

in some ten buildings and provides the necessary liaison with the Public Works Department on such matters as the cleaning, redecoration, repair and alteration of offices.

The Division is responsible for the preparation, editing and publication of manuals, reports and circular documents required for the efficient administration of the Department. It is also engaged in the printing of a broad range of administrative manuals, forms, reports, circulars and booklets for internal use and external distribution.

A number of special services are provided by the Division, including charity campaigns and the sale of Government bonds. It organizes blood-donor clinics, first-aid and fire-prevention programs. The Division administers the Incentive Award Program, as well as parking and communication facilities at headquarters. Central Services co-ordinates the administrative procedures in the opening of new posts and edits post reports. The Division is also responsible for planning and the subsequent operation of a data-processing unit to service all divisions of the Department.

Finance Division

The Finance Division has two major responsibilities -- the co-ordination and collation of annual departmental program forecasts and estimates for submission to the Treasury Board, and the maintenance of specific and general financial controls over all departmental appropriations.

As a result of amendments to the Financial Administration Act during 1969, the Department became responsible for various functions previously exercised by the Comptroller of the Treasury. These include fiscal accounting and reporting to the Receiver General, cash control, preparation of the departmental section of *Public Accounts*, and the performance of an internal audit on all expenditures to ensure compliance with Parliamentary, executive and departmental policies and regulations.

The Division also developed a new management-information system, which went into operation in 1970 to provide budget reports and other performance data to all levels of management.

The Division provides advice and assistance to other divisions and to posts abroad on accounting and reporting requirements and the interpretation of Government authorities and regulations, arranges payments of assessments to international organizations, administers a working-capital advance to finance post operations, performs a complete accounts-receivable function, prepares forecasts and special statements as required, and provides a centralized travel arrangements and claims service for departmental personnel.

The Division is at present involved in detailed studies and preparation for the integration and provision of financial services to all departments at posts abroad.

Matériel Management Division

The Matériel Management Division is responsible for ensuring the adequacy of *matériel* support for Canadian diplomatic posts throughout the world