

- E. Where contracts were entered into for a value outside of the delegated limits noted above, was Treasury Board approval obtained by our AMA prior to signing the contract?
- F. Do all contracts have a commencement and termination date?

6 OFFICIAL HOSPITALITY

- A. Would employee official hospitality records and especially my own stand up to scrutiny under an access to information request [e.g. accountability, detail and purpose of functions]?
- B. Is there a mission policy in respect to per capita costs for entertaining in the home; claiming for household help, club fees, etc.? Is the mission policy in consonance with Departmental policy as set out in Chapter 9 of the Protocol Manual?
- C. Unless household help is dedicated solely to representational responsibilities, are employees bearing some of these costs personally?
- D. If some personal or family use is being made of clubs, are employees bearing, as a personal expense, an appropriate proportion of those fees?
- E. Are program manager hospitality files reviewed by me on a quarterly basis, and do the program managers review subordinate files, to ensure that employees are maintaining records in accordance with Departmental policies and guidelines?
- F. If advances are issued in hard currency are expenditures being made and claims being settled in that currency?

7 EXPENDITURES

- A. Have I designated financial signing authority for commitments and expenditures to only those employees in positions, as listed in