

Budgets.

Box 58  
Item 11 (S)

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THE BUREAU OF LITERACY

DRAFT STATEMENT OF REVENUE AND EXPENDITURE FOR

EXPENDITURE:

	R. c	R. c
Travelling		711.79
Salaries and funds		5656.44
Stationery		991.37
Postages and bank charges		67.07
General expenses		25.37
Workmen's Compensation Insurance		13.37
Native Services Levy		35.07
Rent and administration		797.12
Electricity		50.40
Depreciation on equipment		134.45
Repairs		21.17
Entertainment: staff and general		45.67
Typewriter hire		97.00
Telephone		84.43

R8730.72

DRAFT BALANCE SHEET AS

LIABILITIES:

REVOLVING FUND:

Balance as at 1st October, 1962	7022.25	
Add sales : 1/10/62 to 30/9/63	2065.64	
Add royalties and donations	<u>97.85</u>	
	9185.74	
Less publications purchased for re-sale	<u>429.43</u>	8756.31

LOANS:

S.A. Institute of Race Relations	1391.35	
Christian Institute of S.A.	700.00	
The Bantu Language Institute	459.80	
Mrs, M. Whyte (for purchase of recorder)	<u>112.00</u>	2663.15

PROVIDENT FUND

2043.51

SUNDRY CREDITORS:

S.A. Institute of Race Relations (for accumulated administrative fees)	312.00	
Gestetner S.A. (Pty.) Ltd.	288.41	
C.E. Folkey (Pty.) Ltd.	7.85	
Swaziland Sebenta Society	43.20	
Morija Sesuto Book Depot	<u>33.75</u>	685.21

LITERACY IN TRUST

46.25

ABE BAILEY TRUST

104.47

SWAZILAND SEBENTA SOCIETY

80.00

R14378.90

AND L I T E R A T U R E

THE FINANCIAL YEAR ENDED 30TH SEPTEMBER, 1 9 6 3.

REVENUE:

	R. c	R. c
<u>GRANTS AND CONTRIBUTIONS:</u>		
Bantu Welfare Trust	1600.00	
Conference of Missionary Societies (Jan)	199.75	
American Lutheran Mission	20.00	
Conference of Missionary Societies (Aug)	<u>199.52</u>	2019.27
<u>SPONSORED TRAVELLING</u>		661.32
<u>SWAZILAND PROJECT :</u>		
National Council of the Churches of Christ		997.32
<u>LANGUAGE PROJECT</u>		549.35
<u>Excess of expenditure over revenue</u>		<u>4503.46</u>
		<u>R8730.72</u>

AT 30TH SEPTEMBER, 1 9 6 3.

ASSETS:

FURNITURE AND EQUIPMENT:

At cost	706.45	
Less reserve	<u>704.45</u>	2.00

STOCK of publications

Less reserve	1367.71	
	<u>1363.71</u>	4.00

SUNDRY DEBTORS

400.90

ALLIED BUILDING SOCIETY:

Provident Fund savings account	2011.25	
Plus accrued interest	<u>32.26</u>	2043.51

CASH on hand

8.84

in bank 30/9/63

252.62

INCOME AND EXPENDITURE ACCOUNT:

Balance as at 1/10/62	7163.57	
Add loss for year ended 30/9/63	<u>4503.46</u>	11667.03

R14378.90

Box 58  
Item 11 (a)

THE BUREAU OF LITERACY  
STATEMENT OF REVENUE AND EXPENDITURE FOR

EXPENDITURE:

	R. c
TO: Salaries, typing fees and funds	4909.32
Travelling	467.81
Stationery, recorder tapes, records and photographs	1875.91
Postages and bank charges	40.34
General office expenses	101.02
Native Services Levy	15.66
Rent and administration	609.00
Electricity	8.92
Repairs	28.13
Entertainment general	33.51
Typewriter hire	97.00
Telephone account	92.23
Audit fees	25.00
Publications purchases: April	14.28
	8318.13
Equipment purchased for Language Project	2820.27
	R11138.40

BALANCE SHEET AS

LIABILITIES.

LOAN ACCOUNTS:

South African Institute of Race Relations	1391.35	
The Christian Institute of Southern Africa	700.00	2091.35

PROVIDENT FUND

2328.49

SWAZILAND SEBENTA SOCIETY

105.28

SUNDRY CREDITORS:

a) S.A. Institute of Race Relations	347.00	
b) Accounts paid in May	243.61	
c) Accounts unpaid	833.24	
d) Language Project: unpaid portion of Gestetner machine	869.75	2293.60

R6818.72

AND L I T E R A T U R E.

