

- in the absence of a rate adjustment sufficient to recover full costs, estimating the amount of the appropriation that will be required to reimburse the revolving fund in order to maintain its balance at the end of the period
 - reviewing all revenue, expenditure, cost and inventory reports continuously to identify any financing problems which might occur and taking the necessary corrective action, or recommending such action when it is beyond his authority
 - preparing a cash budget incorporating any expected seasonality in revenue and the division's planned rate of expenditure in order to determine the size of the working capital advance required for the coming period
 - preparing documentation required by the Treasury Board or the Chief Treasury Officer in connection with the operation of the working capital advance or modifications to it.
7. Supervises the preparation of product costs, labour efficiency reports and other statistical data required by operating managers by:
- developing, in cooperation with section heads, cost and work standards and ensuring that these are periodically re-evaluated
 - establishing mechanisms for the measurement of production in appropriate units for each cost centre in the Division and monitoring the collection of such data
 - developing appropriate bases for the allocation of all costs to the products and services of the Division and re-evaluating these bases periodically in consultation with the senior staff concerned
 - training clerical staff in his own section and in the operating sections in the correct procedures for recording and distributing cost data and preparing reports.
8. Establishes and continuously monitors procedures for the control and safekeeping of cash, equipment and property, including materials used in the production of passports which have significant security implications as well as files and other information storage of a highly confidential nature.
9. Performs related administrative duties as requested by the Head of Division from time to time.