

Declassified E.O. 12356 Section 3.3/NND No. 785015

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Declassified E.O. 12356 Section 3.3/NND No. 785015

10000/110/114 MOTOR TRANSPORT GROUP
FINANCES
MARCH 45- APR. 45

90.4/EST

0 3 4 4

Declassified E.O. 12356 Section 3.3/NND No. 785015

Ref. 90.4/15/EST

12 April 1945

SUBJECT: Establishment Memorandum No. 33
Authorization of Expenditure

TO : Officer Commanding, Motor Transport Group,
Allied Commission, (Italian Army Personnel)

1. Establishment Memorandum No. 33, dated 15 December 1944, lays down specified limits to the power of certain officers to authorize AMG/AC expenditure. In particular paragraph 3(b) limits the authorizing power of a Regional Commissioner to Lire 200,000 for any one item or related group of items.

2. In view of the fact that the Motor Transport Group is a special organization, the authorizing powers of a Regional Commissioner as laid down in paragraph 3(b) of Establishment Memorandum No. 33 are hereby extended to you as Commanding Officer, Motor Transport Group; that is to say, you are empowered to authorize "housekeeping" expenditure up to the sum of Lire 200,000. Subject to paragraph 3 below any expenditure in excess of Lire 200,000 will require the authorization of the Executive Commissioner.

3. Paragraph 2 above is not intended to apply to the special expenditure, under contract, which will be incurred by the Motor Transport Group for the assembly of imported motor vehicles. In this case, although the expenditure is, of course, far in excess of Lire 200,000, the power to authorize this expenditure is delegated to Commanding Officer, Motor Transport Group.

By command of Rear Admiral STONE;

NORMAN E. FISKE
Colonel
Acting Executive Commissioner

2 copies to Finance S/c
for files 13079/F and 20013/F/A

5841

*2 extra copies in
extra file*

Ext. Section:

13.

For appropriate action, per Para 4b,
minute 11, and return, please. *[Signature]*
9 April 45

Executive Committee:

14.

Folio 6 has been
issued. File returned here with for issuance
of folio 2 by Executive Committee, per
Para 4(a), minute 11.

Ext. Sec.
10 April 45

[Signature]

15

Ex. Com

The atch'd letter re. expenditure authorizations
for Motor Transport Group. has been put up for
your signature as proposed by Fin. S/C - min 11.

[Signature] 12d Apr.

issued. File returned here with for issuance
of folio 2 by Executive Committee, per
Para 4(a), minute 11.

Ext. Sec.
10 April 45

kniff.

16

Ex. Com

The atch'd letter re. expenditure authorizations
for Motor Transport Group. has been put up for
your signature as proposed by Mr. S/2 - min 11.
JWR 12d Apr.

5840

10

TO: Economic Section (for Finance S/c)

The Exec Commr is only desirous of seeing that the control of public funds' expenditures by the Commission is properly understood by all concerned. Accordingly, if Finance S/c feels that an amendment will carry weight, will you draft folios 2 and 6 as amendments to Establishment Memorandum #33?

2 April 45

[Signature]
H. W. STEARNS
Major, AGD

11

TO: Economic Section.

1. Minute 10 is not understood.
2. Est. Memo. No. 33 had distribution down to Provinces.
 - (a) Printing & Stationery Memo Amendment (folio 6) affects only Sections and Sub-Commissions of this HQ.
 - (b) Letter re M.T. Group (folio 2). Only clarifies position of this Group with Exec. Commissioner and Est. Section.
3. Dealing with either of the above through the medium of an amendment to Exed. Memo. No. 33 is unnecessary and would probably cause confusion.
4. It is therefore suggested that:
 - (a) A letter as per folio 2 be issued over the signature of the Exec. Comm. to M.T. Group.
 - (b) A memorandum as per folio 6 be issued by Est. Section.

7 April 1945.

[Signature]
Joint Director,
Finance Sub-Commission.

12

To Office of Secretariat Commission

- 1 This section concurs in para 4 of minute 11.
- 2 Please note the pencilled amendments to para. 3 of fo. 6; this modification is referred to in minute 1.

[Signature]
7 April 45.
24. 151.

[Signature]
L. D. DENSMORE
COL #5839
C.S.O. K/S

TO : Economic Section. 8

1. This Sub-Commission does not see the necessity for a reissue of Establishment Memorandum No. 33. The only proposed changes which we are aware of are (a) the instructions on Printing and Stationery (No. 6 on this file) and (b) instructions to the Motor Transport Group.
2. With regard to Printing and Stationery the suggested draft is merely an elaboration of the procedure for one particular class of expenditure and in our opinion would tend to confuse the issue if included in a general memorandum. We agree with the proposed draft as far as its financial aspects are concerned subject to the qualification that it does not seem necessary for the Vice President of the Section to scrutinize projects of less than Lit. 200,000 and we suggest that his scrutiny be confined to items of over Lit. 200,000. With regard to Motor Transport Group expenses, the main item considered is the ~~proposal~~ of contracts for assembling of vehicles which would not in any case be covered by Establishment Memorandum No. 33 which deals only with "housekeeping" expenses. Apart from this the only point in the Motor Transport Group instruction affecting Establishment Memorandum No. 33 is that the O.C. this group should be regarded as a Regional Commissioner for the purposes of the memorandum. It seems to us that all that is necessary is for this ruling to be understood by the Executive Commissioner's office and the Motor Transport Group.

