

Finance Division

The chief responsibilities of the Finance Division are the preparation of main and supplementary estimates for External Affairs, general financial control over departmental expenditures, the financing of missions abroad and the auditing of mission accounts, arrangements for travel and removal, and the handling of such claims, payments to international organizations, and administrative arrangements for Canadian participation at international conferences.

The rapid expansion of Canada's external relations during the post-war years has resulted in a phenomenal budgetary increase from \$4,975,-137 in 1945-46 to \$205,120,774 for 1965-66, including external aid programmes.

During 1965, preliminary studies were undertaken to establish procedures necessary to implement the Glassco Commission recommendations on financial management. Further detailed studies by a management consulting firm will be required to assess the immediate and long-term organization implications of programme budgeting and financial control as envisaged in the above-mentioned report. The Department's commitment control procedures were improved throughout the year, a new audit section for certain types of travel was established and arrangements were completed for the appointment of a senior financial officer to assist in the development of a financial management programme.

Supplies and Properties Division

During 1965, the Division was reorganized by adding several technically qualified personnel to handle its increasing work load and give better service to missions abroad.

As the name of this Division implies, its main preoccupation is the making of arrangements for the acquisition of sites and for the purchase and construction of buildings abroad. As a further concern it deals with the leasing of office accommodation, official residences for heads of post, as well as staff quarters at some missions. It implements a preventive maintenance programme and supervises major schemes of interior decoration for new premises. Arrangements for the purchase of furniture, furnishings and equipment for chanceries, official residences and staff quarters fall within the province of its responsibilities.

All official vehicles for the Department's use abroad are purchased through the Supplies and Properties Division, which also controls the replacement, servicing, maintenance and insurance of these vehicles. Its Stores and Shipping Depot orders, packs and ships stationery, office supplies and equipment for missions abroad, and arranges for the packing and transportation of the household and personal belongings of the rotational staff of the Department, and secures customs clearance of their effects.

A number of construction projects are under examination and it should soon be possible to call tenders for several new buildings. In the course of the year, repairs and improvements have been made to various structures overseas. The interior design staff has undertaken major furnishing schemes for new properties and has developed a refurbishing programme to replace worn equipment in owned or leased accommodation.

The Department now owns or leases 74 chanceries, 71 official residences (including three purchased during the last 12 months) and 176 staff quarters throughout the world.