SEVEN MONTHS ENDED 30TH APRIL, 1964.

REVENUE:

		R. c
BY: <u>GRANTS:</u>		
Bantu Welfare Trust	1000.00	
National Council of the Churches of Christ	569.90	
American Lutheran Mission	20.00	
Institute of Bantu Languages	<u>759.80</u>	2349.70
Sponsored travelling		150.92
<u>Completed Projects:</u>		
The Abe Bailey Trust		104.47
'Literacy in Trust'		46.25
Language Project		6207.64
Sales of publications: April		309.60
<i>Loss</i>		<u>1969.82</u>
		<u>R11138.40</u>

AT 30TH APRIL, 1964.

ASSETS.

<u>EQUIPMENT:</u>		
At cost	594.45	
less reserve	<u>592.45</u>	2.00
** <u>STOCK OF PUBLICATIONS AND MATERIAL:</u>	1220.00	
Less reserve	<u>1216.00</u>	4.00
<u>ALLIED BUILDING SOCIETY:</u>		
Investment of Provident Fund		2216.49
<u>SUNDRY DEBTORS</u>		660.29
<u>CASH</u> in bank as at 30th April, 1964	210.02	
on hand	<u>8.84</u>	218.86
<u>INCOME AND EXPENDITURE ACCOUNT:</u>		
Balance as at 1/10/63	11667.03	
Less accumulated sales of publications written off to 31/3/64	<u>9919.77</u> 1747.26	
Add loss for 7 months as per statement of revenue & Expenditure	<u>1969.82</u>	<u>3717.08</u>
		<u>R6818.72</u>

\*\* Including material for primers which will bring in an estimated R1200 in sales.

Box 58  
Item 11(h)

THE BUREAU OF LITERACY

STATEMENT OF REVENUE AND EXPENDITURE FOR

EXPENDITURE:

	R. c
T0: Salaries, typing fees and funds	5696.39
Travelling	543.51
Stationery, recorder tapes, records and photographs	1960.11
Postages and bank charges	50.57
General office expenses	129.01
Insurances	44.94
Native Services Levy	17.86
Rent and administration	711.00
Electricity	9.67
Repairs	28.13
Entertainment general	41.90
Typewriter hire	97.00
Telephone account	100.61
Audit fees	25.00
Publications purchases: April and May	25.67
	9481.37
Equipment purchased for Language Project	3477.77
	R12959.14

BALANCE SHEET AS

LIABILITIES.

LOAN ACCOUNTS:

South African Institute of Race Relations	1391.35	
The Christian Institute of Southern Africa	700.00	2091.35

PROVIDENT FUND

2357.81

SWAZILAND SEBENTA SOCIETY

105.28

SUNDRY CREDITORS:

a) S.A. Institute of Race Relations	352.00	
b) General	760.83	
c) Bank overdraft	157.10	1269.93

R5824.37



AND L I T E R A T U R E

EIGHT MONTHS ENDED 31ST MAY, 1 9 6 4.

REVENUE:

		R. c
BY: <u>GRANTS:</u>		
Bantu Welfare Trust	1000.00	
National Council of the Churches of Christ	569.90	
American Lutheran Mission	20.00	
Institute of Bantu Languages	<u>759.80</u>	2349.70
Sponsored travelling		163.78
Language Project		8496.91
Sales of publications: April and May		520.85
Sale of recorder		112.00
<u>Completed Projects:</u>		
The Abe Bailey Trust	104.47	
'Literacy in Trust'	<u>46.25</u>	150.72
Excess of expenditure over revenue		1165.18
		<u>R12959.14</u>

AT 31ST MAY, 1 9 6 4.

ASSETS.

<u>EQUIPMENT:</u>		
At cost	594.45	
Less reserve	<u>592.45</u>	2.00
++ <u>STOCK</u> of Publications and Material	1092.00	
Less reserve	<u>1088.00</u>	4.00
<u>ALLIED BUILDING SOCIETY:</u>		
Investment of Provident Fund		2357.81
<u>SUNDRY DEBTORS</u>		539.28
<u>CASH</u> on hand		8.84
<u>INCOME AND EXPENDITURE ACCOUNT:</u>		
Balance as at 1st Oct. 1963	11667.03	
Less accumulated sales of publications written off to 31/3/64	<u>9919.77</u>	
	1747.26	
Add loss for 8 months as per Revenue and Expenditure statement	<u>1165.18</u>	2912.44
		<u>R5824.37</u>

++ Including material for primers which will bring in an estimated R1200 in sales.

**Collection Number: AD1715**

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