29 March 45.

W. G. H. Smith
Chief Accountant,
For Joint Director,
Finance Sub-Commission.

TO
Office of Executive Commissioner 9

I We concur with the views expressed by Finance Sub-Commission in 8 above.

Finance Section
29 March 45
245 r.f.

L. D. Densmore
L. D. DENSMORE
COL. P.A.
CSO, ECON. SEC.

5838

4.
Executive Commission:

1. Attention is invited to folio 2, herewith, draft of proposed ^{letter amending} establishment memorandum #33. Inasmuch as para 3 involves a delegation of authority to spend sums of money in excess of \$200,000, may your concurrence to this authorization be given, please.

2. For consideration, also, is whether this letter of authority should not issue over the signature of the Executive Commissioner rather than, as proposed, from Establishment Section.

W.F. Sec.
no branch

W.F. Sec.
Capt. H. H. B.

5

To: Economic Section for Finance Subcommittee

In view of several recent proposed changes in the regulations governing AMO/AC expenditures, it has been decided that Establishment Memorandum #33 should be re-issued as an Executive Memorandum and accordingly it is directed that you submit a draft of the new memorandum incorporating therein your proposed amendment in connection with Motor Transport Group finances and the draft memorandum on the subject of printing and stationery expenditures drawn up as recommended per Finance Sub-Com.'s letter file 13075/Y, subject "Printing Costs", dated 14 March.

22 March

L.V. STRAINS
Major, #3837

in excess of \$200,000, please...

2. For consideration, also, is whether this source of authority should not issue the signature of the Executive Commissioner rather than, as proposed, from Establishment Section.

L. H. Woodbury
Capt. 4015

Int. Sec.
70 March

5

To: Economic Section for Finance Subcommittee

In view of several recent proposed changes in the regulations governing AMG/AC expenditures, it has been decided that Establishment Memorandum #33 should be re-issued as an Executive Memorandum and accordingly it is directed that you submit a draft of the new memorandum incorporating therein your proposed amendment in connection with Motor Transport Group finances and the draft memorandum on the subject of printing and stationery expenditures drawn up as recommended per Finance Sub-Com.'s letter file 13075/T, subject "Printing Costs", dated 14 March.

22 March

L. V. STEARNS
Major, 4037
3837

47

To Finance Section

Forwarded for action as per minute 5.

Rec'd Sec
29 Mar 45.
Jed 556.

as above letter

Declassified E.O. 12356 Section 3.3/NND No. 785015C O P Y

D R A F T

MEMORANDUM TO: All Sections and Independent Subcommissions
SUBJECT : Printing and Stationery Expenditures

In order to insure that the expenditure of public funds for printing and stationery is kept to an absolute minimum, the following procedure will be immediately adopted in this Headquarters.

In all cases involving printing and stationery expenditures, sections and independent subcommissions will submit with their final request to the Headquarters Commandant a certification that the project to cost approximately _____ lire is an absolute necessity for the efficient conduct of their business. The cost estimate will first be obtained from the Printing Officer, Headquarters Commandant's Office.

The Vice President of the Section will scrutinize the project and sign the certificate on projects in which the cost is in excess of 200,000 lire; the Headquarters Commandant will then further certify ^{on said project} that the proposed expenditure is the lowest at which the project can be accomplished under existing conditions before submitting to Executive Commissioner for approval.

It is understood that bids must be accepted within seven days for the contract to become operative in order to meet the rapidly fluctuating costs.

HEADQUARTERS
ALLIED COMMISSION
FINANCE SUB-COMMISSION
APO 394

Ref: 13079/F

19 March 1945 3

SUBJECT: Motor Transport Group Finances.

TO : Establishment Section,
H.Q. Allied Commission. ✓

1. We refer you to para 5 of our letter of even number dated 17 March 1945, addressed to O.C., Motor Transport Group, a copy of which was sent to you.
2. Attached hereto is a draft of the Special Instruction referred to therein, which, if you are in agreement, should be sent to the Motor Transport Group. Taken in conjunction with our above mentioned letter, this Special Instruction is self explanatory, briefly its purpose being to adjust the existing instructions for the authorisation of expenditure, to cover the special case of the newly formed Motor Transport Group.

