



National Substance Abuse Advisory Council

Ministry of Education

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Our Ref:

Your Ref:

Date: *04th May, 2015*

CIRCULAR/MEMORANDUM

FROM: CEO NSAAC
TO: ALL VOLUNTEERS
SUBJECT: ADMINISTRATIVE MATTERS

- 1.0 Greetings from the National Substance Abuse Advisory Council [NSAAC].
- 2.0 Thank you for all the good work you have done so far.
- 3.0 The purpose of this Circular is to highlight a number of issues that needs to be improved as well as to remind you and re-emphasize the importance of submitting your Weekly Activity Reports/Timesheets, Acquittals and Claims promptly to our office so that these can be processed and allowances and claims paid to your respective accounts.
- 4.0 Volunteers in the Central Division are encouraged to submit **electronic copies** of their timesheet and weekly report so as to minimize the amount of paper work involved.
- 5.0 Reports are to be written legibly so it can be easily read by NSAAC officers when analyzing the reports.
- 6.0 In cases where a Volunteer has conducted Counselling sessions for students it is important that the number of students and issues faced by them are clearly documented. If there are any referral made for serious cases these need to be properly documented as well. **The filled Counselling Forms are to be submitted to the NSAAC AOD Counsellor together with the Weekly Report.**
- 7.0 **Volunteers are encouraged to continuously check their email account and respond accordingly to communication from NSAAC.**
- 8.0 Some Volunteers fail to adhere to the Timeline that was originally set for the submission and receipt of all Weekly Timesheets and Weekly Activity Reports and that is **9.00AM every Friday morning**.

- 9.0 There are a number of processes, procedures that we have to follow before lodging your allowances/claims to your respective Bank Accounts. To date the 41 of you bank with the following Banks: Westpac, BSP, ANZ, Bred Bank and Bank of Baroda, thus, lodgments to these banks are done separately. Thus, it is important that all timesheets are received on time so that all lodgment can be done together rather than individually.
- 10.0 There are altogether over 30 processes/work activities that we have to do to ensure all records and accounts are in order before payments of allowances are made and reports finalized and submitted to the Honourable Minister.
- 11.0 It has also been noted that some are only sending the Reimbursement of travelling expenses form **without the receipt or the prescribed NSV6 form** which the driver should complete if they do not keep any receipt in their vehicle. **The receipt or the NSV6 form** are the supporting evidence needed before the reimbursement of travelling expenses can be processed.
- 12.0 Some Time sheet/report have school stamp which are not clear & does not allow us to identify the name of the school where the awareness took place. **Please include the name of the school in the venue column.**
- 13.0 **The delay in submission of reports and Timesheets** will hold back achievement of Weekly Target/Outputs.
- 14.0 **Any Volunteer/Team Leader that fails to submit** his/her or their Team's Timesheet/Weekly Report by **9.00AM** on **Friday morning** will receive their allowance in the following week.
- 15.0 Your urgent attention and action is thus requested for the timely submission of Timesheets and Weekly Reports from Term 2 onwards.

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Misaele Driubalavu [Mr.]
CEO NSAAC