

26 UNOFFICIAL ACCOUNTS [IF APPLICABLE]

- A. Have special procedures, which are in consonance with Departmental policy, been established in writing to administer the account, with a copy to all participants?
- B. Are financial records maintained to control such funds and are the funds adequately safeguarded and not being controlled by any of the accounting staff at the mission?
- C. Are sales of the funds only to Canada-based staff at the exchange rate reported to STATSCAN on a monthly basis?
- D. Have I conducted regular and unannounced cash verifications of the fund?
- E. Is there a signed undertaking from each participant that they understand the procedures of the fund, agree to participate and assume all risks including losses due to exchange fluctuations, theft, fire etc?

27 PUBLIC SERVICE HEALTH [IF APPLICABLE]

- A. Have guidelines been prepared and distributed for the provision of medical services and the use of the clinic?
- B. Have contacts been established between HWC medical officers and local medical establishments?
- C. Is a register maintained noting the number of visits, services provided, and a description and note of the quantity of drugs dispensed?

28 RECREATIONAL FACILITIES [IF APPLICABLE]

- A. Have I established a recreation committee to manage the facility?
- B. Have guidelines and rules for the operation of the facility been established and distributed to all users of the facility?