1. NAME OF SYSTEMS

   Area Management Budgets

2. PURPOSE OF THE SYSTEM

   The purpose of the system is to commit and control funds allocated
   through AMAs. Typically the overall budget for operations abroad
   is set by post planning (RCC now CMA) in consultation with MFR.
   The detailed allocation of these funds to specific posts is made
   by AMAs. The system aids this process. In addition AMAs need the
   status of post budgets and commitments almost on a day by day
   basis to make decisions on the transfer of funds from one
   reporting object to another e.g. R.O. 25 and R.O. 35 which have
   not been delegated to Heads of posts. In addition decisions
   regarding transfer of funds from controlled allotments e.g.
   locally engaged staff, Canada based staff overtime and capital are
   made by the AMAs.

   The system helps with the decision making process regarding
   reallocation of funds.

3. DESCRIPTION OF THE SYSTEM

   IBM Visicalc is used on an IBM-PC which is equipped with a
   diskette and a line Printer.

4. SCOPE OF THE SYSTEM

   The System is concerned with all funds allocated by AMAs for post
   operation. This involves $170 million for fiscal 83/84.

   The reason the AMAs use their own computer (an IBM-PC), as opposed
   to the FMS, is that FMS is unable to provide information on a day
   by day basis on the transactions taking place in posts. Also the
   posts' commitments are not recorded on the FMS. The Senior AMA
   said, however, that should FMS be upgraded to enable on-line
   access to data, on a day to day basis, they would have no problems
   in using it.

5. KEY USERS AFFECTED

   The only users of the system are the AMA units and to a lesser
   extent CMA (the former RCC - Post planning).

6. OPERATED BY

   The system is under the total control of the Senior Area
   Controller.