Copy to
Audit Division
(file 20013/F/A).

for BEL J. J. J. J. J.
Joint Director, *Major*
Finance Sub-Commission.

5835

673

D R A F T

HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

Ref: ~~297~~ / EC

March 1945

SUBJECT: Establishment Memorandum N°33 -
Authorisation of Expenditure.

TO : Officer Commanding,
Motor Transport Group,
Allied Commission.
(Italian Army Personnel).

1. Establishment Memorandum N°33 dated 15 December 1944 lays down specified limits to the power of certain officers to authorise AMG/AC Expenditure. In particular para 3(b) limits the authorising power of a Regional Commissioner to Lire 200,000 for any one item, or related group of items.
2. In view of the fact that the Motor Transport Group is a special organisation, the authorising powers of a Regional Commissioner as laid down in para 3 b of Establishment Memorandum N°33 are hereby extended to you, as Officer Commanding, Motor Transport Group. That is to say you are empowered to authorise "Housekeeping" Expenditure up to the sum of Lire 200,000. Subject to para 3 below, any expenditure in excess of Lire 200,000 will require the authorisation of the Executive Commissioner.
3. Para 2 above is not intended to apply to the Special Expenditure, under Contract, which will be incurred by the Motor Transport Group for the assembly of imported Motor Vehicles. In this case, although

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By Command of Rear Admiral STONE

5834

Copy to

Finance Sub-Commission 2 copies.
(for files 13079/F and 20013/F/A).

GHT/mg

Colonel,
Deputy Executive Commissioner.

HEADQUARTERS
ALLIED COMMISSION
FINANCE SUB-COMMISSION
APO 394

Ref: 13079/F

17 March 1945

SUBJECT: Motor Transport Group Finance.

TO : Officer Commanding,
Motor Transport Group,
Allied Commission.
(Italian Army Personnel).

1. We write with reference to your letter AO/TG/127/1 dated 13 March 1945.
2. Since receipt of your letter, Lt. Col. Bradley, your Finance Officer, has been in touch with the Chief Accountant, and we detail below, the procedures which have been agreed upon for dealing with the expenditures of the Motor Transport Group.
3. These expenditures come under two main heads, (a) Contract Payments, principally those for the assembly of the imported vehicles. (b) Housekeeping and maintenance expenses, e.g., M.T. maintenance, Office expenses, etc.
4. With regard to the contract payments, these will be made by the Allied Financial Agency, Rome. M.T. Group will arrange for the presentation of invoices periodically, by the Contractors, based on the contract charge per vehicle, and the number assembled. These invoices will be properly certified by a designated officer of the M.T. Group, who is in a position to verify their correctness, and the relative Payment Vouchers will be authorized by Officer Commanding, M.T. Group.
5. To meet the expenditures under para 3 b above Lt. Col. Bradley will act as an A.O. Sub-Accountant, and steps have already been taken to familiarise him with the accounting procedure. In this connection, Establishment Section is being requested to issue a Special Instruction, so that the Commanding Officer, M.T. Group may have the same power of authorising Housekeeping expenditure, (namely up to Lire 200,000) as a Regional Commissioner, under para 3(b) of Establishment

2. Since receipt of your letter, Lt. Col. Bradley, your Finance Officer, has been in touch with the Chief Accountant, and we detail below, the procedures which have been agreed upon for dealing with the expenditures of the Motor Transport Group.
3. These expenditures come under two main heads, (a) Contract Payments, principally those for the assembly of the imported vehicles. (b) Housekeeping and maintenance expenses, e.g., M.T. maintenance, Office expenses, etc.
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5. To meet the expenditures under para 3 b above Lt. Col. Bradley will act as an A.C. Sub-Accountant, and steps have already been taken to familiarise him with the accounting procedure. In this connection, Establishment Section is being requested to issue a Special Instruction, so that the Commanding Officer, M.T. Group may have the same power of authorising Housekeeping expenditure, (namely up to Lire 200,000) as a Regional Commissioner, under para 3(b) of Establishment Memo. 33 dated 15 December 1944.
6. In those cases where outlying units of the Group will incur expenses, the Finance Officer will issue Imprest Warrants in accordance with paras 52 to 70 of Sub-Accountants Instruction No. 1.
7. Particular care is needed in the compilation of civilian pay-rolls, as the pay and conditions of service of civilian employees of the Allied Forces are governed by specific A.F.H.Q. orders. A separate letter on this subject is being written to your Finance Officer by the Audit Division of this Sub-Commission.

Copy to: A.F.A. Rome,
✓ Establishment Section.
Audit Division.
File No 20013/P/A

672
GHT/mg

Signed A. E. L. THAMOND
Major, MC
Joint Director,
Finance Sub-Commission.

0 3 5 7