

Study of ADAF; Terms of Reference

To study and make recommendations on the design of a financial management and accounting system for the personnel sector with reference to budget preparation, commitment control, general accounting, the preparation of financial statements and expenditure analysis so as to provide timely and accurate financial information for sector managers.

In particular:

- A) Examine present accounting operations and recommend:
- 1) what financial records should be maintained;
 - 2) what financial records can be automated;
 - 3) what records are needed for internal control and compliance with departmental directives;
 - 4) what financial delegated authorities are necessary;
 - 5) interface of ADA financial statement with departmental statements;
 - 6) preparation of timely financial reports to explain variances between actual and estimated expenditures;
 - 7) interface with pay and allowances section in regard to verification of salaries, allowances, overtime and related pay and benefits payments;
 - 8) the feasibility and applicability of financial modelling.
- B) In light of the recommendations in A, recommend a suitable organization plan.

June 2, 1983.