

the Departmental delegation authority document?

- B. Wherever possible is there a division of duties between those ordering goods/services, those certifying receipt [Section 34 of the Financial Administration Act{FAA}] and those certifying payment authority [Section 33 of the FAA]?
- C. Are employees with signing authority not approving payments from which they can benefit personally [e.g. reimbursement of commuting costs]?
- D. Does the MAO review the monthly accounts with me before they are submitted to MFF?
- E. If advances have been issued to Honorary Consuls are they accounting for their revenues and expenditures on a regular monthly basis?
- F. After cheques have been written and signed are they controlled and distributed by an individual not working in the Accounting Section?
- G. If credit cards are issued by suppliers are they only being utilized for official purchases?

8 ADVANCES

- A. Are all advances (e.g. travel, official hospitality, medical, etc.), effectively controlled with balances reconciled to the monthly FINEX reports and advances cleared within the time periods allowed?
- B. Is action being taken to effect settlement of those advances which have not been cleared within the stipulated time periods and am I advised of such cases? If not, is there a system in place to stop any new advances?

9 NON-PUBLIC FUNDS [e.g.COMMISSARIES, SOCIAL CLUBS ETC]

- A. Am I aware of all non-public fund operations being conducted on Mission premises?