

Box 58
Item 11 (b) 11-21-2.4

FINAL REPORT

ADVISORY COMMITTEE OF THE BUREAU OF LITERACY AND LITERATURE

prepared on 27.5.1964 for presentation on June 8th of 1964 as an instrument for the handing over of the affairs of the unregistered Bureau of Literacy and Literature to the Council of the newly constituted and registered organisation of the same name brought up to date as at 31.5.64.

- A. Registration of the Bureau having been effected on April 22nd, 1964 (Certificate No. 21/64/1), the task of the Advisory Committee has come to an end.
- B. The Advisory Committee records thanks to:
- (i) Ds. C.B. Brink for his untiring efforts in leading the Advisory Committee;
 - (ii) Mr. William Aronsohn and his colleague Mr. A.E.B. Goodman for generously clearing the documents through the final legal stages for registration;
 - (iii) Dr. W.A. Malherbe for lodging the registration documents;
 - (iv) The individuals and organisations who gave the unregistered organisation financial support:-

The S.A. Institute of Race Relations, the Bantu Welfare Trust, the Council of Education, the Christian Literature Council, the Africa Committee of the National Council of the Churches of Christ, the Continuation Committee of the S.A. Churches, Engelhard Industries, Charles James Lillieshall Trust, Estate late J.I. Murawitz, Estate late B. Kauheimer, Estate late H. Colby, the Methodist Church of South Africa, the American Lutheran Mission, the Dutch Reformed Church.
 - (v) The S.A. Institute of Race Relations and the Christian Institute for temporary loans;
 - (vi) The staff of the Bureau;
 - (vii) The several friends and organisations who have given the Bureau encouragement during the past eight difficult years. In particular should be mentioned the Director and Assistant Director, the Secretary, and the Auditor of the S.A. Institute of Race Relations, Professor D.T. Cole and his colleagues, Professor L. Lanham and his colleagues, Professor C.L.S. Nyembezi, Mr. C. Phatudi, and Dr. H.J. van Zyl.
- C. The offices of the Bureau are registered at 307 Dunwell, 35 Jorissen Street, Johannesburg. The Bureau occupies five offices which can be vacated at one month's notice. Only two offices, however, are at present paid for out of the Bureau's own budget. The other three are occupied and paid for out of a specially financed project, The Language Project.
- D. The staff of the Bureau, though five, is at present reduced to two and a half on the budget. The others are seconded to, and paid for out of, the Language Project, and out of an administrative grant from the Bantu Language Institute.
- E. The records of the Bureau are filed in its offices.
- F. Office work involves a heavy overload on the reduced staff, who have to fit in along with field work, routines of filing, correspondence, interviews, despatches of heavy parcels of books, duplicating of supplies, and work on drafting new courses.
- G. Field work is carried by the two trainers, (along with office routines as in (F)). These handle the field "practice" of training teachers and inspection visits on 41 mine compounds and at 5 missions. In addition, they train workers for Swaziland and for several small centres.

- H. Stocks of books. With no funds to reprint, as editions of primers run out, the Bureau has been forced to use duplicated books. Costs continue to rise, so every time a fresh supply is duplicated out of returns from sales, the value of the replacements dwindles. The value of books on the shelves and which can be sold, within the near future, is in the region of R.1,200.
- I. Furniture and equipment to the value of close on R.600 will realise, at short notice, at least R.400.
- J. The Programme detailed in "Memorandum II. BLL 1964" is recommended as a realistic one, provided adequate funds can be raised. This programme cannot be embarked upon further if the Bureau has to carry on, as at present, with reduced staff and insufficient means.

The Advisory Committee is happy to report:

- (i) that the generosity of the Africa Committee of the National Churches of Christ in U.S.A. is making it possible for an experienced literacy worker, Miss Marion Halvorson, to visit the Bureau from September 19th to mid-November in order to help us and advise;
- (ii) that the United States - South Africa Leader Exchange Programme has decided to include the Bureau with one of its "Wingspread" projects. As a result of this decision, the Bureau hopes to have the help and guidance of an authority in the field of applied linguistics for a few weeks within the next eighteen months.

- K. The Financial Position is revealed in the Statements as at May 31st, 1964. The Advisory Committee has with difficulty been able to keep the Bureau operating. The Balance Sheet shows that there is an accumulated deficit of R.2912.44, made up mainly of loans. To balance this deficit, there is R.1200 of stocks which will be sold quite soon, in the form of primers, etc., R.592.45 of furniture and equipment which can be sold at short notice to realise R.400, a guarantee of R.1200 against grants which have been expected since January, and a gift of R.125.00 from Mr. Quintin Whyte to cover the balance of R.112.44. To hold the situation for a few months, perhaps until September 30th, but allowing for no development, the Bureau requires R.300 - R.400 per month.
- L. The recommendation of the Advisory Committee is that the Members of the new Bureau accepts as these have been indicated, the responsibilities, liabilities and assets, as a running concern.
- M. The Advisory Committee has applied to the Bantu Welfare Trust to become a sponsor of the Bureau and it hopes that the Members will endorse this action.
- N. The Advisory Committee trusts that arrangements made for the formal handing over to the registered Bureau are approved by the Members.
- O. The documents of registration are attached to this report which we, the Advisory Committee, now formally offer to the Members, along with the affairs of the running unit.

CHAIRMAN:
(D.P. DUGMORE)

DATE: June 8th, 1964.

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THE BUREAU OF LITERACY

STATEMENT OF REVENUE AND EXPENDITURE FOR

EXPENDITURE:

	R. c
TO: 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, 1964.

REVENUE:

		R. c
<u>BY: 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><u>R12959.14</u></u>

AT 31ST MAY, 1964.

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><u>R5824.37</u></u>

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

To meet liabilities

- 1) Stocks: R1200
- 2) Fundlevi > 400
L. K. K. K. K.
- 3) Grants R1200
- 5) Gifts in kind
- 6) ...

Collection Number: AD1715

SOUTH AFRICAN INSTITUTE OF RACE RELATIONS (SAIRR), 1892-1974

PUBLISHER:

Collection Funder:- Atlantic Philanthropies Foundation

Publisher:- Historical Papers Research Archive

Location:- Johannesburg

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