

At month-end, statistics on relocations by geographic region, showing the number of people relocated during that month, are passed to the budget control officer. A standard cost per relocation (which is periodically updated) is used to arrive at a forecast committed expenditure, and is added to the monthly forecasting sheet.

2.4 TEMPORARY DUTY TRAVEL

ADAF controls the temporary duty (TD) travel budgets of the divisions within the Personnel Branch, with the exception of the Official Languages Division (ADL) and the Training and Development Division (ADT). Approximately 250 travel authorities are raised by the divisions per year and forwarded to ADAF where a financial project code, and ADAF certification of the availability of funds is added to the forms, after which they are returned to the division for general distribution. A T.D. travel ledger is maintained by the relocation/travel Commitment Clerk. It is segregated by division and group stream and indicates the date, employee name, classification and travel cost-commitment. Expenditures are tracked from monthly SSC statements by the project code. Monthly expenditure totals are used in preparation of the financial forecast for the branch.

2.5 MISCELLANEOUS ACTIVITIES

ADAF monitors all secondments in and out of the Department. This involves preparing the appropriate billings to other departments in addition to the audit and certification of billings received. The present methods are straightforward and are conducted in an efficient manner.

Records are also kept for the various miscellaneous financial transactions in the Personnel Branch, the major accounts being temporary help services and supplies and services. The procedures currently used are sufficient.