

ANNEX A

PASSPORT
OFFICE
FINANCIAL AND
ADMINISTRATIVE
DELEGATIONS

FINANCIAL

- Classification of Accounts
- Budget Preparation and Control
- Accounting and Control of Expenditures, Revenues, Assets and Liabilities
- Financial Reporting
- Travel and Relocation
- Contract Review
- Internal Audit Studies
- Financial Training
- Financial Information Systems
- Accrual Accounting System: design, implementation, maintenance, recording, reporting, reconciliation
- Cash Accounting System: maintenance, recording, reconciliation (use of departmental system)
- Policies and Procedures Manual
- Hospitality
- Membership Fees
- Incentive Awards
- Conference
- Ex Gratia Payments
- Claims Regulations

ADMINISTRATIVE

- Acquisition of Goods and Services
- Inventory and Disposal of Assets
- Contract Administration
- Leasehold Improvements and Tenant Services
- Repair and Maintenance of Goods and Leased Accommodation
- Leases (occupancy instruments)