. Once under TOTAL & once under one of the

other three columns (they are the ANALYSIS columns.)

eg: if you get R5 000 from the National account record it under TOTAL + NATIONAL ACCOUNT

if your region gets a donation of R50 record it under TOTAL + LOCAL FUNDRAISING.

Other things like INTEREST, the BALANCE etc are recorded under TOTAL + GENERAL.

② the Payments - money you pay out.

• I'm assuming you're using a cheque book - which is the easiest way to keep proper records.

• Remember - all amounts must be recorded under 2 columns (at least) ie TOTAL + one or more analysis column

eg if you draw cheque no. 023 for media you write the amount under TOTAL + MEDIA.

if you draw a cheque for R50 + use it to pay for food + for postage you record it like this
under TOTAL write R50
under FOOD write R12.50 (or whatever)
under POSTAGE write R37.50

MISCELLANEOUS is a catch-all column it can also be used for BALANCE, BANK CHARGES etc.

③ Bank Reconciliations can be done once a month or once a quarter.

Remember

Interest

uncashed cheques

bounced cheques

} go under RECEIPTS

Bank charges

service fees

} go under PAYMENTS

Form 2. The National Cashbook + Summary of Regional Cashbooks. (filled in by National Treasurer)

This form has two parts

① The National cash book is a record of the receipts + payments made from the National Account.

② the Summary of Regional Cashbooks is a record of the TOTALS of the regional Cashbooks ie it is a record of the TOTALS of Form 1).

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- Each region MUST have a receipt book. you must write out a receipt every time you get money. The receipt no. is recorded in your cash book.

- Details - here you write "money received" or "donation" or some description of your income.

- All money must be recorded twice. once under TOTAL & once under one of the

other three columns (they are the ANALYSIS columns)

eg: if you get R5 000 from the National account record it under TOTAL + NATIONAL ACCOUNT

if your region gets a donation of R50 record it under TOTAL + LOCAL FUNDRAISING.

Other things like INTEREST, the BALANCE etc are recorded under TOTAL + GENERAL.

② the Payments - money you pay out.

• I'm assuming you're using a cheque book - which is the easiest way to keep proper records.

• Remember - all amounts must be recorded under 2 columns (at least) ie TOTAL + one or more analysis column

eg if you draw cheque no. 023 for media you write the amount under TOTAL + MEDIA.

if you draw a cheque for R50 + use it to pay for food + for postage you record it like this
under TOTAL write R50
under FOOD write R12.50 (or whatever)
under POSTAGE write R37.50

• MISCELLANEOUS is a catch-all column it can also be used for BALANCE, BANK CHARGES etc.

③ • Bank Reconciliations can be done once a month or once a quarter.

Remember
interest
uncashed cheques
bounced cheques } go under RECEIPTS

Bank charges
service fees } go under PAYMENTS

Form 2. The National Cashbook + Summary of Regional Cashbooks. (filled in by National Treasurer)

This form has two parts

① The National cash book is a record of the receipts + payments made from the National Account.

② the Summary of Regional Cashbooks is a record of the TOTALS of the regional Cashbooks ie it is a record of the TOTALS of Form 1).

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