

- G. Have mission-specific policies been established for personal motor vehicle transactions?

4 BUDGETARY CONTROL AND REPORTING

- A. Did all Program Managers and I have input to the Mission budget submission and was the final submission reviewed by the CMM before forwarding to Headquarters?
- B. When the budget reference levels were received, were they reviewed by the CMM and myself, to set priorities, especially for capital expenditures? Were decisions taken communicated to all Program Managers?
- C. Are the CMM and I informed at least on a quarterly basis, on the status of the Mission budget [i.e. budget, expenditures, encumbrances, commitments, forecasted expenditures and balances]?
- D. Are local budget and encumbrance control records reconciled with FINEX reports on a monthly basis?
- E. Can the Accountant provide me with the current status regarding the balances in encumbrances and the Mission budget as of this date?

5 CONTRACTS

- A. Have I established a Contract Review Board and is it active in reviewing proposed contracts?
- B. For non-competitive, service contracts entered into, was the total value of the contract under \$50,000?
- C. For non-competitive, goods and construction contracts entered into, was the total value of the contract under \$40,000?
- D. For competitive, service, goods and construction contracts entered into, where at least two bids were received, was the total value of the contract under \$400,000?