

reports by comparing the amount recorded in PMIS to the latest Staff Pay Certificate (indicating a change in allowance payments) received from ABM. However, no up-to-date information is available on the outstanding commitments for these allowances. The project team feels that the calculation and control of outstanding commitments for FSD travel and allowances is a suitable application for automation and enhancements to the Financial Management Information System (FMIS) now in the final developments stages should meet this requirement.

Records are not maintained for other allowances, which, with the exception of education allowances, are relatively minor in terms of volume of transactions annually. Nonetheless, the amounts of money involved, 4 to 5 million dollars, warrants closer control.

2.3 RELOCATION

ADAF currently maintains a statistical ledger on domestic and foreign relocations. The statistics are gathered from the Posting Confirmation forms issued by the various divisions in the Personnel Operations Bureau (APD). Posting Confirmations are received in ADAF and assigned a control number (numerical basis) prior to general distribution. The financial code (cost allocation and project number) is also assigned and recorded on the form, and it is certified as to availability of funds. A copy of the form is filed in binders by occupational stream and the original returned to ATDB for general distribution. ADAF receives two copies of the form on distribution, one is filed in ADAF and the second sent to the post involved.

There are approximately 1200 relocations per year, 90% of these occurring during the posting season - March to September. Relocation data is maintained on four record-keeping ledger systems by the relocation/travel Commitment Clerk in ADAF. Many data elements are duplicated on the ledgers making the upkeep of them very cumbersome. The relocation record-keeping systems and the data elements maintained are shown in Appendix "D". It is felt that these present systems and procedures can be made more efficient through automation.